



SPECIAL FILM PERMIT

Temporary filming conducted within the City of La Habra is permitted upon the granting of a Special Film Permit in accordance with La Habra Municipal Code Chapter 5.54 titled "Filming Permits".

Types of Special Film permits:

Commercial Film Permit-This permit is for filming conducted on private property within the City of La Habra for commercial purposes. Commercial filming means motion picture, television, still photography, and reality shows. With exception for news purposes.

Student Film Permit- This permit is for student filming when accompanied with a letter from the educational institutions department chairman. Fees are waived for student filming but are required to follow the commercial film permit process.

Exceptions—A Special Film Permit is not required for the following purposes:

1. News purposes provided that filming is for less than six days out of a period of ninety consecutive days.
2. Private family use.
3. Criminal investigations, civil proceedings or emergencies such as fires, flood or police actions.
4. Education, government and public access and local original programs for cable television systems franchised within the city.
5. Filming by the city itself (for example, video taping of sewer lines and promotional filming).
6. Filming that is being conducted on private property, completely inside an enclosed building or structure, and that is not viewable from adjoining public or private property, with a cast and crew of four or fewer people, who are using two or fewer motor vehicles in connection with the filming, and there are no pyrotechnics, use of hazardous materials, open flames, special effects smoke or use of vehicles inside buildings associated with the filming; however, an application form shall be submitted as provided for and such filming shall nonetheless comply with these provisions.
7. Filming conducted entirely inside a studio.
8. Charitable films.

Application Requirements:

Application for a Special Film Permit must be received by the Community Services Department 30 days prior to the date of the event. The following information and documents are to be provided when submitting an application for a permit to film. ~~to the Community Services Department for a Special Film Permit:~~

1. Completion of the Special Film Permit Application Form which provides for a full description of the proposed film event including name, address and phone number of the individual making the request. The name, address and phone number of location manager. The film location. The number of crew members, cars, trucks, and food truck to be involved and located on the proposed site.
2. When filming in a Residential Zone, a petition approving the event signed by at least 75% of the residents within 250 foot radius of the proposed filming location. When filming in a

Commercial Center, a petition approving the event signed by the property owner and 100% of the tenants that are affected by the filming.

3. A Certificate of Liability Insurance in an amount not less than one million dollars naming the City as coinsured for protection against claims of third person for personal injuries, wrongful deaths, and property damage including contractual liability, business auto liability and product liability (including food if applicable) (See exhibit A).
4. Proof of Workers' Compensation for all persons operating under the Special Film Permit.
5. Full detailed Site Plan identifying all activities to take place on the proposed filming property.
6. Full detailed Traffic Control Plan should filming impede traffic flow on private or public property in any manner.
7. Proof of approval by the Los Angeles County Fire Department.
8. Proof of arrangement with the La Habra Police Department for La Habra Police Department personnel to be present during hours of filming and related activities.
9. Submittal of refundable cleanup and restoration of site security deposit.

Fees:

Permit	\$27.85
Staff fee	\$124.85 per hour
Police fee	\$95.00 per hour
Public Works Fee	\$55.00 per hour
Vehicle Fee	\$15.00 per vehicle
Business License Fee	\$_____
Encroachment Permit Fee (for any work within the public right of way)	\$221.00
<i>Revocation:</i>	

Any Special Film Permit issued may be revoked for any one or more of the following:

1. Filming or related activity has been conducted in a manner which violates one or more of the conditions imposed upon the issuance of the permit, including failure to conform to the plans and procedures described in the application, or violation of the occupant load limits or other restrictions established by the Los Angeles County Fire Department;
2. The permittee has failed to obtain or maintain all required city, county and state licenses and permits;
3. The permit is being used to conduct an activity other than that for which it was issued;
4. The permittee has misrepresented a material fact in the application;
5. Private property owner(s) and/or tenant(s) on whose property the filming was permitted have withdrawn consent to the filming.

SPECIAL FILM PERMIT SUBMITTAL CHECKLIST:

A Special Film Permit application package submitted for staff review shall include all of the items identified below. Incomplete applications will be returned. All applications will be submitted to the Designed Review Committee (DRC) for review and approval.

- _____ A. Submit application and attachments no less than 30 calendar days before the filming event.
- _____ B. A site plan showing the location of all existing structures, the location of the filming event/activities and all special equipment to be brought onto the site. This includes the location of any lighting, cameras, generators, vehicles, tents, restroom facilities etc.
- _____ C. A circulation/parking and traffic control plan submitted with the site plan. Show all traffic lanes that may be impacted and how motorists and pedestrians will be directed. If filming is to take place on public streets, detail the nature of the filming, dates and times. Filming within Caltrans roadways requires a permit from the State (i.e. Imperial Highway, Beach Boulevard, and Whittier Boulevard).
- _____ D. Approval from the Los Angeles Fire Department for all tents/canopies with an area of 120 square feet or more or an occupant load of 10 or more.
- _____ E. Submittal of Consent Letter from all the involved property owners. When filming in a Residential Zone, a petition approving the event signed by at least 75% of the residents within 250 foot radius of the proposed filming location. When filming in a Commercial Center, a petition approving the event signed by the property owner and 100% of the tenants that are affected by the filming. Prior approval of the Consent form and/or petition shall be obtained from the Community Services Department.
- _____ F. If the event includes food distribution or service, proof of a Health Department permit or a release from the Health Department.
- _____ G. A Certificate of Fire Retardation for all canopies/tents.
- _____ H. Indemnification Agreement in compliance with City Insurance requirements and Worker's Compensation Insurance (See exhibit A)
- _____ I. Copy of draft Special Film Permit Notice to be delivered to tenants and residents located within 250 feet of the location for approval. The notice shall include the contact information for the person responsible and present at the event .
- _____ J. Los Angeles County Fire Department approval.

