

*City of Petaluma
California*



*F I L M
P E R M I T*

Thank you for your interest in filming in Petaluma. Enclosed you will find Petaluma's film permit, including terms and conditions, and the supplemental forms required by the City. Please note that if you wish to film in the downtown area, it will be necessary to seek approval from the Petaluma Downtown Association.

We look forward to working with you. Please do not hesitate to call if we can provide any assistance. The City Manager's Office can be reached at (707) 778-4345 or by fax (707) 778-4419, or by email: citymgr@ci.petaluma.ca.us



**SONOMA COUNTY
UNIFORM FILM PERMIT APPLICATION**

Production Start & End Dates: _____

For Official Use Only

Permit Issued By:: _____

Date: _____ Name of Permittee: _____

Jurisdiction(s) Permit Application Filing Fee(s) Payable To: _____ City of Petaluma

Check No. _____ Cash _____ Wire _____ Credit Card _____ Amount: _____ Date: _____

Check the jurisdiction(s) within Sonoma County that your company will be filming. Production-specific terms and conditions are approved by the appropriate jurisdiction(s) prior to permit issuance. (*Fees, forms, and requirements for each jurisdiction are generally identified in the attached instructions and appendices*)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> County Roads | <input type="checkbox"/> Rohnert Park |
| <input type="checkbox"/> Cotati | <input type="checkbox"/> Santa Rosa |
| <input type="checkbox"/> Cloverdale | <input type="checkbox"/> Sebastopol |
| <input type="checkbox"/> Healdsburg | <input type="checkbox"/> Sonoma |
| <input type="checkbox"/> Petaluma | <input type="checkbox"/> Town of Windsor |

SECTION 1 - GENERAL INFORMATION (*Attach additional sheets as necessary.*)

1. Applicant/Production Company: _____

2. Film Production Title: _____

3. On-Site Contact: _____

4. Producer (if different): _____

5. Mailing Address: _____ City _____ State _____ Zip _____

6. Business Phone: _____ Home Phone: _____

7. Pager/Mobile: _____ Fax: _____ E-Mail: _____

8. Production Type: Still Film Video Multimedia Other _____

9. Classification: Commercial Industrial TV Multimedia
 Educational Feature Short Documentary
 Student (*Student filming must have letter from school detailing project and school permission to film*)

10. Production Title / Story Summary: _____

11. Insurance Provider: _____

12. Policy Number _____ (*Provide insurance certificates as required by each jurisdiction.*)

13. Total Site Number of Cast & Crew: _____

14. Estimated Room Nights: _____

15. Estimated Total Production Cost: _____

City of Petaluma, California

Film Permit Addendum

Updated: January 5, 2012

Approval Periods: The City of Petaluma requests that permits be submitted at least seven working days prior to filming if possible.

Filming in the Downtown Area requires prior approval from the Petaluma Downtown Association (PDA). Contact the PDA at (707) 762-9348 (Fax: 283-0528) to find out if your location falls within their boundaries and to receive application materials. Most filming permits for the downtown area require two weeks notification.

Parking Plan: Do you wish to film on City property? (parks, streets, sidewalks) or use City equipment or services (posted parking, police officers? If yes, please describe: _____

Please complete attached parking diagram for posted parking.

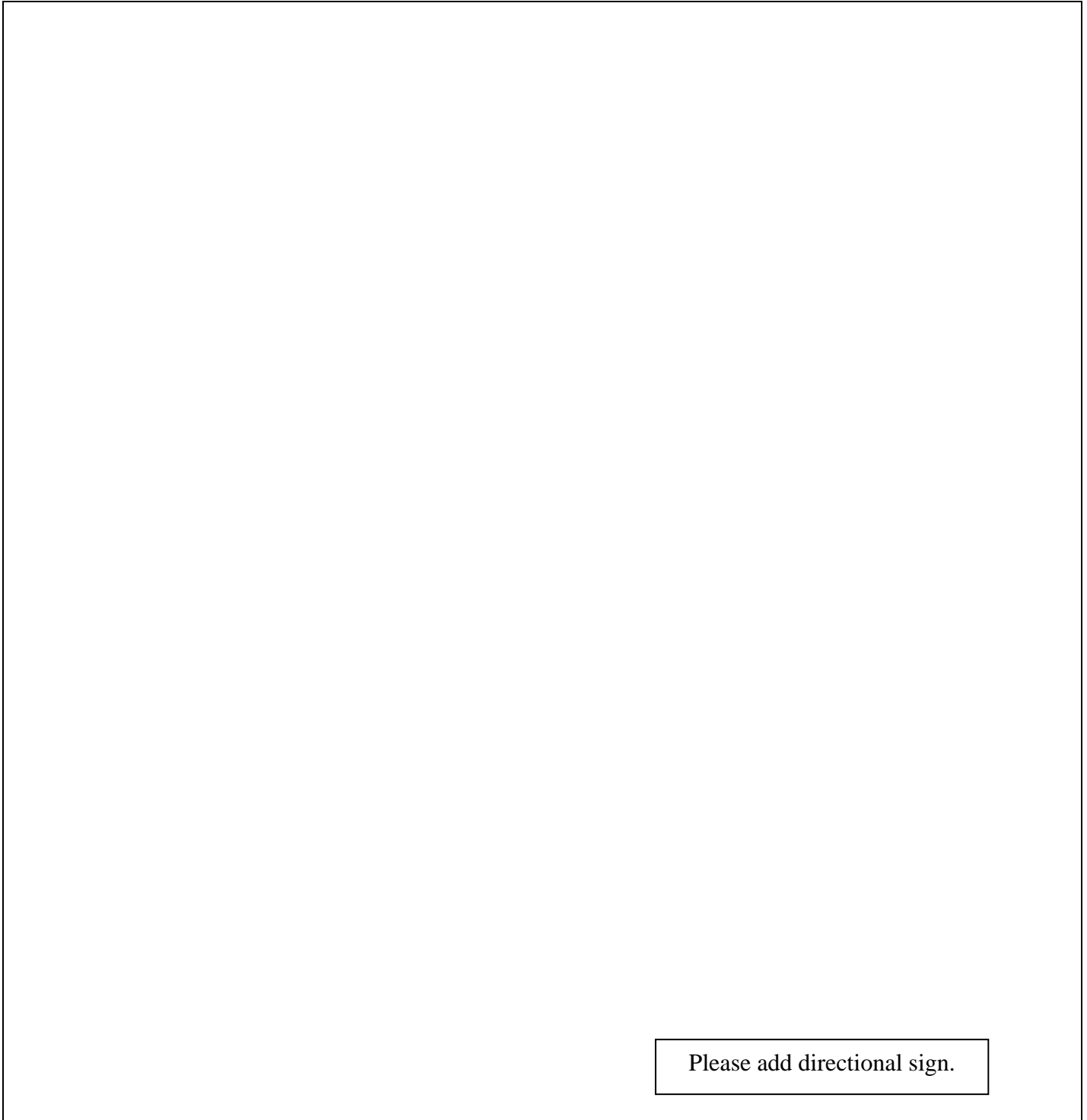
Special Effects: Are you planning for car crash/other stunts ____ helicopter ____ animals ____?

