

City of La Quinta

Insurance Requirements

Insurance requirements: The applicant must provide insurance with a minimal limit of \$1 million combined single limit. The Certificate must be issued by insurance underwriters “admitted” by the California Insurance Commission with underwriters rate “A” or “B+” by Best’s Key Rating Guide. Proof of Workers Compensation is also required.

The certificate of insurance *and the Letter of Endorsement* (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) must name the City of La Quinta as an additional insured, as follows, verbatim:

Certificate Holder Box:

City of La Quinta, its officers, City Council, agents, employees, and volunteers, 78495 Calle Tampico, La Quinta, CA 92253

Description of Operations box:

City of La Quinta and its officers, City Council, agents, employees, and volunteers are additional named insured with respect to liabilities arising out of the performance of services hereunder.

Endorsement Page:

City of La Quinta, its officers, City Council, agents, employees, and volunteers, 78495 Calle Tampico, La Quinta, CA 92253 are additional named insured with respect to liabilities arising out of the performance of services hereunder.

Proof of Workers Compensation Insurance is required

Aircraft/UAS Insurance:

If the use of aircraft is required, Aircraft liability insurance in the amount of \$10 Million naming the city as additional insurance is required, with an endorsement page. Use the required wording as listed above.

In the case of UAS/Drone use, Aircraft/UAS liability insurance in the amount of \$2 million naming the city as additional insurance is required, with an endorsement page. Use the required wording as listed above.



FILM/PHOTOGRAPHY PERMIT REQUIREMENTS

Applications should be submitted at **least 30-days prior** to the planned film shoot. Incomplete applications and applications submitted with less than 30-days for processing may not be reviewed and issued in time for the planned shoot.

Application must include the following items at time of submission:

- Application Form.
- Certificate of Insurance with the City of La Quinta listed as an additional insured.
- Proof of Workers Compensation Insurance as applicable. Permission letter signed by the owner or authorized agent of all private property covered under the permit.
- Copies of current City of La Quinta Business License for production company and all vendors that will work in the City.
- If any portion of the film shoot will take place on public property, a site plan should be included with the original application.

Please be aware that based on the scope of the film shoot, additional City Departments and outside Agency's may need to conduct reviews that may include additional cost and require more time to complete.



FILM/PHOTOGRAPHY PERMIT

Date:		Project Title:	
Company:			
Address:		Location Manager:	
		Phone Number:	
Company Phone Number:		Production Manager:	
Company's email address:		Phone Number:	
		Other Contact:	
		Phone Number:	
Production Dates Covered by This Permit:			
1. Production Type: <input type="checkbox"/> Still Photography - Complete permit items 1-5 only <input type="checkbox"/> TV Commercial <input type="checkbox"/> TV Movie			
2. Total Personnel:		Total Vehicles/Equipment:	
3. Equipment Detail (Supply exact number of each item to be used at filming locations): <input type="checkbox"/> Generators : <input type="checkbox"/> Cars : <input type="checkbox"/> Trucks : <input type="checkbox"/> Other :			
4. Insurance: Before a film permit is issued, <u>a Certificate of Liability Insurance must be submitted</u> . The certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission with underwriters rated "A" or "B+" by Best's Key Rating Guide. Coverage must include: * Minimum one-million-dollar liability limit * City of La Quinta shall be named as Additional Insured. * Proof of Workers' Compensation.			
<input type="checkbox"/> Insurance Certificate Attached <input type="checkbox"/> Insurance Certificate will be submitted by : time _____ date <input type="checkbox"/> Insurance Certificate on File <input type="checkbox"/> Insurance Certificate not Available			
Insurance Company Name:		Expiration Date:	

5. Location Shoot Specifics: Give specifics about your shoot below. Attach sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Describe all scenes to be filmed, including use of animals, pyrotechnics, and stunts.

Date/Time	Location and Activity	F/C/S*

*Film/Construction/Strike

Shaded sections to be completed by **City Staff**.

6. Property Owner Permission Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Police Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Road Encroachment Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Fire Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

10. Traffic: If filming is planned on City streets and/or City property, submit a site plan showing location of cast, crew, vehicles, and the route to be traveled to film a scene.

Site Plan Attached Site Plan will be submitted by : time _____ date _____
 Site Plan not Available

Describe your plan for controlling traffic, i.e., personnel and devices to direct traffic:

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If filming is to take place on City streets, describe planned arrangements for temporary restrooms and removal of refuse generated by your production:

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11. Stunts/Special Effects: If your project will involve stunts or special effects, provide detailed information about the specifics planned.

Hazardous Materials to be used:	
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Wild Animals to be used:	
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Pyrotechnics Specifics:	
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Pyrotechnician:		License Number:	
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12. Aerial Stunts/Elements: Detail any aerial stunts, helicopter landings, hot air balloons, etc., to be utilized in your shoot.

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Shaded section below to be completed by issuing agency:

Permit Number Granted:			
Approved by:		Title:	
Application Fee: \$	Location Fee (days x \$	/day): \$
TOTAL DUE: \$			
Conditions of Approval:			

Special Approvals/Permits Required:

- | | |
|--|---|
| <input type="checkbox"/> No Special Approvals/Permits Required | <input type="checkbox"/> Road Encroachment Permit |
| <input type="checkbox"/> Police Department Approval | <input type="checkbox"/> Fire Department Approval |
| <input type="checkbox"/> FAA Approval | <input type="checkbox"/> Property Owner |
| <input type="checkbox"/> PM-10 Permit | <input type="checkbox"/> Homeowner Association |
- Attachments: _____

Other Provisions _____

This permit will be effective _____ through _____
(date and time) (date and time)

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Applicant's Name: _____

Representative of: _____
(Company's Name)

Permittee waives all claims against City, it's 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 agrees to hold harmless, indemnify and defend City, its officers, agents, and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City. *City shall have the privilege of inspecting the premises covered by the permit at any or all times. *This permit shall not be assigned. *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, it's 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 agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. *The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. *Permit must be always kept on-site. *City make no representation or warranty as to condition of any property or facilities used by permittee, and it is the responsibility of permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.



Date:

City of La Quinta
Code Compliance
Attn: Kevin Meredith

Re:

Code Compliance,

I am the owner or
of . I give permission to to film at this location
on .

Should you have any questions, please contact me at .

Thank you,

Name:

Title:

Contact Information: