

## FILING INSTRUCTIONS FOR A CITY OF CALABASAS FILMING PERMIT

The following materials and exhibits are required in order to complete the processing of an application for a City of Calabasas Filming Permit:

1. Fax a completed Calabasas Filming Application/Permit and Permission to Use Property for Filming, to the Calabasas Film Office at (805) 495-7621.
2. A \$500 Faithful Performance Bond to ensure cleanup and restoration of the site shall be submitted in advance of permit issuance. An applicant may post a refundable deposit, or cash in lieu of bonds, at the time application is submitted. The bond, in full or part thereof, may be returned to the applicant upon completion of filming and inspection of the site by the City. The Request for Refund form is available through the Calabasas Film Office.
3. Insurance in the amount of one million dollars (\$1,000,000) naming the City of Calabasas, 100 Civic Center Way, Calabasas, CA 91302, as the additionally insured shall be provided and remain on file with the Film Office.
4. If filming is scheduled to occur before 7:00 am and/or after 7:00 pm, signatures supporting a 75% neighborhood approval is required. Additionally, signatures are required for all special effects, excessive noise and excessive lighting permits. The signature forms will be completed by the Calabasas Film Office and circulated by the production company.
5. Application/permit fees are to be made payable to the "City of Calabasas". All fees are due in advance of all filming activities and are to be delivered to the Calabasas Film Office.
6. If a film monitor is required, the fees for the monitor are to be made payable to "City Permit Services" and are to be delivered to the Calabasas Film Office prior to the issuance of the film permit.



# CALABASAS FILM OFFICE

## Film Application/Permit



CITY of CALABASAS 25 W. Rolling Oaks Drive, Suite 201, Thousand Oaks, CA. 91361  
Phone: (805) 495-7521 Fax: (805) 495-7621  
City of Calabasas Tax Identification Number: 95-4315963

**PERMIT TO BE ON LOCATION & POSTED ON SITE AT ALL TIMES**

Rider Number: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_ - \_\_\_\_\_

TYPE OF PRODUCTION: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Motion  Still  TV  Feature  Comm.  Video: Type \_\_\_\_\_  Music Video  other \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Production name and/or Number: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Phone no.: \_\_\_\_\_ Cell #: \_\_\_\_\_

Production Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Cell #: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Cell #: \_\_\_\_\_

Representative on-site: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Cell #: \_\_\_\_\_

### LOCATION INFORMATION:

**Location 1** \_\_\_\_\_

Private Property  City Road Use (Parking, film, etc.)  City Park  ITC  Posting Roads

**Parking - (BE SPECIFIC):** \_\_\_\_\_

**Scenes:** \_\_\_\_\_

**Filming Times:** *Normal Filming Hours are 7:00am – 7:00pm*

Construction Date (s) \_\_\_\_\_ Strike Date(s) \_\_\_\_\_ Hold Dates(s) \_\_\_\_\_

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
1							
1							
1							
1							

**\*All conditions and requirements of Chapter 5.40 of the Calabasas Municipal Code must be adhered to.**

**Location 2** \_\_\_\_\_

Private Property    City Road Use (Parking, film, etc.)    City Park    ITC    Posting Roads

**Parking** - (BE SPECIFIC): \_\_\_\_\_

**Scenes:** \_\_\_\_\_

**Filming Times:** *Normal Filming Hours are 7:00am – 7:00pm.*

Construction Date (s) \_\_\_\_\_ Strike Date(s) \_\_\_\_\_ Hold Dates(s) \_\_\_\_\_

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
2							
2							
2							
2							

**Location 3** \_\_\_\_\_

Private Property    City Road Use (Parking, film, etc.)    City Park    ITC    Posting Roads

**Parking** - (BE SPECIFIC): \_\_\_\_\_

**Scenes:** \_\_\_\_\_

**Filming Times:** *Normal Filming Hours are 7:00am – 7:00pm*

Construction Date (s) \_\_\_\_\_ Strike Date(s) \_\_\_\_\_ Hold Dates(s) \_\_\_\_\_

Loc #	Date from	Date To	Hours From	Hours To (taillights)	Special Effects	Cast & Crew Size	Misc. Info.
3							
3							
3							
3							

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**GENERAL INFORMATION/NOTES:**

# People \_\_\_\_\_ Generators \_\_\_\_\_ Trucks \_\_\_\_\_ Vans \_\_\_\_\_ Dressing Rooms/HW \_\_\_\_\_ Motor homes \_\_\_\_\_

Camera Cars/Picture Cars \_\_\_\_\_ Crew Cars \_\_\_\_\_ Others \_\_\_\_\_

Interior Dialogue    Exterior Dialogue    Int./ Ext. Still shots    Nudity    Driving Scenes

Running Shots    Tow Shots    Drive by    Drive up & away    Camera Mounts

Camera: Road Shoulder    Camera: Traffic Lane    Legally Parked Equipment on Shoulder of Road.

