

**FILMING PERMIT
CITY OF CERRITOS**

Date _____

APPLICATION – TYPE OR PRINT ONLY – COMPLETE ITEMS 1 THRU 9. SIGNATURE REQUIRED ON PAGE 2

1. COMPANY NAME AND ADDRESS _____

2. REPRESENTATIVE AND TITLE _____ PHONE NUMBER _____

3. LOCATION OF FILMING _____

4. DATES OF FILMING _____ TIMES _____

5. CITY SERVICES REQUESTED (OTHER THAN POLICE OR FIRE) _____

6. LIST TRUCKS AND EQUIPMENT TO BE PARKED ON CITY PROPERTY BY TYPE AND PLATE NO. _____

7. SUMMARIZE SCENE TO BE FILMED (ATTACH SHEETS AS NECESSARY; INCLUDE USE OF EXPLOSIVES, ETC.) _____

8. IF MOTION PICTURE- NAME FEATURE, PRODUCTION NO. AND CELEBRITIES - IF COMMERCIAL, NAME PRODUCT AND SPONSOR _____

9. PERSON ON LOCATION RESPONSIBLE FOR COMPANIES ADHERENCE TO TERMS AND CONDITIONS OF PERMIT _____

FOR CITY USE ONLY

10. APPLICATION FEE	11. USE FEE	12. ADVANCE DEPOSIT	13. INSURANCE	14 .CASH BOND

15. DEPARTMENT – ATTACHMENTS TO BE MADE A PART OF THIS PERMIT

FIRE POLICE PUBLIC WORKS COMMUNITY SAFETY COMMUNITY DEVELOPMENT

16. ADMINISTRATIVE SERVICES _____ APPROVED _____ DENIED BY: _____

17. SERVICE CHARGES- The applicant agrees to pay the following estimated charges upon request and to pay any additional charges, which may accrue within 10 days after receipt of an invoice.

DIVISION	NATURE OF BUSINESS	NO. DAYS	ESTIMATED CHARGES	FINAL CHARGES

18. This permit is issued to the applicant by the City of Cerritos for the purpose of filming a commercial motion picture, television film or still photograph within the City of Cerritos.
19. This permit must be in the possession of the applicant at all times while on location. Posted parking regulations and/or vehicle code regulations will be enforced unless otherwise noted.
20. On or before the date of the expiration of this permit, the permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the applicant. In the event that the applicant fails to do so, the City may cause the same to be done and applicant agrees to pay the City for its cost incurred therefore.
21. This permit shall not be assigned by the applicant without the written consent of the City.
22. This permit may be terminated at any time by either of the parties hereto, and until so terminated the applicant agrees to abide by all the terms and conditions hereof, and to pay all fees and charges herein provided.
23. Applicant shall be subjected to the City's control and instructions of the City representative assigned for the purpose of avoiding any interference with the operations of the City's facilities or property.
24. Applicant acknowledges and represents that it has inspected City's properties, knows the condition thereof and assumes full responsibility for any injury to persons or damage to property by reason of the use of said properties under this permit and undertakes and agrees to release and hold harmless and indemnify the City and all its officers and employees from and against all actions, claims, loss, demands, expense, damage or liability of any nature whatsoever, for death or injury to any person or damage to any property in any manner arising by reason of or incident to the exercise or enjoyment of the premises herein given whether or not caused solely or contributed to by any act or omission, active or passive, negligent or otherwise, of the City, or any officer, employee or agent.
25. Other terms and conditions: See Departmental Attachment – Sheets 1 thru _____.
26. Applicant agrees that the City of Cerritos and/or its officers, employees and agents, shall bear no responsibility and shall not be liable for any delay or cancellation of filming caused by acts of God, weather conditions, acts of other governmental entities, acts of independent contractors performing under contract with the City of Cerritos, or any other cause, condition or activity beyond the control of the City of Cerritos.

We hereby accept this permit and agree to abide by all the terms and conditions hereof.

DATE _____

AUTHORIZED OFFICER TO SIGN ON BEHALF OF

TIME REQUIREMENTS FOR PROCESSING FILMING PERMITS:

1. A minimum of 80 hours advance time is required for processing the filming permit where assignment of City personnel for traffic rerouting, posting of signs, interior filming special effects, use of hazardous materials, or use of City property will occur during filming.
2. A minimum of 48 hours is required for all other filming permits.
3. Film permits will not be processed when these time requirements cannot be met by applicant.

GUIDELINES PERTAINING TO ISSUANCE OF
FILMING PERMIT APPLICATIONS

1. Filming permit is necessary for commercial filming on public property within Cerritos. Filming activity on private property or for private, non-commercial purposes is not subject to regulation.
2. City seal should not be used to constitute City "endorsement" of film content.
3. DURATION:
 - a) Application must be filed at least two (2) days in advance of filming;
 - b) Permit is valid for five (5) consecutive calendar days; and
 - c) Permit renewable if it causes no interference with public use of facility.
4. Please attach a cover letter with full description.
5. Application fee: \$50.00 (for commercial filming on public facilities only).
6. Use charge: \$200.00 per day – to be waived if activity causes no disruption to a facility.
7. Service charge is to be estimated by City at time of application (If City services, personnel or equipment are needed, adjustment to be made at expiration of permit
8. Certificate of Insurance must be delivered showing general liability coverage of at least 1,000,000.00 (one million). May require additional cash bond to cover possibility of property or equipment damage.
9. Applicant must designate a representative to ensure compliance with provisions- name must be shown on permit.
10. Fee regulations do not apply to the following groups:
 - a) Educational institutions;
 - b) Charitable organizations;
 - c) Religious groups;
 - d) Parties owning businesses in the City; and
 - e) Journalists fulfilling job duties.