



Dear Permit Applicant:

The following information is related the Barstow Filming Permit Application. Please complete and return the application with a Map indicating the specific location you wish to use, please include address and/or GPS coordinates where possible. The completed Application, Insurance Certificate, 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 or helicopters used in your shoot. The applicant who is responsible for the shoot must be named on and 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, Fire Department personnel will charge their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Fire Department Equipment.

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 Barstow, its officers, officials, departments, employees and agents as Additional Insured under such policies (see specific instructions on page 2).

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.



6185 Magnolia Ave, #305 | Riverside, CA 92506 | 844-4-IE-FILM (443-3456)
barstow@iefilmpermits.com | www.iefilmpermits.com

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 general liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Barstow, its officers, officials, departments, employees, agents and volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim: **The City of Barstow, 220 East Mountain View Street, Ste "A", Barstow, CA 92311 and its officers, officials, departments, employees, agents and volunteers are named Additional Insured on General liability policies** (add **"and Auto liability policies"** if auto is required by the City).

An additional Aircraft Liability 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. **A POA with map and stamped FAA approval is required.**

In the event that drones will be used, an additional USA/ Aircraft Liability Insurance Certificate and Letter of Endorsement are required in the amount of \$2 million, using the verbiage above. A copy of the pilot's FAA issued Remote Pilot license, FAA Drone registration card and a POA with map are also required.

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

Please email your permit and accompanying documents to barstow@iefilmpermits.com no less than 5 business days prior to filming (7 business days if Police or Fire are required). Any filming on City roads can take 14-30 business days.

Fees & Payment: Payment is required in advance before the permit can be processed. The Film Permit fee is \$350 (non-refundable) for motion and \$200 for Stills (non-refundable). There is also an IEFS services fee of \$235 (non-refundable). Payment will be accepted via Square.com and must be received upon receipt. Convenience fees and other miscellaneous are applied to the total. All fees are non-refundable and subject to change without notice. Contact your IEFS representative for more details.

If filming on City owned property, please contact Inland Empire Film Services so they can determine the availability of that location. All permits are on hold until confirmation of property owner approval is confirmed and payment is received. If you have any other questions, please contact Inland Empire Film Services at (844) 443-3456 (or (909) 460-8100 if calling internationally) or via email at barstow@iefilmpermits.com.





Permit #: _____

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____ Company: _____ Address: _____ _____ Co. Phone: _____ Co. Fax: _____ Prod. Dates: _____	Project Title: _____ Location Mgr.: _____ Cell #: _____ Email: _____ Prod. Mgr.: _____ Cell #: _____ Other Contact: _____ Cell #: _____
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Prod. Type: Still Photography Commercial TV-Reality TV-Episodic TV-Other Music Video
 Documentary Industrial Corporate Feature Other _____

Total Personnel (cast, crew, etc): _____ **Total Vehicles / Equip.:** _____
 (Provide exact number of each item to be used at filming location(s))

Vehicle / Equip. Detail: **Lg. Vehicles:** _____ **RVs:** _____ **Generators:** _____ **Sm. Vehicles:** _____ **Lifts:** _____
Other (describe): _____

Insurance: See attached Insurance requirement - Permit will not be issued without proper insurance.

- Insurance Certificate & Endorsement will be submitted by _____ am / pm on _____.
- Insurance Certificate & Endorsement attached - Insurance Co. _____.

Location Detail: Please give specific detail about your shoot below (Use provided addendum sheet if more space is needed). You must include the following: 1) property owner(s) name(s); 2) property owner(s) contact information; 3) address of location(s); 4) day(s) & time(s) of prep, film & strike & 5); a storyboard and/or detail list of filming activity.

Date(s)	Time(s)	Details	Prep/Film/Strike

Traffic: Will this project require traffic control? No (skip to Stunts/special Effects) Yes (continue)
 Road Encroachment Permit Attached

Section below to be completed by City Permit Staff ONLY.

Police Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Dept. Required: <input type="checkbox"/> Yes <input type="checkbox"/> No City Parks Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Stunts: Will this project involve Stunts? No Yes (continue)

Weapons: Will this project involve firing or non-firing Weapons? No Yes (Continue)

SFX: Will this project involve SFX / Pyro? No (if no to all three, skip to animals) Yes (continue)

Stunts & Special Effects Worksheet Attached

Animals: Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

Animal Stipulations Attached

Aircraft: Will this project require the use of any aircraft? No (skip to Aircraft) Yes (continue)

See attached Insurance requirement - Permit will not be issued without proper insurance.

