



# City of Laguna Beach

## Recreation Division

Mailing Address: 505 Forest Avenue, Laguna Beach, CA 92651

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### Commercial Film Permit Application – FY 23-24

**Application Fee: \$150.00 (Non-Refundable)**

**Daily Use Fee: \$615.00**

- Permits are required for motion picture, video, and still photography when filming activity takes place on City property (i.e., parks, beaches, streets, sidewalks, buildings, etc.).
- Permits are issued from 7:30 a.m. to sunset.
- City film permits are not issued for private, County, School District, or other property not owned by the City.
- **Permit applications must be submitted 3 weeks prior to filming for consideration and processing.**
- All insurance requirements must be met before a permit is issued.
- Film permit applications may be denied if deemed contrary to public convenience or welfare. This may include but is not limited to conflict with other activities, and/or public use; excessive potential for damage to public property; jeopardy to public safety; failure to apply in a timely manner.
- The City does not have jurisdiction over permits north of Crescent Bay Beach.
- **No commercial permits issued from Memorial Day to Labor Day.**
- No large film shooting on Saturdays & Sundays.

**Applicant Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**On-Set Location Contact:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Documentary** \_\_\_\_\_ **Feature Film** \_\_\_\_\_ **Music Video** \_\_\_\_\_ **Print Ad** \_\_\_\_\_ **School Project** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Project Title & Company Representing:** \_\_\_\_\_

**Describe Activity:** \_\_\_\_\_

**Dates (s):** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Filming Locations:** Please be specific. If more than one location, please note all locations and time periods.

\_\_\_\_\_

**FILMING: Fill in for each location.**

Date	Setup/Wrap Time	Filming Time	Filming Location	Notes

**SET DETAILS:**

Yes	No		Yes	No	
		Cast/crew, quantity:			Drone (must provide FAA license)
		Automobiles, quantity:			Generator(s), quantity:
		Trucks, length & quantity:			Amplified sound/music
		Motorhome, length:			Food service/catering vehicle
		Camera car(s), quantity:			Table(s), quantity:
		Tents/canopies, quantity:			Equipment, describe:
		Portable lighting			Props, describe:

**ADDITIONAL/OPTIONAL FEES:** City will determine if additional staff is required to be onsite during the filming.

Marine Safety Staff Member: \$75/hr. (3 hr. minimum) **required** for filming on public beaches or in the water.

Meter Bag or Parking Lot Request: \$25/meter/day (M-F) and \$50/meter/day (Sat, Sun & Holidays)  
A maximum of 10 parking meters may be reserved for film activities.  
Parking lots vary. Please inquire.

Police Department Staff Member: \$127/hr. (3 hr. minimum). Large film shoots **require** Police Department personnel.

All payments are due when application and all required insurance documents are received by staff. The City accepts cash, check (only if received two weeks or more prior to filming) and credit card (VISA, Mastercard, and Discover).

## **INSURANCE REQUIREMENTS**

**All insurance requirements must be submitted at least 5 business days prior to filming.**

Dependent upon the specific event or activity, the following insurance requirements must be met (as applicable).

At the discretion of the City of Laguna Beach, (due to the nature of the activity, event, or the number of people in attendance) higher limits or other requirements may be specified.

1. Certificate of Insurance (COI) listing at least \$1 million in general liability with an aggregate amount of \$2 million. \_\_\_\_\_ Initial required
2. An endorsement naming the City of Laguna Beach as an additional insured. **This is a separate document from the COI.** A statement in the description box on the main COI is not sufficient. \_\_\_\_\_ Initial required
3. A primary and non-contributory endorsement for General Liability. \_\_\_\_\_ Initial required
4. Workers' Compensation with the following minimum requirements: \_\_\_\_\_ Initial required
  - \$1,000,000 Bodily Injury by Accident- Each Accident
  - \$1,000,000 Bodily Injury by Disease - Policy Limit
  - \$1,000,000 Bodily Injury by Disease - Each Employee
5. Waiver of Subrogation to be included with the Worker's Compensation coverage. \_\_\_\_\_ Initial required
6. Automobile coverage with the following coverage amounts:  
Commercial Entities: Business automobile liability with a combined single limit not less than \$1,000,000 per occurrence. For bus/transportation entities: minimum per occurrence and aggregate limits should be \$5,000,000. Individuals: \$300,000 combined single limit referred. Liability of \$100,000 per person/\$300,000 per occurrence. \_\_\_\_\_ Initial required

## **COMMERCIAL PHOTO/FILM PERMIT PROCEDURES AND POLICIES**

The requirements for photography and motion picture filming are established by Chapter 5.66 of the Municipal Code. The City also utilizes the Model Filming Permit Process of the California Film Commission.

- Film permit applications may be denied if deemed contrary to public convenience or welfare. This may include but is not limited to conflict with other activities, and/or public use; excessive potential for damage to public property; jeopardy to public safety; failure to apply on a timely basis. \_\_\_\_\_ Initial required
- Film permits are issued through the Recreation Division of Public Works and are reviewed by the Marine Safety, Police, Fire and/or Public Works departments, as deemed appropriate, to determine staff requirements, restrictions, and public safety requirements prior to application approval. \_\_\_\_\_ Initial required
- Postponement of permits prior to the scheduled date due to weather conditions may be approved at no additional cost. However, the permittee is responsible for all City personnel who show up for work unless the cancellation or postponement is requested by noon on the preceding business day. \_\_\_\_\_ Initial required
- Props, structures, vehicles, and film equipment may be permitted on parks or beaches (excluding vehicles on beaches) as part of the film permit at the City's discretion. \_\_\_\_\_ Initial required
- City personnel, equipment, uniforms, or logos may not be filmed for commercial purposes. Such personnel and equipment are provided for the safety and convenience of the public and not for use by the permittee. \_\_\_\_\_ Initial required
- RV Parking: Laguna Beach Municipal Code (LBMC) does not allow RV's/Motorhomes to be parked on City streets or City parking lots for longer than five (5) cumulative hours total in any day ("5-hour rule"). However, permits may be obtained for up to two (2) RV permits per RV per calendar year. The permits are free and can be obtained at the front lobby of the Police Department. Each permit is good for up to 72 hours. The RV permit does NOT exempt the driver from having to follow all other CVC and LBMC provisions that pertain to parking, including posted time limits and street sweeping restrictions. The RV permit only exempts the driver from the 5-hour rule. \_\_\_\_\_ Initial required
- Motorhomes parked in public right of way or in City lots will also require a permit from the Police Department. If parking in public right of way, refrain from using side pop-out feature on motorhome. \_\_\_\_\_ Initial required
- Filming on Coast Highway or Laguna Canyon Road requires a Cal Trans Encroachment Permit. Click on the following link for more information: <http://www.dot.ca.gov/trafficops/permits/encroachpermits.html>
- For filming in the open land/wilderness parks surrounding Laguna Beach: <http://ocparks.com/rnp/permits/filming>

Permittee/applicant hereby agrees to ensure compliance with the conditions of the permit and understands that failure to comply with these requirements may result in the immediate cancellation of a production.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_