



# FILMING PERMIT APPLICATION INSTRUCTIONS

THE CITY OF ORANGE REQUIRES 16 WORKING DAYS TO PROCESS AN APPLICATION REQUEST.  
INCOMPLETE PERMITS WILL NOT BE ACCEPTED.

A COMPLETED APPLICATION WILL CONTAIN THE FOLLOWING:

- Completed permit application (Form A pages 1-2).
- Certificate of insurance **AND** an endorsement naming the City of Orange as an additionally insured (see pages 8-9 sample) evidencing:
  1. Workers compensation insurance as required by law for the protection of permittees' employees.
  2. Comprehensive or commercial general liability insurance written on an occurrence basis providing for a combined single limit of (a) \$1 million, or (b) \$500,000 per occurrence with \$1 million aggregate for bodily injury, death and property damage, or (c) \$1 million aggregate; and
  3. Automotive liability insurance on a comprehensive form covering all owned, non-owned and hired automobiles providing for a combined single limit of (a) \$1 million, or (b) \$500,000 per occurrence with \$1 million aggregate for bodily injury, death and property damage, or (c) \$1 million aggregate.

Each policy of general liability and automotive liability shall be endorsed to provide that the City, its officers, agents, and employees are declared to be additional insureds under the terms of the policy.

- Copy of location agreement if filming on private property. The agreement must include the owner's contact information and signature.
- A draft of the neighborhood filming notification letter (Form B- page 3).
- Signatures of approval (Form C- page 4) from the immediate surrounding area of the proposed filming and parking locations.
- Film Set Questionnaire (Form D pgs 5-6). Please read through the list of conditions carefully.
- Filming layout diagram to include location to and equipment such as cameras, generators, etc., parking plan for vehicles such as trucks, vans, and personal crew vehicles.
- STUDENTS ONLY: City permits for productions involving weapons, requesting temporary traffic control, or additional safety personnel will **not** be approved.
- STUDENTS ONLY: Application must be reviewed for completion prior to submittal by an approved instructor, professor, etc.

Instructor signature: \_\_\_\_\_

email/phone: \_\_\_\_\_

## CITY OF ORANGE FEE SCHEDULE

FEES WILL BE APPLIED UPON RECEIPT OF APPLICATION AND MUST BE PAID PRIOR TO FILMING

One Time Application Fee (non-refundable)	\$40
Per Day Permit Fee- Old Towne District	\$444
Per Day Permit Fee- Non-Old Towne	\$208
Per Day Permit Fee- Professional Photography	\$208
Per Day Permit Fee- City Parks	\$218
Per Day Permit Fee- Private Property	\$0*
Per Day Permit Fee- Student Filming	\$0**

Additional charges seen as safety and City Staff required services are charged 100% of costs based on projected estimate.

\*Private property means that the entire production, including parking of vehicles, equipment staging and moving, cast and crew, or anything else involving the production will be EXCLUSIVELY on private property. If, at any time, the production utilizes sidewalks, streets, public parking lots, or any other publicly owned facilities or property, fees will apply.

\*\*Student filming is defined as a registered student at an accredited school engaging in film activities assigned by that school for an official class project and is covered by insurance provided by that school. Application Fees are also waived.



# FILM PERMIT

Keep a copy of this permit on location at all times

Production Company: \_\_\_\_\_ Production Title: \_\_\_\_\_

Production Type:  Feature Film  TV Series/Movie  Still Shoot  TV Commercial  Student  
 Other: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact/Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Provide a brief description of filming activity and storyline of scenes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### All Locations, Dates and Times:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Traffic:

Street closure:  Yes  No      Camera in curb lane:  Yes  No      Driving shots:  Yes  No  
 Lane closure:  Yes  No      Parking restrictions:  Yes  No      Intermittent Traffic Control (ITC):  Yes  No

