Special Events/City Manager's Office
809 Center Street, Room 10
Santa Cruz, CA 95060
(831) 420-5132
(831) 420-5011 – Fax
cmevents@cityofsantacruz.com

FILM PERMIT APPLICATION

Thank you for your interest in filming in the City of Santa Cruz, which is known for its unique atmosphere, incredible weather, and beautiful beach setting.

Things to Consider When Filming in the City of Santa Cruz

1. This permit is required **only** if you are filming on **public property** in the City of Santa Cruz (including still photography) for commercial purposes.
2. Arrangements must be made with the property owner if filming on private property.
3. Filming of the Boardwalk is not approved. The Seaside Company must be contacted (831-423-5590) for approval.
4. Liability insurance in the amount of $1,000,000 is required.
5. Depending on the size of the production, areas will not be closed.
6. Parking needs.
7. Electrical needs.
8. Security issues.
9. Restroom facility needs.
10. Garbage and recycling impact.
11. Liability insurance requirements.

The following forms will need to be submitted at least five (5) business days before the planned date of the filming:

- Application Form *(Include a $33.00 non-refundable Sound Permit Fee and a $100.00 Street Closure Fee, if applicable.)*
- Certificate of Insurance with Endorsement Page
- Site Map

Please keep in mind that the filming should not be considered confirmed until your application has been approved. Once your application, fee(s), and forms have been submitted and received, the Special Events Coordinator will review the documents and obtain input from other City departments affected by the filming. If City staff and/or services are required, it is understood that all associated costs are to be paid by the Applicant. You will be contacted as soon as possible to confirm your request.

Upon approval of your application, a signed permit and Conditions of Use will be issued to you. These must be on hand during the block party and available upon request by City officials.

APPLICANT INFORMATION

Name: _____

Local Accommodations (Address): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____

E-mail Address: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

FILM INFORMATION

Production Title: _____

Feature ☐ TV ☐ Commercial ☐ Other ☐ Please Specify: _____

Short Description: _____

Director: _____ Mobile: _____

Location Manager: _____ Mobile: _____

Security Plan (Please Describe): _____

Garbage/Recycling Plan (Please Describe): _____

Restroom Facility Plan (Please Describe): _____

LOCATION INFORMATION

Date(s): _____

Time (Include Set-up/Break-down): _____

Location (Include Specific Address and Attach a Site Map): _____
_____

Is a street closure required? Yes ◯ No ◯
If Yes, there is a $100.00/per day fee.

NOTE: *Posting required 72 hours in advance. This will be arranged as needed by the Special Events Coordinator.*

Street Name(s): _____

Date(s): _____

Beginning Time: _____ Ending Time: _____

Moving Vehicles? Yes ◯ No ◯
If Yes, give speed, quantity, and type involved: _____
_____
_____

NOTE: T*here are standard requirements for street closure barricades. The document entitled "Requirements for Street Closure – Barricades" must be reviewed and complied with by Applicant. The document also includes requirements regarding adult monitors as well as how to safely close street(s).*

☐ **If you are requesting a street closure, please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations contained in the document entitled *Requirements for Street Closure – Barricades*.**

Will reserved parking areas be requested for cast/crew? Yes ◯ No ◯

Will reserved parking areas be requested as a part of filming? Yes ◯ No ◯

NOTE: *Fees will be due for any reserved parking areas. This will be arranged as needed by the Special Events Coordinator.*

Meter(s) (Specify Street Name(s) and Meter Number(s)): _____
_____
_____

Parking Lot(s) (Specify Number(s)): _____
_____
_____

LOCATION INFORMATION (Continued)

Will motor vehicles be used? Yes ☐ No ☐

Automobiles (Quantity and Type): _____

Trucks (Quantity and Type): _____

Motorcycles (Quantity and Type): _____

Other (Quantity and Type): _____

NOTE: *All trucks on the Municipal Wharf must weigh less than eight (8) tons.*

Will sound amplification be used? Yes ☐ No ☐
If Yes, there is a $33 non-refundable fee.

