



City of Villa Park

17855 Santiago Boulevard ~ Villa Park, CA 92861 ~ Phone: (714) 998-1500 ~ Fax: (714) 998-1508 ~ www.villapark.org

Filming Permit Application

A completed application should be submitted a **minimum of one week prior to the proposed date of filming**. Application must be filled out completely and include any attachments to be considered. Filming may only take place between the hours of 7:00am-8:00pm Monday- Friday and 8:00am-8:00pm on Saturday and Sunday (no filming is permitted to take place on holidays). Commercial filming permits for filming within the City limits shall be \$100.00 per day, while non-commercial and student filming permits shall be \$50.00 per week. Please contact Villa Park City Hall for information on fees at (714) 998-1500. Fees must be paid in cash, check or credit card. When completed, this form can be mailed (check must be included to process), or hand delivered to a Villa Park City Hall employee.

Applicant Information		
Applicant Name:		Date:
Address:		
City:	Zip:	Phone:

Emergency Contact	
One is required and should be available during filming.	
Name:	Phone:

Filming Information
Name of film/project:
Type of production:
Please include a brief description of any scene(s) expected to be filmed. Any supplemental documents (such as scripts, etc.) can be included with the permit application.

Proposed filming/taping locations	
Location A:	
Date(s):	Time(s):
Location B:	
Date(s):	Time(s):

Types and number of vehicles and other equipment (check all that apply)	
Type	Number
<input type="checkbox"/> Automobiles	
<input type="checkbox"/> Trucks	
<input type="checkbox"/> Other (specify)	
Approximate number of individuals in cast and crew:	
Will this production involve any animals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what kind and how many? _____	
Special assistance requested at locations listed above:	
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Other _____

Read the following, initial, sign and date:

_____ **Agreement:** that any City personnel or equipment used in connection with the activity will be paid for by permittee and that the City shall be compensated for any loss or damage to City property; and agreement to clean and restore the property to its condition prior to its use as a location site. Filming may only take place between the hours of 7:00am-8:00pm Monday- Friday and 8:00am-8:00pm on Saturday and Sunday (no filming is permitted to take place on holidays). A written notification shall be distributed to the adjacent property owners by the applicant at least 5 days prior to the filming only if there will be impact to on-street parking, filming will occur on public right-of-way, or excessive noise is expected to be generated.

_____ **Indemnification:** The permittee guarantees to defend, indemnify and hold harmless the City, its officers, agents, and employees, and each of them against any and all claims, demands, actions, suits, liabilities and judgments of every kind and nature, regardless of the merit of the same, arising out of or related to the exercise of any permit granted pursuant to the provisions of this chapter, including costs for investigations, attorney's fees and court costs in the defense of any actions, to the extent that such claims or demands are alleged to be the result of an error, omission, intentional act or negligent act or any persons employed by permittee.

_____ **Permit Fee:** Commercial Filming Permits for filming within the City limits, whether on public or private property, shall be \$100.00 per day. Non-commercial and student filming permits shall be \$50.00 per week. Such fee shall cover the use of any property described in this application for the purpose of photographing and/or recording exterior and interior scenes, including the right to exhibit all or any part of such production in any manner or medium. Such fee shall also cover the right to bring personnel and equipment, including props and temporary sets, onto the property described in the application for permit, and such personnel and all equipment belonging to said permittee shall be removed there from at the time the project is completed, or at such time as the City Manager deems appropriate.

_____ **Liability and Property Damage Insurance:** Prior to the onset of any filmmaking, motion picture or television production, the applicant shall furnish certificates of insurance to the City showing that there is in full force and effect comprehensive general liability and property damage insurance covering every activity of the proposed event, in a minimum amount of \$1 million for death or injury to one person and \$1 million for death or injury to more than one person in any one accident, and \$100,000 property damage, or in such additional amount as deemed necessary by the City Manager. The permittee shall maintain in full force and effect during the term of the permit an adequate Worker's Compensation policy and such other insurance as may be required by law. The policies shall name the City as an additional insured and shall contain an endorsement providing that such policies will not be cancelled, modified or reduced in limit until notice in writing shall have been given to the city at least ten day prior to the time of such cancellation, modification or reduction in limit becomes effective. The permittee's insurance shall be considered primary insurance, not contributing with and not in excess of insurance carried by the City.

This permit is not valid unless approved below by an authorized representative of the City of Villa Park.

Applicant Signature Date

City Authorized Representative Signature Date

FOR OFFICE USE ONLY	
Fee: \$	_____
Date:	_____
Receipt No.:	_____
Permit No.:	_____
Expiration:	_____