If yes, provide an explanation and include location and time: \_\_\_\_\_

Equipment and Personnel:  Camera car  Picture car  Generator  Crane  Lights

Crew # \_\_\_\_\_ Extras# \_\_\_\_\_ Total Personnel # \_\_\_\_\_

Trucks # \_\_\_\_\_ Motorhomes# \_\_\_\_\_ Trailer # \_\_\_\_\_

Vans # \_\_\_\_\_ Parking (#cars) \_\_\_\_\_ Extras parking (#cars) \_\_\_\_\_

Generator # \_\_\_\_\_

Other Equipment (please list): \_\_\_\_\_

Banners:  Yes  No      Animals:  Yes  No      If yes, describe: \_\_\_\_\_

Special Effects:  Pyrotechnics  Stunts  Firearms  Loud noises      If yes, describe: \_\_\_\_\_

If any part of your production includes loud noises, applicant must notify in writing all residents and businesses within 500 feet within 7 working days prior to filming. \_\_\_\_\_ (Initial)

<b>OFFICE USE ONLY:</b>					
Date/Time Received:		Date/Time Permitted:			
<input type="checkbox"/> City Facilities		<input type="checkbox"/> Plaza		<input type="checkbox"/> Traffic Control	
Application Fee	\$ _____	Permit Fees	\$ _____		
Estimated Police Fees	\$ _____	Estimated Public Works Fees	\$ _____		
Estimated Legal Fees	\$ _____	Estimated Fire Dept. Fees	\$ _____		
Estimated Park Fees	\$ _____	Estimated Other Fees	\$ _____		
			<b>GRAND TOTAL:</b>	\$ _____	

**FILM PERMIT PROVISIONS**

Permittee waives all claims against the City of Orange, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit. Permittee hereby agrees to indemnify, defend and hold the City, its authorized agents, officers, representatives and employees harmless from and against any and all losses, damages or claims, causes of action, costs, liabilities, penalties, judgments and expenses, including, without limitation, defense costs and reasonable legal fees, resulting from any and all claims or damage of any nature, including any accident, loss or damage to persons or property which the City may incur and which arise from or relate to any activity conducted by permittee or any of its officers, agents, employees, representatives, contractors, consultants, or students in connection with the rights granted in the permit or under Orange Municipal Code Chapter 5.45.

Permittee must comply with current state, local, and Cal/OSHA non-emergency standards pertaining to COVID-19.

City shall have the privilege of inspecting the premises covered by this permit at any or all times.

City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the Permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

If Permittee is unable to film on scheduled date due to inclement weather, City must be notified in writing by next business day in order to reassess permit fees to a rescheduled date.

City shall be compensated for any loss or damage to City property by Permittee.

Permittee agrees to clean and restore the property to its original condition prior to use as a location site.

Public Use of City Park Facilities - - No vehicle(s) allowed on park turf areas. All film equipment must be transported via dolly or hand-carried in and out of park facility. No temporary parking of vehicle(s) on park turf for loading or unloading of equipment.

Permittee is responsible for fully complying with posted signage surrounding the requested film site. The City of Orange will not dismiss any citation issued to the Permittee or any person(s) associated with the film production who is in violation of posted regulations.

Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permittee hereby agrees to ensure compliance with the conditions of the permit, agrees to obtain prior City approval for deviations from the information provided herein and understands that failure to comply with these requirements may result in the immediate cancellation of filming.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
(City of Orange Representative)

Date: \_\_\_\_\_



# NOTICE OF PROPOSED FILMING ACTIVITY IN ORANGE

Dear Orange Merchant or Resident:

We are in the process of applying for a City of Orange film permit. Listed below is the proposed filming activity. Please let us know of any special concerns that you may have within 5 business days of receipt of this notice.

If the permit is granted, we will abide by all City of Orange filming rules, and will maintain all legally required liability insurance.