Additional Conditions of Approval:

27. Permission Required for Altering City Property: City property (street signs, curb markings, parking zones, etc.) shall not be removed, defaced, or altered in any way unless specific authorization has been granted in this permit by the City Manager's office.
28. Stationing of Equipment on Public Property: No equipment, used in or for the purpose of the filming activity, shall be placed in City streets, sidewalks, or other City property, except as so noted in the approved parking plan.
29. Actors Portraying Police Officers/Police Vehicles: Any prop vehicles used as marked radio police cars shall have their light bars and decals covered at all times when not on camera.
30. The Filming of City Buildings, which could be clearly and easily identified as "City of Petaluma", is strictly prohibited. This would also include filming of the City Seal. The City of Petaluma does not endorse any product or service as may be portrayed in any filming activity.
31. Other Permit Conditions, Including Additional Insurance Requirements: _____

Parking Diagram

Describe parking plan for all vehicles which will be parked on City streets or City parking facilities. Please identify driveways, curb zones, and intersecting streets. Show all required parking including personal automobile parking for cast and crew. *Parking is usually permitted on only one side of the street and must be marked at least 24 hours prior to the start of filming.*



Please add directional sign.

Please note: If your parking needs change at the last minute (requiring Public Works to re-make or re-post the signs), additional fees will be charged to accommodate your changes.

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Permittee and any subcontractor shall not commence work under this Agreement until Permittee shall have obtained all insurance required under this paragraph and such insurance shall have been approved by the City Attorney as to form and carrier and the City Manager as to sufficiency, nor shall Permittee allow any contractor or subcontractor to commence work on this permit or subcontract until all similar insurance required of the Permittee and/or subcontractor shall have been so obtained and approved. All requirements herein provided shall appear either in the body of the insurance policies or as endorsements and shall specifically bind the insurance carrier.

Permittee shall procure and maintain for the duration of the permit all necessary insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Permittee, the Permittee's agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage:
 - a. Personal injury;
 - b. Contractual liability.
2. Insurance Services Office form covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability insurance.
5. Such other insurance coverages and limits as may be required by the City.

B. Minimum Limits of Insurance

Permittee shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate liability is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: Bodily Injury by Accident - \$1,000,000 each accident.
Bodily Injury by Disease - \$1,000,000 policy limit.
Bodily Injury by Disease - \$1,000,000 each employee.
4. Professional Liability insurance: \$1,000,000.
5. Such other insurance coverages and limits as may be required by the City.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Permittee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Permittee; products and completed operations of the Permittee; premises owned, occupied or used by the Permittee; or automobiles owned, leased, hired or borrowed by the Permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
2. For any claims related to this project, the Permittee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought except, with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

F. Verification of Coverage

Permittee shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Permittee's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by the City.

SAMPLE DOCUMENT

PRIVATE PROPERTY RIGHT-OF-ENTRY/USE PERMISSION FORM(S)

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 permission(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 (See Section 1.4.3).

Private Property Right-of-Entry/Use Permission Form Example:

“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: (insert specific conditions for each property).

Grantee (Film Production Company):

Date _____ Signature _____ Print Name _____

Phone: _____

Grantor (Property Owner, Merchant, Tenant, etc.):

Date _____ Signature _____ Print Name _____

Phone: _____

CODE OF CONDUCT

CALIFORNIA FILM COMMISSION STATE OWNED/OPERATED PROPERTIES FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO THE INDUSTRY: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we film, we will see more production leaving California, resulting in fewer jobs for all of us. Please adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:
 - *Name of company *Name of production *Company Contact
 - *Kind of production *Type of activity & duration
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit, should park one by one, and turn off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbors' or merchants' property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the permit. All catering, craft service, construction, strike and personal trash must be removed from location.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated in the permit.
8. Please keep all noise levels as low as possible.
9. Observe designated smoking areas and always extinguish cigarettes in butt cans.
10. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the company.
11. All sets and props should be removed upon completion of their use.