Film Permit BMC 5-15 (Ord. 1048)

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)
- General Liability Endorsement – 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.”
- 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*
- Planning Department *

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.):

________________________________________________________________________
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:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Statement of Applicant -

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

_________________________________________  ___________________________  ___________________________
Signature                                           Title                                      Date

Print Name

16600 Civic Center Drive * Bellflower, CA 90706 * 562/ 804-1424
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 Planning 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 $2,000,000
=> 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. 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."

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 ($2,000,000) 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 Planning Department, 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.

16600 CIMC CENTER DRIVE * BELLFLOWER, CA 90706 * 562/804-1424
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 ______________________

Granter (Property Owner)
Date __________ Signature ______________________
Print Name __________ Phone ______________________

Filming Impact Notification Form

If filming occurs in business and/or residential areas and streets must be closed from time to time to accommodate film production crews or on-street parking as needed, we require production companies to survey nearby businesses and /or residents. This survey is used by the Planning Department in evaluating neighborhood support for the proposed film activities.

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 on: ________________________________
Name of film company: ________________________________
Type of filming: ________________________________
Date(s) of filming: ________________________________
Description of filming: ________________________________

The production company has applied for the necessary film permit and will maintain all legally required liability insurance. If a permit is granted, all City personnel required to ensure public safety will be on location during the filming. The production company will make every effort not to disturb you and will abide by the hours set forth above. Thank you in advance for your cooperation and hospitality while location filming occurs in your neighborhood.

Building Manager: In multiple until buildings, managers may sign on behalf of tenants, but must notify all tenants. Total number of units in building ________. Addresses signed for _________________________________. I as manager of the above named building, HAVE NOTIFIED ALL THE TENANTS and know of no substantial objection to the proposed filming activity. Please Sign Below

PLEASE INDICATE YOUR SURVEY RESPONSE BELOW
[] I do not object to the scheduled filming/photography request.
[] I do object to the filming/photography request for the following reason(s)

Signature ________________________ Print Name ________________________
Business Name ________________________
Address ________________________ Telephone (optional) ________________________

If you have any questions or concerns regarding this request, please contact the production company at:
Location Manager: ________________________ Telephone: ________________________
Bellflower Film Liaison: ________________________ Telephone: ________________________ ext., Cell:

If any problems or concerns arise, please contact the film company representative listed above. If they do not sufficiently resolve the problem, contact the Bellflower Sheriff's after hours or on weekends at 562-925-0124.