

# City of Redlands

## Insurance requirements

### SINGLE DAY PRODUCTIONS

A certificate for \$1 million per occurrence, general liability insurance. The filming location(s) and date(s) of filming must be listed on the certificate.

The wording should be as follows, verbatim:

**"Description of Operations" Box**

***The City of Redlands and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations hereunder.***

**"Certificate Holder" Box**

***The City of Redlands, et al  
35 Cajon St., Ste. 10  
Redlands, CA 92373***

a Letter of Endorsement (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) is also required.

The wording should be as follows, verbatim:

***The City of Redlands, et al  
35 Cajon St., Ste. 10  
Redlands, CA 92373***

***The City of Redlands and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations hereunder.***

**MULTIPLE DAY PRODUCTIONS**

A certificate for \$1 million per occurrence, general liability insurance with a \$2 million Aggregate. The filming location(s) and date(s) of filming must be listed on the certificate.

The wording should be as follows, verbatim:

“Description of Operations” Box

*The City of Redlands and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations hereunder.*

“Certificate Holder” Box

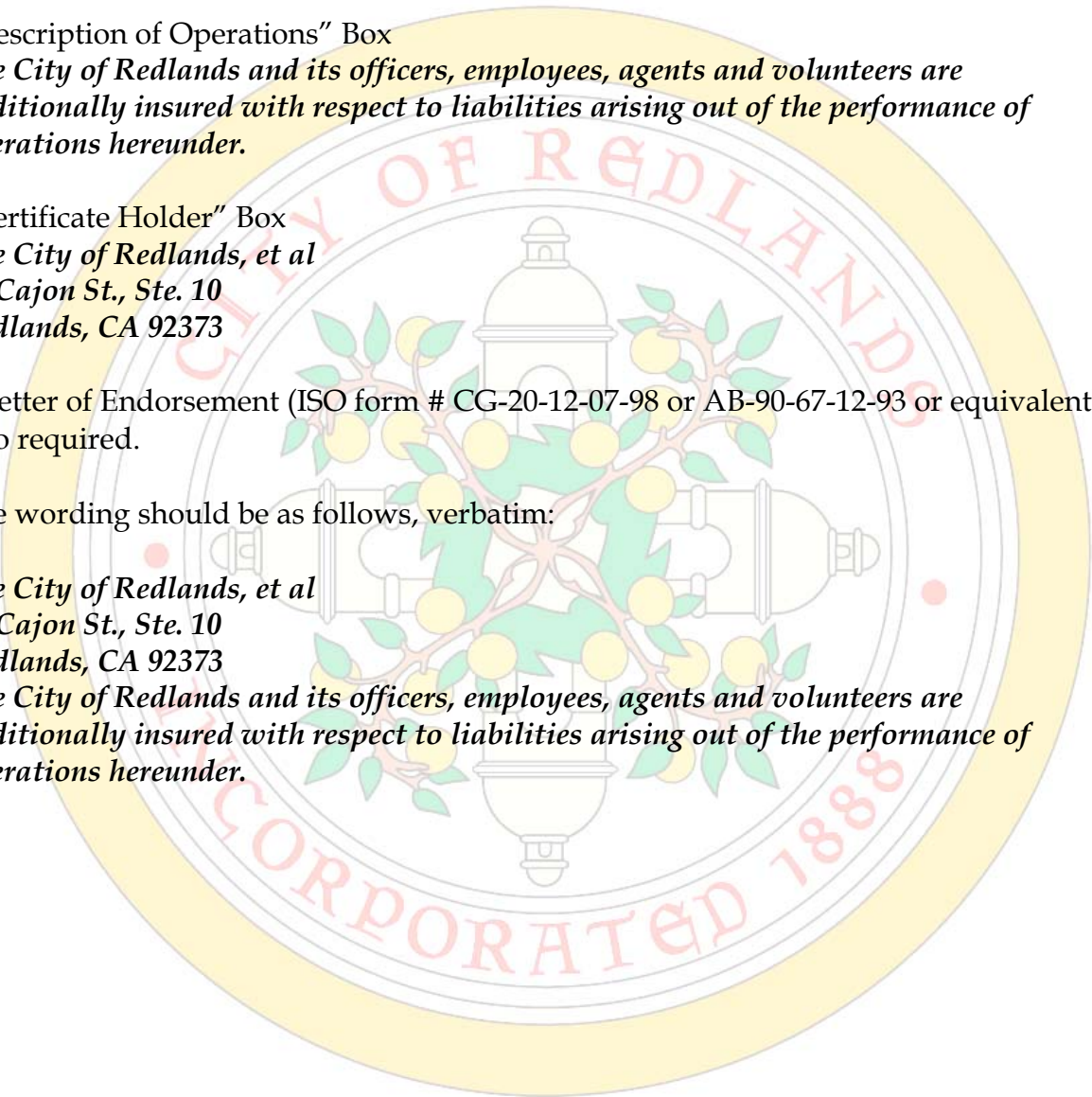
*The City of Redlands, et al  
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**CITY OF REDLANDS  
PHOTOGRAPHY/FILMING PERMIT APPLICATION**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Project Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_ Location Manager: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Production Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Co. Phone \_\_\_\_\_ Other Contact: \_\_\_\_\_  
Co. Fax \_\_\_\_\_  
Production Dates: \_\_\_\_\_