Thank you in advance for your cooperation.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Production Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Production Title: \_\_\_\_\_

Production Type: \_\_\_\_\_

Filming location: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_

Time of filming: \_\_\_\_\_

Scene: \_\_\_\_\_

\_\_\_\_\_

Crew parking: \_\_\_\_\_

Number of personal vehicles \_\_\_\_\_

Number of oversized trucks/trailers \_\_\_\_\_

\_\_\_\_\_

Total number of vehicles at film site location: \_\_\_\_\_

Intermittent Traffic Control:  Yes  No (3-minute maximum)

Location(s): \_\_\_\_\_

Date(s)/Hours: \_\_\_\_\_

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

\_\_\_\_\_



# SIGNATURES OF APPROVAL

The City of Orange Film Notification (Form B) must be distributed to property owners and tenants located within 500 feet (on both sides of street) of the filming area. Written permission is required from property owners or tenants in the immediate surrounding area (front and back, side to side). Only handwritten signatures count as approval.

We, the undersigned are aware that \_\_\_\_\_  
Production Company

will be filming \_\_\_\_\_  
Production Title

at \_\_\_\_\_  
Address

on \_\_\_\_\_ Date(s) Filming Hours: \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

**We understand that equipment and vehicles will be parked on the street.**

***Additional conditions:*** \_\_\_\_\_

<i>Name</i>	<i>Address</i>	<i>Signature</i>

***Signatures of minors or hired staff are not acceptable.***



# FIRE DEPARTMENT FILM SET QUESTIONNAIRE

Film Production Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Production Company: \_\_\_\_\_

Film Locations: \_\_\_\_\_

Please identify any production processes, materials, or conditions that may need special fire and/or life safety attention from the Orange Fire Department.

Check any of the following processes, materials, or conditions that will be associated with your production:

- |                                                                             |                                                                                           |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Candles                                            | <input type="checkbox"/> Hazardous materials                                              |
| <input type="checkbox"/> Chase scenes                                       | <input type="checkbox"/> Heaters                                                          |
| <input type="checkbox"/> Compressed gases                                   | <input type="checkbox"/> Liquid propane gas                                               |
| <input type="checkbox"/> Cryogens                                           | <input type="checkbox"/> Live audience                                                    |
| <input type="checkbox"/> Dust producing processes                           | <input type="checkbox"/> Metal working                                                    |
| <input type="checkbox"/> Explosives or blasting                             | <input type="checkbox"/> Open burning/Open flame                                          |
| <input type="checkbox"/> Fifty or more people inside building               | <input type="checkbox"/> Pyrotechnics                                                     |
| <input type="checkbox"/> Filming automobiles from inside                    | <input type="checkbox"/> Refueling                                                        |
| <input type="checkbox"/> Filming inside building                            | <input type="checkbox"/> Stunts                                                           |
| <input type="checkbox"/> Filming near brush                                 | <input type="checkbox"/> Tents                                                            |
| <input type="checkbox"/> Firearms (Not including props incapable of firing) | <input type="checkbox"/> Use of helicopter                                                |
| <input type="checkbox"/> Flammable/combustible liquids                      | <input type="checkbox"/> Wood working                                                     |
| <input type="checkbox"/> Generators >200 amps                               | <input type="checkbox"/> Tapping into building electrical system at circuit breaker panel |

NONE OF THE ABOVE APPLY TO MY PRODUCTION \_\_\_\_\_ (Initials)

If you checked any of the above listed processes, materials or conditions, you are required to provide a more detailed description below. If necessary for safety, the Orange Fire Department may require production alterations or on-site mitigation measures.

**DESCRIPTION OF PROCESSES, MATERIALS, OR CONDITIONS [INCLUDE A SITE PLAN, IF APPLICABLE]:**

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The undersigned acknowledges that the City of Orange shall not be liable at any time, and the undersigned agrees to assume all risks for any loss, damage or injuries whatsoever to the person or property of any person or entity whatsoever arising out of the above-referenced processes, materials or conditions which are implemented as part of the above-referenced film production.

