Film Permit BMC 5-15 (Ord. 1048) Applications due 2 weeks before filming

Applicant Requirements:
- Film Permit Application (Fee varies)
- Right of Way Permit, if applicable (Fee varies)
- Proof of Insurance (City of Bellflower as Certificate Holder for General & Automotive Liability $1,000,000 policy change with City of Bellflower named as additional insured)
- County of Los Angeles Fire Department Motion Picture/TV Filming Permit, if applicable
- Diagram/Site Map, if applicable
- Ariel View of Area to designate all buildings in the locality, if applicable

Required Approval(s):
- Public Safety Clearance*
- Fire Department Clearance*
- Health Department Clearance (if applicable)
- Public Works Clearance*
- Community Development *

Permit Renewal:
N/A

Other Related Fees:
Use of City Facilities
Additional Services (City, Sheriff, Fire)
Performance Bond for Clean-up and Restoration
Application for Location Filming

Today’s Date: ________________________

Production Type: ________________________

Project Title: ________________________

Production Co: ________________________

Phone: ________________________ Fax: ________________________

Billing Address: ________________________

Location Manager: ________________________

Phone: ________________________ Pager: ________________________

Publicity Contact: ________________________

Date(s) of Filming: ________________________ Times: ________________________

Street Location (attach additional sheets if necessary):

Summary of Activities:

Refueler: Yes □ No □ Generator: Yes □ No □ Cast and Crew Size: __________

Pyrotechnics (brief description):

Requested “No Parking Signs” locations:

Requested Traffic Control:

Summarize any additional assistance you may need from the City of Bellflower (including Police, Fire, Public Works etc):

16600 Civic Center Drive * Bellflower, CA 90706 * 562/ 804-1424
Location of Catering Activity: ___________________________ Number of Meals __________
Describe how meals will be served: ____________________________________________
How did your company learn about Bellflower: ________________________________

* If filming will take place on Private Property you must complete a Private Property Right-of-entry/use Permission form and attach it to this application before a permit will be issued. *

** If the City's Film Permit Coordinator deems it necessary a Merchant/Neighborhood Notification Form will be necessary and should be completed and attached to this application before a permit will be issued.**

Additional information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you are using a permit service or if you have hired an agent authorized to sign permits and pay city fees please indicate below:

Permit Service/Agents Name: ____________________________________________
Address: ______________________________________________________________
Telephone Number: ______________________________________________________

Statement of Applicant -

I hereby declare that the information set forth in this Film Permit Application is complete and accurate.

________________________  _______________  ____________
Signature  Title  Date
FILM PERMIT

Permit Number:

Pursuant to the provisions of Chapter 5 Section 15 of the Bellflower Municipal Code, and upon written application on file in the Community Development office, which application by this reference is made a part hereof, permission is hereby granted to:

Whose Address is:

Phone Number:

To enter upon and use the “location(s)” described below for the purpose of photographing or filming the following:

The number of days, times, date and location(s) covered by this permit are:

Location #1 -

Location #2 -

1. Permittee shall pay to the City of Bellflower (“City”) the following fees:

   Permit Application Fee (Non-Refundable) $ 
   Daily Fee (First day included in Application Fee) $ additional days Subtotal $ 
   Department service charge deposit Subtotal $ 
   Location Fee Subtotal $ 
   Penalties, if applicable Subtotal $ 

   TOTAL : $ 

2. Permittee shall pay to City within ten (10) days after receipt of invoices the actual costs incurred by City departments, which render services or provide equipment materials or supplies for or in connection with filming activities authorized by this Permit. Within thirty (30) days following the conclusion of the filming activity, City shall submit invoices and billing for the actual City departmental services charges. Permittee shall pay any unpaid balance thereof within
ten (10) days after receipt of the City’s invoices. City may retain the deposit separately or it may commingle the deposit with City’s general and other funds. City shall not be required to pay Permittee interest on the deposit.

3. Permittee acknowledges and agrees that the permission granted herein does not include permission to photograph or otherwise use privately-owned property and that it shall be permittee’s obligation to obtain all requisite consents and permits to photograph, film, or otherwise use such privately-owned property.

4. Nothing herein shall obligate Permittee to photograph or film, to use such photographs or films, or to otherwise use said locations. Permittee is granted for all times the irrevocable right to use the photographs and or film taken by it; provided, however, said photographs and or films shall not be used in a manner derogatory to the City of Bellflower.

5. Permittee shall at all times, in its use of the locations and in the conduct of its operations thereon, comply with all applicable laws, ordinances and regulations enacted by federal, state, municipal and or other governmental bodies or departments or offices thereof. If the location(s) described above include public streets and alleys, Permittee’s use thereof shall not substantially interfere with the public’s right to use said public streets and alleys or the operation of emergency equipment in the location(s). Permittee shall notify the City’s Community Development department in writing of the date or dates of use of the location(s) at least five (5) days prior thereof and concurrently submit a written traffic control plan for approval by the City assuring that the public’s use of the streets will not be substantially interfered with. During the use of the location(s), Permittee shall strictly comply with the provision of the approved traffic control plan and shall keep, maintain and return the location(s) in a neat, clean and sanitary condition.