1. **Production Type:**  Still Photography (*complete items 1-5 only*)  
 TV Commercial  TV Movie  TV Episode  Feature Film  
 Music Video  Corporate Video  Other \_\_\_\_\_

2. **Total Personnel:** \_\_\_\_\_

3. **Equipment Detail:** (Supply exact number of each item to be used at filming location):

Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_  
RV's \_\_\_\_\_ Other: \_\_\_\_\_

4. **Insurance:** Before a film permit is issued, a valid and acceptable Certificate of Insurance must be submitted. Please see film permit insurance requirements on page 4.

Insurance will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_  
 Insurance Certificate Attached  Insurance Certificate on File  Insurance Certificate Not Available  
Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

5. **Location Shoot Specifics:** Please give specifics about your shoot in the table 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). Also describe all scenes to be filmed including animals, pyrotechnics and stunts.

DATE	TIME	LOCATION / ACTIVITY	PREP/FILM/STRIKE

Section below to be completed by City Staff for Still Photography permits only:

<b>Check all the apply</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>6. Property Owner Permission Required:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.Road Encroachment Permit Required:</b>	<input type="checkbox"/>
<b>8. Law Enforcement Required:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9 .Road Encroachment Permit Required:</b>	<input type="checkbox"/>

- 10. Downtown Filming:** It is City's policy that downtown business is provided a **two-week notice** of and all road closures/construction affecting the downtown area. The applicant must perform the following:
- Personally notify the business along State Street in the filming areas.
  - Supply the Counter Services Technician with documentation stating the business and employee notified
  - Post "No Parking" signs 48 hours prior to road closure (signs must be posted on street lamp or street sign. No posting of signage on trees is allowed.
  - Signs must be removed at the end of the event
  - Abide by all other requirements outlined in the Film Permit and Road Closure Permit.

Attach additional sheets if necessary for any of the following questions.

- 11. Traffic** If filming is planned on City of Redlands streets and/or City property, please submit a site plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene. 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, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production:

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

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Pyrotechnics Specifics: \_\_\_\_\_

Pyrotechnician: \_\_\_\_\_ License # \_\_\_\_\_

Hazardous Materials to be used: \_\_\_\_\_

Wild Animals to be used: \_\_\_\_\_

- 13. Aerial Stunts/ Elements:** Please detail any aerial stunts, helicopter landings, hot air balloons, etc. to be utilized in your shoot:

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Section below for office use only:

<b>Permit #</b> _____
<b>Approved by:</b> _____ <b>Title:</b> _____
<b>Application Fee: \$446</b>
<b>Location Fee</b> ( _____ <b>Days X \$</b> _____ <b>/Day</b> ) <b>Additional Charges:</b> _____
<b>Total Due:</b> _____
<b>Conditions of Approval:</b> _____ _____ _____

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

<b>This Permit will be Effective</b> _____ <b>Through</b> _____
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**GENERAL CONDITIONS:**

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

In the event any action is commenced to enforce or interpret the terms or conditions of this permit the prevailing party shall, in addition to any costs or other relief, be entitled to recover its reasonable attorney's fees. Permittee waives all claims against the City, its officers, agents, and employees, for loss of damage caused by, arising out of or in any way connected with the exercise of this permit and 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 the City, its officers, agents and employees caused by, arising out of or any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the 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, 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 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 kept on site at all times. City makes 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.

<b>Applicant's Name:</b> _____
<b>Applicants Signature:</b> _____
<b>Representative of (Company Name):</b> _____
<b>Date:</b> _____