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**ORANGE FIRE DEPARTMENT:**

**APPROVAL**

1. APPROVED WITHOUT CONDITIONS: \_\_\_\_\_  
[Insert a check mark here]

2. APPROVED SUBJECT TO THE FOLLOWING CONDITIONS: \_\_\_\_\_

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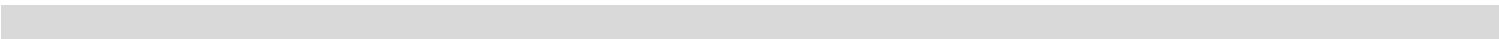
**CITY OF ORANGE**

Dated: \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_





# ELECTRICAL GENERATOR AFFIDAVIT

<b>Filming Date:</b>	<b>Call Time:</b>	<b>Generator Amperage Rating:</b>
<b>Production Title:</b>		<b>Name of Attendant:</b>
<b>Production Company:</b>		<b>Phone Number of Attendant:</b>
<b>Location Manager:</b>		<b>Generator Owner, Owner Representative Name, Address, and Telephone Number:</b>
<b>Site Location:</b>		

This letter is a statement of intent to employ an electrical generator rated at 200 amps or more on a film production in the City of Orange. This generator shall be operated by a person who has been properly instructed in its safe use by the generator owner representative.

The generator attendant shall not perform any duties on the set while the generator is in operation except those involving generator setup and operation, cabling, and lighting setup.

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



<b>ACORD</b> <b>CERTIFICATE OF LIABILITY INSURANCE</b>	DATE (MM/DD/YY)
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<b>PRODUCER</b>  NAME OF AGENT FOR INSURANCE COMPANY	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>
<b>INSURED</b>  MUST LIST THE COMPANY RESPONSIBLE FOR CONTRACT OR EVENT.	<b>INSURERS AFFORDING COVERAGE</b>  INSURER A:    LIST NAME OF INSURANCE COMPANY INSURER B:    LIST FOR AUTO INSURER C:    LIST FOR WORK COMP INSURER D: INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	MUST SHOW	MUST SHOW	MUST SHOW	GENERAL AGGREGATE	\$1,000,000*
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG	\$1,000,000*
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$1,000,000*
	<input checked="" type="checkbox"/> STATE YOUR DEDUCTIBLES				EACH OCCURRENCE	\$1,000,000*
	GEN'L AGGREGATE LIMIT APPLIES PER:				FIRE DAMAGE (Any one fire)	\$1,000,000*
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				MED EXP (Any one person)	
B	<b>AUTOMOBILE LIABILITY</b>	MUST SHOW	MUST SHOW	MUST SHOW	COMBINED SINGLE LIMIT (Ea accident)	\$500,000.*
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY						
<input checked="" type="checkbox"/> ANY OTHER BY APPROVAL						
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
C	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>	MUST SHOW	MUST SHOW	MUST SHOW	WC STATUTORY LIMITS	OTHER
	EACH ACCIDENT				\$1,000,000	
	DISEASE - EACH EMPLOYEE				\$1,000,000	
	DISEASE - POLICY LIMIT				\$1,000,000	
OTHER					*LESS BY APPROVAL	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS**

LIST ACTIVITY TO BE INSURED  
 NAME ADDITIONAL INSURED BY ENDORSEMENT (See attached endorsement)

<b>CERTIFICATE HOLDER</b>	<b>ADDITIONAL INSURED; INSURER LETTER</b> <b>CANCELLATION</b>
CITY OF ORANGE ATTN: FILMING 230 E. CHAPMAN AVE. ORANGE, CA 92866	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.</b>
	AUTHORIZED REPRESENTATIVE

Policy Number:

Commercial General Liability

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CITY OF ORANGE  
ATTN: FILMING  
230 E. CHAPMAN AVE.  
ORANGE, CA 92866

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

**CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED**

WITH RESPECTS FOR FILMING AT:

NAMED INSURED:

EFFECTIVE DATE:

ADDITIONAL PREMIUM:

CG 20 26 11 85

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