6. Permittee agrees to defend, protect, indemnify and hold the City of Bellflower, its commissions, boards, officers, employees and agents free and harmless from and against any and all actions, suits, proceedings, claims, demands, loss, liens, costs, expense and liability, of any kind or nature whatsoever, including attorneys’ fees and court costs (“claims”), for an injury to or death of persons or damage to property (including property owned by said City), which may be brought, made, filed against, imposed upon or sustained by said City, its commissions, boards, officers, employees and agents, and which claims may, in whole or in part, arise from or be attributable to or be caused, directly or indirectly, by the use of or operations conducted upon said location(s) authorized to be used herein, whether such use or operations be made or performed by Permittee, its officers, agents, or employees or by any persons’ action with the knowledge and consent, expressed or implied, or Permittee, and regardless of whether any act, omission or negligence of the City of Bellflower or their officers or employees contributed. The indemnity provided herein does not require payment as a condition precedent to recovery under the same.
7. As a condition to the effectiveness of this Permit but not in limitation of Permittee's obligations under paragraph 6 above, Permittee shall procure and maintain in full force and effect at all times while the Permit shall be in effect, a policy or policies of comprehensive general liability insurance with coverage at least as broad as Insurance Services Office Commercial General Liability Coverage's "occurrence" with the limits of coverage of not less than $1,000,000 combined single limit. Said insurance shall name the City of Bellflower, its agencies, departments, officers, agents, employees and servants as additional insured. Permittee shall furnish a certificate evidencing such insurance to the City Administrator for approval.

8. Permittee shall reimburse upon demand for the actual replacement or repair cost of any damaged or destroyed City property.

9. City reserves the right to summarily revoke this Permit at any time upon written notice to Permittee from the City Administrator for reasons of disaster, emergency, or other change of circumstances which in the sole discretion of the City Administrator necessitates a revocation of this Permit.

10. The Permit has been issued under and shall be subject to the provisions of Chapter 5 Section 14 of the Bellflower Municipal code.

11. Recognition shall be given the City of Bellflower in the credits, if credits appear.

12. Other conditions:

City of Bellflower—A Municipal Corporation

Dated: ____
Permittee accepts this Permit on ____________________, and agrees to be bound thereby
Permittee Signature: ___________________________ Title: ___________________________
Print Name: ___________________________ Company: __________________________
Issued to Permittee by: ___________________________
Final Approval by: ___________________________
GENERAL FILMING INSURANCE REQUIREMENTS

Production companies who are requesting to film on City owned or operated property must have a current certificate of insurance on file with the City of Bellflower Community Development Department. The certificate must be in U.S. dollars and include the policy number, effective and expiration dates in the following amounts:

⇒ General Liability $1,000,000 (for all projects)
⇒ Aquatic Center liability in addition to general liability $1,000,000
⇒ Aircraft or helicopter liability $5,000,000
⇒ Certificate Holder:
   The City of Bellflower
   16600 Civic Center Drive
   Bellflower, CA 90706

The City of Bellflower must be named as an Additional Insured under all liability policies.

Please use the following wording:

The City of Bellflower, including its agencies, departments, officers, agents, employees and servants is named as an Additional Insured with respect to liability arising out of operations related to filming on property owned, operated or controlled by the City of Bellflower.
GENERAL LIABILITY ENDORSEMENT
Minimum Limits: $1,000,000 CSL per Occurrence

To the film applicant:

This informational letter and the attached General Liability endorsement form are intended to assist you in obtaining the insurance coverage required for your event/activity and permit. Please forward this letter and the City's General Liability Endorsement form to your insurance broker-agent.

For the duration of your permit, you must maintain, from an insurance company(ies) either admitted to write insurance in the State of California or rated A:VIII by A.M. Best Company (or equivalent), the following insurance coverages, unless the City's Risk Manager determines that other coverages or higher limits are required for your activity.

1. **Commercial General Liability** (equivalent to ISO CG 00-01-11-85 or CG 00-01-11-88) in an amount not less than One Million Dollars ($1,000,000) per occurrence. If food is sold, products liability coverage in an amount not less than One Million Dollars ($1,000,000) must be included. If alcoholic beverages are sold or served, liquor liability coverage in an amount not less than One Million Dollars ($1,000,000) must be included. If participants, film extras, and/or spectators are involved, the certificate of insurance must specify that the commercial general liability covers participants, film extras, and/or spectators, as applicable. The City's General Liability Endorsement form provides coverage for the City, its officials, employees, volunteers, and agents as additional insureds under your commercial general liability policy.

