



Dear Permit Applicant:

The following is information about the **City of Temecula Filming Permit Application**. Please complete and return the application with a copy of a legible map marking the specific location you wish to use. The completed application, all relevant fees, Insurance Certificate(s), Letter(s) of Endorsement, and map **must** be received in our office a minimum of 3 full days (weekends and holidays excluded) before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes, helicopters or drones used in your shoot. The application must be signed by the applicant named on the permit and is the person responsible for the production activity on-site.

**Fire Requirements:** A City of Temecula stand-by firefighter may be required for shoots involving 25 people or more and a generator. Shoots involving pyrotechnics and/or stunts may require additional personnel or equipment per review. Minimum charge \$150 for the first four (4) hours, other services will be as cost recovery.

**Insurance requirements:** The Production Company shall maintain at all times during the term of the Film Permit one million dollars (\$1,000,000) per occurrence in commercial general liability insurance for bodily injury, personal injury, and property damage.

All such policies must provide *proof of general liability insurance* and a *Letter of endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Temecula, its officers, agents, employees and/or volunteers as an additionally insured. The Insurance Certificate and Letter of Endorsement *must read verbatim*:

***City of Temecula, 41000 Main Street, Temecula, CA 92590 and its officers, City Council, agents, employees and/or volunteers are additional named insured with respect to liabilities arising out of the performance of services hereunder.***

**Aircraft:** An additional Insurance Certificate is required in the event of use of airplanes or helicopters with an additional insurance certificate and Letter of Endorsement required in the amount of \$10 million, using the verbiage above. FAA approval, in writing, is also required.

**Drones:** An additional Insurance Certificate is required in the event of the use of drones with an additional insurance certificate and Letter of Endorsement required in the amount of \$2 million, using the verbiage above. Also required are as follows:

- 1) Copy of the drone pilot's FAA license
- 2) Copy of the FAA registration card for each drone that will be on location
- 3) a POA with map showing the flight area

**Workers compensation requirements:** Proof of workers compensation insurance is required.

When deemed necessary by the City, the Production Company shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles with insurance companies acceptable to City.

All policies shall contain a provision stating that the Production Company's policies are PRIMARY insurance and that the insurance of the City or any named Additional Insureds will not be called upon to contribute to any loss.

All insurance policies are to be placed with Insurers with a current A.M. Best rating of no less than an "A" policyholder rating and a financial rating of not less than Class VIII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

Basic Film Permit Processing Fee:

Motion:                 **\$125** per application (currently waived)  
Stills:                   **\$100** per application (currently waived)

IEFS:                    **\$177** per application\*

These fees are *non-refundable* and is charged to cover the processing of the permit. Payment must be made *prior* to filming.

Please contact our office once a location has been chosen to determine the viability of that location. All reservations of City-owned property are tentative until the completed permit and payment has been received. If you have any other questions, please contact the IEFS permit desk at (909) 460-8100, x102 or via email at [temecula@iefilmpermits.com](mailto:temecula@iefilmpermits.com).



# City of Temecula

## Photography and Motion Picture Permit Application

**Date of Application:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Location Manager:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_

\_\_\_\_\_ **Production Manager:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Producer:** \_\_\_\_\_ **Director:** \_\_\_\_\_

**Production Type:**     Still Photography     Commercial     TV-Reality     TV Episodic     Feature Film

Music Video     Documentary     Industrial     Other \_\_\_\_\_

**Total Personnel:** \_\_\_\_\_ **Total Number of Vehicles/Equipment:** \_\_\_\_\_ **Total Number of Days:** \_\_\_\_\_

**Equipment Detail:** Please supply total number of each of the following items to be used at the filming location(s).

Generators \_\_\_\_\_ Large Trucks \_\_\_\_\_ Motor homes \_\_\_\_\_ Vans \_\_\_\_\_ Trailers \_\_\_\_\_

Camera Cars \_\_\_\_\_ Picture Vehicles \_\_\_\_\_ Cast/Crew Cars \_\_\_\_\_ Other \_\_\_\_\_

**Description of Filming Activity:** Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of animals, stunts, pyrotechnics, hazardous materials, etc. Please include and indicate prep and strike days. Attach additional sheets if necessary.

Date	Hours	Location	Int./Ext.	Activity

**Proposed Parking/Staging Arrangements:** \_\_\_\_\_

**Proposed Security Services:** \_\_\_\_\_

**Proposed First -Aid Services:** \_\_\_\_\_

**Proposed Trash Collection and Disposal:** \_\_\_\_\_

**Proposed Restroom Facilities:** \_\_\_\_\_

**Traffic:** If your shoot is planned on City street(s) and/or property, please submit a site plan showing proposed location(s) of cast, crew, vehicles and the route to be traveled on the street(s). NOTE: Road permits can take up to 30 days to process.

