

City of Loma Linda

Insurance Requirements

The City of Loma Linda requires a certificate and endorsement page with the following wording:

City of Loma Linda – Civic Center, 25541 Barton Road, Loma Linda, CA 92354, 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.

General Liability Insurance: Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. Coverage provided by Permittee shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it.

Automobile liability insurance: Permittee shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Permittee arising out of or in connection with Permittee’s activities under the terms of this permit, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Workers’ compensation insurance: Permittee shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000). Permittee shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

Separate Hold Harmless form also required (attached).



Permit #: _____

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____ **Project Title:** _____
Company: _____ **Location Mgr.:** _____
Address: _____ **Cell #:** _____
_____ **Email:** _____
_____ **Prod. Mgr.:** _____
Co. Phone: _____ **Cell #:** _____
Co. Fax: _____ **Other Contact:** _____
Prod. Dates: _____ **Cell #:** _____

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
to be used at filming location(s))

Vehicle / Equip. Detail: _____ **Sm. Vehicles:** _____

Lg. Vehicles: _____ **RVs:** _____ **Generators:** _____ **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: ☐ Yes ☐ No Fire Dept. Required: ☐ Yes ☐ No City Parks Approval Required: ☐ Yes ☐ 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:_____

Permittee's Name:_____

Date:_____

Representative of:_____

Title:_____

*A Hold Harmless Agreement is required for all Special Events within the City of Loma Linda.
Please carefully read the following agreement, sign, and submit with your application.*

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, _____ (Last, First, Middle) *fully* understand that my participation in the _____

(hereinafter "event/class") exposes me to the risk of personal injury, death or property damage.

I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue * _____ and City of Loma Linda for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of * _____ and City of Loma Linda or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless *

_____ and the City of Loma Linda from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Date: _____

Signature: _____

Print Name clearly: _____

Signature: _____

(Parent/Guardian if under 18)