2. **Workers Compensation** as required by the California Labor Code, if the permit holder uses its own employees in conducting the planned film shoot.

3. **Aircraft liability** in the amount not less than Five Million Dollars ($5,000,000) per occurrence, if helicopters or other aircraft are used in the conduct of or in connection with the film shoot.

4. **Aquatic Center Use** in an amount not less than One Million Dollars ($1,000,000) per occurrence if the aquatic center is used in the conduct of or in connection with the film shoot.

   - **Certificate of Insurance** issued by your insurance broker-agent evidencing the insurance coverages applicable on your film shoot, with the cancellation provision on the certificate amended to read as follows: "Should any of the above described policies be canceled before the expiration dates thereof, the issuing company will mail thirty (30) days prior written notice to the certificate holder. In the case of cancellation for nonpayment of premium, the issuing company will mail ten (10) days prior written notice to the certificate holder."

   - **City's General Liability Endorsement** completed by your insurance company or insurance agent.

   - Any written statement by you and/or your insurance broker-agent explaining the reasons why any of the above coverages are limited or why any of the applicable requirements have not been satisfied.

All certificates and endorsements must be original, signed documents submitted to Director of Community Development, City of Bellflower, 16600 Civic Center Dr., Bellflower, CA 90706.

If you or your insurance broker-agent has any questions regarding these insurance requirements please do not hesitate to contact us.
Authorization must be received from all businesses considered "directly affected" by the proposed filming activity. Production companies requesting a City film permit must provide residents and businesses with a copy of this form when obtaining signatures. Production company representatives must fully explain any questions an individual might have regarding the filming activity, including use of supplemental business contracts between the impacted residents and businesses and the filming company.

Filming will occur at (location) ____________________________
Name of film company ____________________________
Type of filming ____________________________
Date(s) of filming ____________________________
Description of filming ____________________________

Film company representative on location ____________________________
On location phone ____________________________
Company address ____________________________
Company phone ____________________________

If any problems or concerns arise, please contact the film company representative listed above. If they do not sufficiently resolve the problem, contact the City of Bellflower Film Permit Coordinator Monday-Friday 8:30-5:00 or the Bellflower Sheriffs after hours or on weekends at (562) 866-9061.
PRIVATE PROPERTY RIGHT-OF-ENTRY PERMISSION FORM

Applicants must obtain written permission from all affected private property owners including businesses, merchants, and residences to enter and/or use their property. Evidence that permissions(s) have been obtained must be submitted with the application packet. Congregating on private property is subject to notification of owner(s) and approval by the owner(s) or manager(s) of the properties involved. Note that compensation to enter and/or use private property is required in certain instances by private property owners, businesses, merchants, residences, and tenants.

Private Property Right-of-Entry Permission Form:
“I, __________________, hereby grant permission to __________________ to enter and/or use my property located at __________________________ for the purpose of filming and/or photographing a production known as __________________________ on the following dates: __________________________.” Said permission is subject to the following conditions:


Grantee (Film Production Company)
Date __________ Signature __________________________
Print Name ______________ Phone __________________________

Grantor (Property Owner)
Date __________ Signature __________________________
Print Name ______________ Phone __________________________

16600 CIVIC CENTER DRIVE * BELLFLOWER, CA 90706 * 562/ 804-1424
STILL PHOTOGRAPHY INSURANCE REQUIREMENTS

Photographers who are requesting to take still photography on City owned or operated property must have a current certificate of insurance on file with the City of Bellflower Community Development Department. The certificate must be in U.S. dollars and include the following:

- General Liability $1,000,000 (for all projects)
- Aquatic Center liability in addition to general liability $1,000,000
- Aircraft or helicopter liability $5,000,000
- Certificate Holder:
  The City of Bellflower
  16600 Civic Center Drive
  Bellflower, CA 90706

The City of Bellflower must be named as an Additional Insured under all liability policies.

Please use the following wording:

The City of Bellflower, including its agencies, departments, officers, agents, employees and servants is named as an Additional Insured with respect to liability arising out of operations related to filming on property owned, operated or controlled by the City of Bellflower.
STUDENT FILMING INSURANCE REQUIREMENTS

Students who are requesting to film on City owned or operated property must have their school’s current certificate of insurance on file with the City of Bellflower Community Development Department. The certificate must be in U.S. dollars and include the following:

- General Liability $1,000,000 (for all projects)
- Aquatic Center liability (in addition to general liability) $1,000,000
- Aircraft or helicopter liability $5,000,000
- Certificate Holder:
  The City of Bellflower
  16600 Civic Center Drive
  Bellflower, CA 90706

The City of Bellflower must be named as an Additional Insured under all liability policies.

Please use the following wording:

The City of Bellflower, including its agencies, departments, officers, agents, employees and servants is named as an Additional Insured with respect to liability arising out of operations related to filming on property owned, operated or controlled by the City of Bellflower.