Site plan attached     Site plan will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

**Stunts/Special Effects:** Please provide detailed information about any stunts or special effects planned: \_\_\_\_\_

**Pyrotechnics:** Please provide detailed information about any pyrotechnics planned: \_\_\_\_\_

**Pyrotechnician:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Aerial Stunts/Aircraft/Drones Use:** Please provide detailed information about any aerial activity planned: \_\_\_\_\_

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**Insurance:** Before a permit is issued, a certificate of insurance naming the City of Temecula as additionally insured must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' by Best's Key rating Guide. Requirements include: Minimum of \$1 Million general liability, \$1 million auto liability, proof of Worker's Comp, \$2 million UAS liability and \$10 Million Aircraft liability when applicable. Other activities may require additional insurance coverage.

Insurance certificate attached       Insurance certificate will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

**Insurance Company:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

FOR-OFFICE-USE-ONLY

**Permit Number Granted:** \_\_\_\_\_ **Dates Effective:** \_\_\_\_\_

**Special Approvals/Permits Required:**

Road Permit Required       Property Owner Permission

Standby Fire Required       Homeowner/Merchant Association Permission

Police Required       Other Permits/Permissions: \_\_\_\_\_

FAA Approval

**Attachments:** \_\_\_\_\_

**Provisions:** \_\_\_\_\_

**Fees and Charges Collected:** Fees collected in advance are estimates. An adjusted bill may be required at completion of the project.

Fire Department	Sheriff	Public Works	Permit Fee	Other

**Total Fees Collected in Advance:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**How Paid:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

**Fees Owed at Completion of Project:** \_\_\_\_\_ **Overpayment to be Refunded:** \_\_\_\_\_

**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS**

**AUTHORITY** This permit is issued by the authority of the City of Temecula, for the purpose of photographing, filming, or videotaping in the City of Temecula in accordance with Ordinance No. 92-212. This permit does not constitute or grant permission to use or occupy property not belonging to, or under the control of, the City of Temecula. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit by completing an Addendum form. **PERMIT REQUIREMENT** This permit must be in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public. Use of this permit implies agreement on the part of the holder to comply with the terms and conditions of the permit. **COMPLIANCE WITH LAWS** Permittee agrees to comply with all federal, state, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless noted otherwise in this permit. The Filming Fire and Life Safety Inspection Check List will be strictly enforced. **INSURANCE** Prior to beginning operations under this permit, Permittee must submit evidence of general liability insurance. The amount and type of such insurance shall be that required by the City of Temecula at the time this permit is issued, unless a different amount and type of insurance is specified in the permit. If Permittee uses or operates licensed motor vehicles pursuant to this permit, automobile liability insurance is required as well. **INDEMNIFICATION** Except for the active negligence or tortious conduct of the City of Temecula, Permittee agrees to indemnify, defend and hold harmless the City and any other agencies designated at permit, their agents, officers, employees, and contractors from and against any and all liability, expense, including defense costs and legal fees and claims for damages of any nature. Such claims may include, but shall not be limited to, those alleging bodily injury, personal injury, or property damage arising from the operators, acts, or omissions of employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless the City and any other named permitors from any and all worker' compensation suits, liability, or expense arising from or connected with any services for or on behalf of Permittee by any person pursuant to this permit. **WORKER'S COMPENSATION** By signing below, Permittee agrees to conform to all applicable Federal and State requirements for Worker's Compensation insurance for all persons operating under this permit. **ASSIGNMENT** This permit shall not be assigned by the Permittee without the written consent of the City. **CONSIDERATION** Permittee shall pay, prior to the issuance of a permit or rider thereto, all fees and deposits required. Service charges and use fees listed on this form are estimates. Actual charges, computed at the completion of filming, may be less or exceed these estimates. Permittee agrees to pay any additional charges which may accrue incidental to any use or service provided to the Permittee within 10 days after receipt of any invoice for such use or services. Overpayments will be refunded. **CREDIT** The City of Temecula expects film credit, unless otherwise determined by an authorized representative of the City of Temecula **AUTHORITY TO REVOKE OR CANCEL** In the event that an authorized representative of the City finds that the activities being conducted by the Permittee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole direction may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee. **RIDERS** Additional documents known as "riders" may, on occasion, be issued to alter or amend an original permit. Except as amended by the riders, all other terms, conditions, and provisions of the original permit remain in effect. When executed, a rider becomes part of and must be attached to the original permit. **ADDITIONAL TERMS APPLICABLE TO FILMING ON CITY OWNED PROPERTY** Permittee shall be subject to the control and instructions of the City representative(s) assigned to the Permittee in order to avoid any interference with the operations of the City's facilities or property. Permittee acknowledges that its use of City facilities for purposes of the permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury, or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the utilities or other services furnished or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or acts of God. On or before the date of the expiration of this permit, the Permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the Permittee unless the City agrees that this may be done at a later time. In the event Permittee fails to do so, the City may cause the same to be done and Permittee agrees to pay the City any cost incurred. Permittee agrees to pay the City for damage to City property resulting from the operations undertaken by Permittee. By issuance of this permit, the City does not imply that use by Permittee shall be exclusive. We hereby accept this permit and agree to abide by all the terms and conditions thereof.