Community Services Department

101 West La Habra Blvd.
La Habra, CA 90633-0337
Phone: (562) 383-4206
Fax: (562) 383-4482



SPECIAL FILM PERMIT

Application Submittal Date: _____

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ Cell Number: _____

Email: _____ Fax: _____

Contact Person at the event: _____ Phone Number: _____

Email: _____ Fax: _____

Event Address: _____

Purpose or nature of the Film event (attach additional sheet if necessary): _____

Type of equipment to be used (attach additional sheet if necessary): _____

Dates of Filming – From: _____ To: _____

Time of Filming – From: _____ To: _____

PROPERTY OWNER AUTHORIZATION: I am the owner of record, or his/her authorized representative of the property owner (Provide letter of authorization) which is the subject of this application. I approve of the action requested above.

Property owner of record: _____

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

Firm Name: _____ Phone: _____

Street Address: _____ City: _____

Zip Code: _____

Film Event Questionnaire

1. Description:

2. Please provide the following:

Estimated number of persons at the filming: _____
Estimated number of vehicles at the filming: _____ (show location on site plan)
Estimated number of parking spaces needed: _____ (show area on site plan)

3. Will food be served?

YES _____ NO _____ If YES, have you obtained health department approval?
YES _____ NO _____

4. Will any animals be displayed/ exhibited at the filming event? YES _____
NO _____

If YES, describe: _____

5. Will any structures (i.e., tents, booths, stages, lighting, cameras, generators, restrooms etc.) be erected or located at the event?

YES _____ NO _____ If YES show location on site plan and describe: _____

6. Will there be any sound amplification equipment at the event?

YES _____ NO _____ If YES, describe: _____

7. Will there security personnel at the event?

YES _____ NO _____ If YES, describe number and duties: _____

8. Is filming being conducted on city streets? YES _____ NO _____ If YES, please describe and provide a Traffic Control Plan: _____

- 9. Will driveways and traffic lanes be blocked or modified in the property? YES_____ (show on Traffic Control Plan) NO_____

- 10. Will the event interfere with an adjacent business operation? YES_____ (show on site plan) NO_____

- 12. Have you obtained written approval from all tenants/residents located in the center ? YES_____ (attach signed petition) NO_____

I declare upon penalty of perjury that the above information is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a special film permit or its suspension if one has been issued.

Signature of Applicant

Date Signed



SITE PLAN MAP

Please detail the location of all existing structures and improvements on the property. Identify the location of the filming event/activities and all special equipment to be brought onto the site. This includes the location of any lighting, cameras, generators, vehicles, tents, restroom facilities etc. Should you have questions, please contact the Planning Division (562) 383-4100 and they can address your questions.



TEMPORARY FILM PERMIT INDEMNIFICATION AGREEMENT

In consideration of being granted a Special Film Permit, and to the full extent permitted by law, the undersigned _____ on behalf of _____, hereby agrees to defend, indemnify, and hold free and harmless the City of La Habra, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the named insured including materials, parts or equipment furnished in connection with such work or operations. Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 2037.

(Describe the activity and provide the dates)

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Special Film Permit is being issued.

Applicant's Signature

Date

Property Owner's Signature

Date



Exhibit A

CITY OF LA HABRA

CERTIFICATE OF INSURANCE REQUIREMENTS

Film Permits

A certificate of liability insurance (COI) and endorsement naming the City as additional insured, from your group/organization **MUST** be submitted when using/renting any city building.

The certificate must include:

1. Date of Event(s). If it is for the entire year, please cover the entire year.
2. Type of event or activity
3. The City of La Habra must be named additional insured for one million dollars (1,000,000.00) comprehensive general liability to include: contractual liability, business auto, products (including food if applicable) and broad form property damage
4. Insurance must be provided by a carrier rated A-VII or higher by Best's Insurance Rating Service
5. All activities and rental insurance requirements are subject to review and approval by appointed City personnel
6. Automobile Liability is required for all vendors who will be operating an automobile during the event and timeframe listed on the insurance policy. Coverage must include at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage.
7. Workers' Compensation and Employers' Liability is required for all vendors that employ workers for the event and timeframe listed on the insurance policy. Workers' Compensation as required by the State of California with statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.

Also, the following wording **MUST** be included on the COI and endorsement:

Commercial General Liability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the named insured including materials, parts or equipment furnished in connection with such work or operations.

Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 2037.

Workers' Compensation

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

Insurance Obligations of Vendor

The Insurance obligations under this agreement shall be: (1) all the Insurance coverage and/or limits carried by or available to the vendor; or (2) the minimum Insurance coverage requirements and/or limits shown in this agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the Vendor under this agreement.

Please include the following in the additional insured endorsement along with the COI .

City of La Habra
110 E. La Habra Blvd.
La Habra, CA 90631