Additional Aircraft Insurance attached

Additional Aircraft Insurance will be submitted by: _____ **am/pm on** _____.

FAA Approval attached

FAA Approval will be submitted by: _____ **am/pm on** _____.

Section below to be complete by City Permit Staff ONLY.

Permit #: _____	Approved by: _____
Processing Fee: \$ _____	Name: _____
Road Permit Fee: \$ _____	Title: _____
Fire Permit Fee: \$ _____	Attachments: <input type="checkbox"/> Road Encroachment Permit
Fire Bond: \$ _____	<input type="checkbox"/> Fire Permit / Weapons Permit (circle one)
Police Fee: \$ _____	<input type="checkbox"/> General Liability Insurance Documents
Police Bond: \$ _____	<input type="checkbox"/> Aircraft Insurance Documents
Other (explain): \$ _____	<input type="checkbox"/> FAA Approval
	<input type="checkbox"/> Animal Stipulations
TOTAL: \$ _____	<input type="checkbox"/> Property Owner Permission Form(s)
Other Provisions: _____	<input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s)
	<input type="checkbox"/> Other: _____

GENERAL CONDITIONS:

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

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or 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, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers 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 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 manner herein provided. City agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the Permittee, its officers, agents, employees and volunteers, in the performance of this permit shall act in an independent capacity and not as officers, agents, employees and volunteers 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.

Permittee's Signature: _____

Representative of: _____

Permittee's Name: _____

Title: _____

Date: _____

City of Barstow

Photography / Filming Permit Application Addendum

Addendum-1

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





BARSTOW ENGINEERING DEPARTMENT
ROAD ENCROACHMENT PERMIT APPLICATION

Fee: _____

PLEASE PRINT OR TYPE

COMPANY NAME _____

DATE(S) OF ACTIVITY _____

PERMITTEE NAME _____

ACTIVITY START TIME _____

TITLE _____

ACTIVITY END TIME _____

MAILING ADDRESS _____

OFFICE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

CELL NUMBER _____

PERMITTEE SIGNATURE _____
PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A MAP SHOWING YOUR LOCATION):

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

Issuance of permit WILL be in conjunction with an approved City Film Permit

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS 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, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (✓ one) YES NO

WILL THERE BE ANY STUNTS/WEAPONS? YES NO

If yes to either of the above, an approved Special Effects and Hazardous Conditions Worksheet is required

FOR CITY USE ONLY

Officers needed as follows: _____

Traffic Control Devices recommended: _____

BARSTOW POLICE APPROVAL

AUTHORIZED SIGNATURE

PRINT NAME

()
PHONE NUMBER

OFFICE IN CHARGE OF FILMING ACTIVITY

PRINT NAME

()
PHONE NUMBER

()
CELL NUMBER



**CITY OF BARSTOW
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.

2. Permittee is responsible for providing appropriate feed and water for the animals. Plant eating animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the City of Barstow. When not in use, animals will be corralled either by the use of a free standing fenced corral, being tied to a parked vehicle, or housed within a trailer in a parking area or road.

3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc).

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

Permittee Signature

Animal Wrangler Signature

Permittee Name (please print)

Animal Wrangler Name (please print)

Title

Phone number

Date

Address

City, State, Zip

Phone number

Date



Date _____

Special Effects and Hazardous Conditions Worksheet

Special Effects Coordinator _____ CA Pyro License # _____
(Please provide a legible copy of the front and back of your CA Pyro License along with this form)

SFX Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ CA Pyro License # _____

Assistants _____ CA Pyro License # _____

Production Company _____ Contact Person _____

Office # _____ Cell # _____

Weapons Master/Armorer _____ Cell # _____

SFX/Weapons Materials and Activity (please note quantities to be used for each material listed): _____

Date(s) of Activity: _____ Time(s): _____

SFX Coordinator Signature _____ **Date** _____

Weapons Master/Armorer Signature _____ **Date** _____

Production Co. Signature _____ **Date** _____

Fire Approval _____ **Date** _____

Police Approval _____ **Date** _____

This form & a copy of the SFX Coordinator's CA pyro license(s) (front and back) / copy of Armorer's permits & licenses are required before a permit can be issued