**Permittee:** \_\_\_\_\_ **City of Temecula:** \_\_\_\_\_

\_\_\_\_\_ *Company* \_\_\_\_\_ *Representative*

\_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Date*

Who hereby personally covenants, guarantees, and warrants that he/she has the power to obligate the Permittee to the terms and conditions of this permit.

# City of Temecula

## Photography and Motion Picture Permit Application

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### Property Permission Form

If you are shooting on private property, either "A" or "B" below must be completed and signed.

**A. PROPERTY OWNER**

I, \_\_\_\_\_, hereby certify under penalty of perjury that I am the legal owner of the property located at \_\_\_\_\_, and that I consent to the photographic recordings occurring on said property on \_\_\_\_\_.

\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
Phone Number

**B. LEGAL REPRESENTATIVE**

I, \_\_\_\_\_, of \_\_\_\_\_ hereby certify that \_\_\_\_\_ is the owner's legal agent for the property located at \_\_\_\_\_, and that \_\_\_\_\_ consents to the photographic recordings occurring on said property on \_\_\_\_\_.

\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
Phone Number

CITY OF TEMECULA ROAD PERMIT APPLICATION  
41000 Main Street  
Temecula, CA 992590

PERMIT #: \_\_\_\_\_

Fee: \_\_\_\_\_

**APPLICATION FOR FILMING PERMIT**

**PLEASE PRINT**

NAME OF PERMITTEE/PRODUCTION COMPANY \_\_\_\_\_

DATE(S) OF ACTIVITY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

ACTIVITY START TIME \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ACTIVITY END TIME \_\_\_\_\_

PRODUCTION CO. SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

( )  
TELEPHONE NUMBER

DATE AND TIME SUBMITTED: \_\_\_\_\_

( )  
CELL NUMBER

PLEASE INDICATE WHICH CITY STREET(S) YOU WILL UTILIZE DURING THE EVENT (INCLUDE A MAP SHOWING YOUR LOCATION): \_\_\_\_\_

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: \_\_\_\_\_

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS AND EMPLOYEES IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND THE CITY AND ITS OFFICERS, COMMISSIONS, AGENTS AND EMPLOYEES FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL EVENT REQUIRE ANY OF THE FOLLOWING?

YES NO | Pyrotechnics, explosives, stunts, etc.? (If yes, please list below & must be signed off below by Police & Fire)

YES NO | ITCs or street closures? (If yes, a traffic plan may be required.)

Officers needed per Police Department

Traffic Control Devices needed per Police Department recommendation:

**AUTHORIZED POLICE DEPARTMENT AUTHORITY**

OFFICER IN CHARGE OF FILMING ACTIVITY (please print)

AUTHORIZED SIGNATURE \_\_\_\_\_

( ) ( )  
PHONE NUMBER FAX NUMBER

**AUTHORIZED CITY FIRE AUTHORITY** (If applicable)

OFFICER IN CHARGE OF FILMING ACTIVITY (please print)

AUTHORIZED SIGNATURE \_\_\_\_\_

( ) ( )  
PHONE NUMBER FAX NUMBER

# City of Temecula

## Photography and Motion Picture Permit Code of Professional Responsibility

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The City of Temecula requests all production companies to adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include the production company's name, company contact and phone number, dates and hours of filming, and type of filming activity.
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbor's or merchant's 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 location agreement or permit.
6. All catering, craft services, construction, strike and personal trash is to be removed from the location.
7. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
9. Please keep noise levels as low as possible.
10. Observe designated smoking areas and always extinguish cigarettes in butt cans.
11. The cast and crew should not bring pets to the location unless authorized in advance by the permit authority or property owner.
12. All sets and props should be removed upon completion of their use.

# City of Temecula

## Photography and Motion Picture Permit Temporary Use Sign Guidelines

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Temporary use signs (i.e. crew directional signs) shall be allowed for filming activity on a case-by-case basis.

Signs for filming activity shall not exceed six (6) signs and may be located on or off site, with proof of property owner permission provided such number and size minimize overall sign clutter and are necessary to adequately inform or direct the crew to the filming location.

Signs may be freestanding or A-frame and should not exceed four (4) square feet.

### **Signs shall be approved, provided, posted and removed through Inland Empire Film Services.**

Signs for filming activity can only be displayed during the duration of the filming activity.

### **PROHIBITED SIGNS**

- A. Alternating, rotating or flashing signs or parts thereof.
- B. Signs attached to or painted on natural features such as trees, shrubs or rocks.
- C. Signs located within the public right-of-way.
- D. Signs supported to or attached to any utility pole, street sign, traffic post, traffic signal, or any similar device, without Public Works approval.
- E. Signs which conflict with any traffic control device.
- F. Signs which impair public safety.
- G. Sound emitting signs.
- H. Stringed pendant flags and streamers.
- I. Signs that use a vehicle for support.

Prohibited signs will be immediately removed by City Code Enforcement Officers.