



Dear Permit Applicant:

The following information is related the Desert Hot Springs Filming Permit Application. Please complete and return the application with a map indicating the specific location you wish to use, please provide GPS coordinates if possible. The completed Application, Insurance Certificate, Insurance Letter of Endorsement, map and payment must be received before the Application can be processed. It is important to list all props that will 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 applicant who is responsible for the shoot must sign the Application.

**Fire Requirements:** Fire Department resources are assigned on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, you will be notified of any requirements and fees.

**Fees:** Below are required fees pertaining to filming in the City of Desert Hot Springs:

<b>Stills:</b>	Application Fee: \$280.61	<b>Motion:</b>	Application Fee: \$280.61
	Location Fee: \$15/day		Location Fee: \$50/day
	IEFS Service Fee: \$179		IEFS Service Fee: \$179

All fees are non-refundable unless deemed otherwise by the City or IEFS.

**Insurance Requirements:** The Production Company shall maintain at all times during the term of the Film Permit a \$1,000,000 per occurrence in Commercial General Liability Insurance for bodily injury, personal injury and property damage. All such policies shall name the City of Desert Hot Springs, its officers, officials, departments, employees and agents as Additional Insured under such policies.

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

All policies shall contain a provision stating that the Production Company's policies are PRIMARY insured and that insurance of City or any named Additional Insured 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 to no less than "A-" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide proof of liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Desert Hot Springs, its officers, agents, employees and/or volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim:

**The City of Desert Hot Springs, 65950 Pierson Blvd, Desert Hot Springs, CA 92240 and its officers, officials, departments, employees and agents are named Additional Insured.**

An additional Insurance Certificate and Letter of Endorsement are required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **POA, FAA approval, in writing, is required.**

An additional Insurance Certificate and Letter of Endorsement are required in the event of the use of UAS/Drones in the amount of \$2 million, using the verbiage above. **Copy of FAA Pilot License, copy of FAA Drone Registration Card, POA with map(s) of flight path are required.**

**Workers Compensation Requirements:** Proof of workers compensation insurance is required.

In order to process the application in a timely manner, the application, insurance documents, payment and all other required documents must be received 3-5 days prior to filming.

Please contact Inland Empire Film Services once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact Inland Empire Film Services at 844-443-3456 or via email at [dhs@iefilmpermits.com](mailto:dhs@iefilmpermits.com).



# Inland Empire Film Services, Inc.

## Applicant Information

Company Name: \_\_\_\_\_ Production Title: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City State ZIP Code*

Company Phone:(    ) \_\_\_\_\_ Cell Phone:(    ) \_\_\_\_\_  
 Secondary Contact: \_\_\_\_\_  
 Title, Cell & email: \_\_\_\_\_

## Filming Information

### Type of Production

Feature                       TV Episodic                       TV Reality  
 Commercial                       Stills                       Documentary/Industrial  
 Music Video                       Student                       Other (Specify) \_\_\_\_\_

Total number of people on location (crew, cast, vendors, etc): \_\_\_\_\_

### Vehicle Breakdown (# of each):

Cars: \_\_\_\_\_ Lg. Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Picture Vehicles: \_\_\_\_\_  
 Generators: \_\_\_\_\_ Camera Cars: \_\_\_\_\_ Other (specify & #): \_\_\_\_\_

### Location:

Location Name (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Owner/Rep Name: \_\_\_\_\_  
 Owner/Rep Number: \_\_\_\_\_  
 Date(s) and time(s) of shoot: \_\_\_\_\_  
 Summary of scenes (activity, stunts, SFX, etc): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*By submitting this form, you are agreeing to pay a service fee to process this information\*\*\*