



FILMING PERMIT INSTRUCTIONS

PERMIT APPLICATION

- All filming within the City requires a film permit and any special services (such as, police, fire, etc.), as deemed necessary by the City. This includes filming on private property, parks, streets, etc.
- Applications for film permits are obtained and submitted at City Hall, located at 31200 Oak Crest Drive. Applications may also be faxed to (818) 706-1391.
- Current news reporting and productions conducted exclusively for charitable purposes are exempt from film permit fees.
- Filming applications must be submitted at least three (3) business days prior to the desired film date for filming in commercial areas exclusively on private property; five (5) business days in advance for filming on public property not impacting traffic or in a residential area where all filming will be indoors and no on-street parking will be required; and ten (10) business days for filming in residential areas involving outdoor filming, outdoor lights and/or on-street parking of vehicles and any filming that will involve pyrotechnics and/or potentially impact traffic.
- Each residence and business within 300 feet of the proposed filming site must receive notification of the filming application within one business day after the application has been submitted. Notification shall be provided by the applicant on the Filming Notification Form provided by the City.
- Questions regarding public safety approval and arrangements for public safety personnel assigned to filming should be directed to the Los Angeles County Sheriff's Department at (818) 878-1808 and the Los Angeles County Fire Department at (818) 889-1626.
- All special effects and associated scenes must be described in detail on the application. Each planned occurrence will be carefully reviewed on the basis of safety, community impact, etc.
- The City Manager approves or denies all permits. If the permit is denied, the applicant may appeal in writing within five (5) working days and that appeal will be considered by the City Council at its next meeting.

FEES AND INSURANCE

- The filming permit application fee is \$250 (non-refundable).
- The filming permit fee is \$300.00 per day (non-refundable) for filming exclusively on private property. The permit fee is \$500.00 per day (non-refundable) for filming on public property, including filming on public streets and/or use of public parking.

- The applicant is required to furnish a bond, or insurance in the amount of one million dollars (\$1,000,000), with the City named as additional insured. This sum may be decreased or increased at the discretion of the City Manager to protect the City against claims.
- The applicant shall post a refundable \$500.00 faithful performance bond (cash or bond) at the time the application is submitted to ensure cleanup and restoration of the site. The bond shall be returned upon completion of filming and inspection.
- The application fee shall be paid at the time the application is submitted. All permit fees will be paid to the City before the permit is issued. Fees for Police and Fire safety services are made directly to the Sheriff's Department and/or Fire Department.
- The applicant shall execute a Hold Harmless Agreement as provided by the City.

RESTRICTIONS

- On-street parking in residential areas, except for temporary loading and unloading, is prohibited unless special approval is granted by the City Manager.
- Filming is allowed in residential areas only during the hours of 7:00 a.m. to 7:00 p.m., including all activities associated with set-up and removal. Hours may be extended if written approval is received from each residence within a 300 foot radius of the filming site, or greater if deemed necessary by the City Manager. Approvals must be submitted on the Signature Survey Form provided by the City.
- Filming is restricted at any single residential location to three (3) consecutive days within a 1-year period unless signed approval is received from each residence within a 300 foot radius, or greater if deemed necessary by the City Manager. Approvals must be submitted on the Signature Survey Form provided by the City.
- No total street closures are allowed.
- Temporary street signage is prohibited.

PERMIT ISSUANCE

- No changes in filming can be made after the initial permit issuance without written approval of the City Manager.
- The applicant shall comply with all conditions and/or restrictions imposed by the City Manager, as well as all applicable Federal and State requirements for Worker's Compensation Insurance.
- The applicant shall keep the filming area clean and orderly (parking, equipment placement, trash, etc.).
- Area shall be cleaned within two (2) hours of completion of filming to the satisfaction of the City.
- The applicant shall restore any area damaged or disrupted prior to leaving the site.
- If restoration is not completed to the City's satisfaction, work and repairs will be made by the City and the cost deducted from the bond posted with the City.
- Violation of the film ordinance is a misdemeanor.

NUMBER AND TYPE OF VEHICLES/EQUIPMENT AND WHERE WILL THEY BE LOCATED? _____

ARE SPECIAL EFFECTS, AIRCRAFT, PYROTECHNICS, CHASES/CRASHES, ETC. TO BE PART OF THE ACTIVITIES UNDER THIS PERMIT? IF SO, DESCRIBE IN DETAIL. _____

CAST AND CREW? _____

I am the authorized representative of the company applying for this permit. I have read, and the company agrees, to comply with the rules and regulations as provided for in Article VI, Chapter 9, of the Westlake Village Municipal Code, pertaining to the issuance of this permit. We understand that failure to comply will result in the immediate discontinuance of operations and/or revocation of this permit. In the event safety personnel are required, the filming company shall be responsible for their compensation.

SIGNATURE

TITLE OR AGENT STATUS