Purpose for Sound Amplification:

Speakers ☐

Announcements ☐

Music ☐ Type: _____

Band ☐ # of Players/Pieces: _____

Other ☐ Please Specify: _____

Name of Sound Coordinator: _____

E-mail: _____ Mobile: _____

No person shall, between the hours of 10:00 p.m. and 8:00 a.m., be permitted to make any offensive noise within 100 feet of any building or place regularly used for sleeping purposes or which disturbs any person within hearing distance of such noise. *(SCMC #9.36.010)*

No person shall make, cause, or permit to be made any noise or sounds which are unreasonably disturbing or physically annoying to people, of ordinary sensitiveness, or which are so harsh or so prolonged or unnatural in their use, time, or place as to cause physical discomfort to any person and which are not necessary in connection with any activity which is otherwise lawfully conducted. *(SCMC #9.36.020)*

Where the Police Department responds to a loud or unruly gathering more than once within twelve (12) hours, the responsible person shall be liable for the costs of providing special security services for the second and subsequent responses. *(SCMC #9.37.030)*

☐ **If you are requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations for sound amplification.**

Quantity of Personnel Involved:

Crew: _____ Cast: _____ Other (Quantity and Type): _____

_____

LOCATION INFORMATION (Continued)

What equipment will be used?

Camera (Quantity and Type): _____

Lights (Quantity and Type): _____

Sound (Quantity and Type): _____

Generator (Quantity, Size, and Type): _____

Other (Quantity and Type): _____

_____

_____

Will electricity be needed? Yes ◯ No ◯

If Yes, for what: _____

_____

Will animals be used? Yes ◯ No ◯

If Yes, specify quantity and type: _____

Will special effects be used? Yes ◯ No ◯

If Yes, please describe: _____

NOTE: *Pyrotechnics require a permit from the Santa Cruz Fire Department.*

Will a helicopter be used? Yes ◯ No ◯

NOTE: *Approval from FAA, NOAA, and other appropriate agencies must be coordinated by Applicant.*

Other Pertinent Information: _____

_____

_____

_____

Please submit Pages 2–4 for each location if there are significant changes to the location information.

INSURANCE AND LIABILITY REQUIREMENTS

- Certificate of Insurance

Liability insurance with $1,000,000 is required, naming the City as an additional insured, including the statement: *If the policy is cancelled prior to its expiration date, the issuing company with mail 10 days written notice to the additionally insured named*. Insurance certificate and endorsement page must be submitted prior to the filming.

- Hold Harmless

A. In consideration for the City of Santa Cruz (hereinafter known as "City") agreement to allow Permittee to use the requested area(s) named within and attached hereto, Permittee hereby agrees on behalf of itself, its agents, and employees, to indemnify and hold harmless the City and the City's representatives, officers, agents, employees, and volunteers (hereinafter jointly referred to as "Releasees") for all damage, loss, claims, suits, or action of any kind or nature whatsoever, including attorney fees brought for or on account of damage to property, or injuries to, or health of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the use of the requested area(s) for the event or from the conduct of the event sponsored by Permittee at the requested area(s).

B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits, or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee's negligence or intentional misconduct in the use of the requested area or the conduct of the event sponsored by Permittee at the requested area(s).

C. In further consideration of the City's agreement to allow Permittee to use the requested area(s), Permittee hereby agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage alleged to have been causes in whole or in part by Permittee's use of the requested area(s) or the conduct of the event sponsored by Permittee at the requested area(s), or any other activity undertaken by Permittee at or about the requested area(s) with or without the City's permission.

D. Should it become necessary to enforce the terms of this agreement by legal or equitable action or should Permittee breach this agreement, Permittee shall pay legal costs and attorney fees incurred by the City of Santa Cruz whether in defense of a suit by Permittee or in the prosecution of a suit against Permittee.

☐ **Please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations of the Hold Harmless Agreement.**

CHANGE POLICY

Changes in the schedule will be at the discretion of the City based upon available staff and resources.

CANCELLATION POLICY

If filming is cancelled, immediately notify the Special Events Coordinator at (831) 420-5132 and, if necessary, the agencies named in your Conditions of Use.

AGREEMENT AND SUBMITTAL INFORMATION

I declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of my knowledge and belief.

Name of Applicant (Print): _____

Signature: _____ Date: _____

☐ **If you are unable to sign the document digitally, please check the box to acknowledge that you declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of your knowledge and belief.**

Return the completed documents and fee(s) to:

Special Events/City Manager's Office
809 Center Street, Room 10
Santa Cruz, CA 95060
(831) 420-5011 – Fax
cmevents@cityofsantacruz.com

☐ Application Form *(Pages 1–6)*
☐ Certificate of Insurance with Endorsement Page
If not attached, indicate when it will be available: _____
☐ $33.00 Sound Permit Non-Refundable Fee *(if applicable)*
☐ Site Map

Checks should be made payable to: City of Santa Cruz. VISA and Mastercard are also accepted. Please call the Special Events Coordinator at (831) 420-5132 to provide card information.

NOTE: *As noted on the cover page, if City staff and/or services are required, you will be liable for the associated costs and will be invoiced accordingly.*