



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

Note: Fees will increase in January and July of each year.

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 (private property) is not approved. The Seaside Company must be contacted (831-423-5590) for approval.
4. Liability insurance in the minimum amount of \$1,000,000/occurrence is required.
5. Areas typically are not closed for filming depending on the size of the production. If exclusive use will be requested, appropriate fees will be charged.
6. Parking needs.
7. Electrical needs.
8. Security issues.
9. Restroom facility needs.
10. Garbage and recycling impact.

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

- Application Form
- Certificate of Insurance **with Endorsement Page**
- Site Map if equipment will be placed on location during filming
- FAA Certification and/or other requirements if requesting drone filming

Please keep in mind that the filming should not be considered confirmed until your application has been approved. Once your application and forms have been submitted and received, the City's Special Events Coordinator will review the documents and obtain input from other City departments affected by the filming.

FILM/PHOTOGRAPHY APPLICATION

Once the application has been reviewed, the applicant will be contacted and an application fee will be required to confirm the schedule for filming/photographing.

Application Fee:

Simple filming (4 hours or less of City staff time)

\$120 (July 2018) \$126 (Jan 2019) \$144* (July 2019)

Complex filming (more than 4 hours of City staff time)

\$300 (July 2018) \$314 (Jan 2019) \$369* (July 2019)

**estimated fees*

Checks should be made payable to the City of Santa Cruz. Visa or Mastercard can be accepted; contact the City's Special Event Coordinator for more information.

If City staff and/or services are required, it is understood that all associated costs are to be paid by the Applicant.

Upon final approval of your application, a signed permit and Conditions of Use will be issued to you once all required fees and documents have been received. The permit and conditions must be on hand during the filming and available upon request by City officials.

FILM/PHOTOGRAPHY APPLICATION

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): _____

FILM/PHOTOGRAPHY APPLICATION

LOCATION INFORMATION

Date(s): _____

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

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

Is a street closure requested? Yes No

If Yes, there will be per day fee due: \$206 (2018) \$216 (2019)

Purpose of Street closure: _____

NOTE: *No parking/tow away signs must be posted 72 hours in advance. This will be arranged as needed with the City's Special Events Coordinator.*

Street Name(s): _____

Date(s): _____

Beginning Time: _____ Ending Time: _____

NOTE: *There 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).*

Will vehicles be moving within the street closure? Yes No

If Yes, give type, quantity, and speed involved: _____

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

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. Only vehicles can be parked in reserved spaces. Any other activities in a parking space will require a street/lot closure.*

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

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

FILM/PHOTOGRAPHY APPLICATION

LOCATION INFORMATION (Continued)

Will sound amplification be used? Yes No

Purpose for Sound Amplification:

Speakers

Announcements

Music Type: _____

Band # of Players/Pieces: _____

Other Please Specify: _____

Name of Sound Coordinator: _____

E-mail: _____ Mobile: _____

Individuals wanting to have amplified sound must adhere to the following conditions:

- o Loud/amplified sound is not allowed before 8:00 a.m. and after 10:00 p.m.
- o Complaints of loud music/sound may result in a police response.
- o All lawful orders by members of SCPD must be observed and followed.
- o It is requested that neighbors and/or surrounding businesses are notified when planning to have amplified sound.

If requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the conditions listed for sound amplification.

Quantity of Personnel Involved:

Crew: _____ Cast: _____ Other: _____

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): _____

NOTE: *Temporary structures including stages, bleachers, or other request may require building department approval.*

FILM/PHOTOGRAPHY APPLICATION

Will electrical access be needed? Yes No (Minimum access fee: \$20)

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 requested for approval? Yes No

Will a drone (Unmanned Aircraft System - UAS) be requested for approval? Yes No

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

Other Pertinent Information: _____

Please submit additional pages 2–4 for each location if there are significant differences for each location information.

INSURANCE AND LIABILITY REQUIREMENTS

- **Certificate of Insurance**

Liability insurance with a minimum of \$1,000,000 per occurrence 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 caused 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.

FILM/PHOTOGRAPHY APPLICATION

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 City's 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
cmevents@cityofsantacruz.com (831) 420-5011 – Fax

- Application Form (*Pages 1–6*)
- Certificate of Insurance with Endorsement Page
If not attached, indicate when it will be available: _____
- Site Map
- FAA Certification and/or other required documents if requesting drone use

Once the application form has been reviewed, the City's Special Event Coordinator will contact the applicant to preliminarily approve the request and provide the appropriate application fee.

Application Fee:

Simple filming (4 hours or less of City staff time)
\$120 (July 2018) \$126 (Jan 2019) \$144* (July 2019)
Complex filming (more than 4 hours of City staff time)
\$300 (July 2018) \$314 (Jan 2019) \$369* (July 2019)
**estimated fees*

Application fee must be received before the request can be confirmed.

Checks should be made payable to the City of Santa Cruz.

VISA and Mastercard are also accepted. Please call the Special Events Coordinator at (831) 420-5132 for more 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.*