Solid Waste Hauler: Shall be Crown Disposal ONLY. Please call (818)767-0675 **Recycling is mandatory!!**

**Be reminded that the hauler must recycle 75% of all waste generated! Also note that the use of Expanded Polystyrene products (cups, bowls, plates, etc) are not allowed in craft services. Per City Ordinance 5.40 & 8.18**

Special Effects - Detail: \_\_\_\_\_

Pyrotechnics - Detail: \_\_\_\_\_

Other: \_\_\_\_\_

**Do Not Write Below this Line on this page: For City Film Office Use Only**

**Notes & Special Conditions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E- Mailed / Faxed To:**

Fire:    Time: \_\_\_\_\_    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Date: \_\_\_\_\_

Fire # \_\_\_\_\_    FSA (    )    FSO (    )

Sheriff: Time: \_\_\_\_\_    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Date: \_\_\_\_\_

Traffic: Time: \_\_\_\_\_    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Date: \_\_\_\_\_

Media:    Time: \_\_\_\_\_    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Date: \_\_\_\_\_

Parks:    Time: \_\_\_\_\_    Date: \_\_\_\_\_    Time: \_\_\_\_\_    Date: \_\_\_\_\_

**\*All conditions and requirements of Chapter 5.40 of the Calabasas Municipal Code must be adhered to.**

FEE SUMMARY:

**- PAYMENT MUST BE SUBMITTED PRIOR TO ISSUANCE OF PERMIT -**

Motion Application: \$400 per day + \$100 Processing Fee Motion Rider: \$100 Motion Cancellation: \$100  
 Still Application: \$150 + \$100 Processing Fee Still Rider: \$50 Still Cancellation: \$100 Late Fee: \$100

**Note: A \$500 Refundable Faithful Bond is required for all Motion and/or Still Applications**

**Payment Mailing Address:** SWS Inc./City of Calabasas Film Office,  
 25 W. Rolling Oaks Drive, Suite 201, Thousand Oaks, CA 91361

Fee Type	Amount	Total	Date Paid	Amount Paid	Check #
Processing Fee:					
Motion:					
Still:					
Riders:					
City Use or Late Fee:					
Cancellation:					
Road Use Fee:					
*Refundable Bond					
**Monitor Fees: See attached invoice					
<b>TOTAL DUE:</b>					

**\* Please provide a separate check made payable to "City of Calabasas". A refund will be processed upon completion of site inspection and the receipt of a completed "Request for Refund - Faithful Performance Bond" form.**

**\*\* Please provide a separate check made payable to "City Permit Services" for these fees.**

City of Calabasas  
 Permit Approval Stamp Required

ATTACHMENTS:

- Insurance Certificate Exp. Date: \_\_\_\_\_
- Hold Harmless
- Permission to Use Property
- Permission to Use Parking
- Signatures
- Other: \_\_\_\_\_

**\*All conditions and requirements of Chapter 5.40 of the Calabasas Municipal Code must be adhered to.**

GENERAL CONDITIONS - CITY OF CALABASAS FILMING PERMIT

1. INDEMNIFICATION: Permittee agrees to indemnify, defend and hold harmless the City of Calabasas as permittor, their agents, officers employees and contractors from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature, including those arising from the conditions of City facilities; such claims may include, but not be limited to, those alleging bodily injury, death, personal injury, or property damage hereunder. Permittee further agrees to indemnify, defend and hold harmless the City of Calabasas from any and all workers compensation suits, liability or expenses arising from or connected with any services for or on the behalf of Permittee or any person pursuant to this permit.

2. INSURANCE: Without limiting Permittee's indemnification of the City of Calabasas, Permittee shall provide and maintain at its own expense during the term of this permit the following policy or policies of insurance covering its operations here-under. Such insurance shall be secured through a carrier satisfactory to the City and evidence of said insurance shall be delivered to the City of Calabasas on or before the effective date of this permit.

a. GENERAL LIABILITY: Such insurance shall include, but not be limited to, comprehensive general liability and comprehensive auto liability with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Calabasas as additionally insured.

b. AERIAL FILMING (Aircraft & Helicopters): If aircraft of any type is used the combined limit of General Liability from (a) above shall be increased to \$5,000,000 per occurrence. Failure of the permittee to procure or maintain the required insurance shall constitute a breach of contract, whereas the permit is terminated.

3. CONSIDERATION: Permittee shall pay, prior to issuance of the permit or subsequent rider, all fees and deposits required by the permit. In addition, Permittee agrees to pay, within ten (10) days, all subsequent charges as a result of the permit or cancellation.

4. ASSIGNMENT: It is understood and agreed that this permit is a license agreement and/or temporary use or encroachment permit and is not a lease and the permit is a personal, revocable and unassignable permission to perform the acts herein set out without reserving or granting to Permittee any interest in real property.

5. ANTI-DISCRIMINATION/COMPLIANCE WITH LAWS: Permittee agrees not to discriminate, distinguish or restrict on account of color, race, religion, ancestry, or nation origin contrary to the provisions of Section 51 of the California Civil Code nor violate the provisions of Section 12900 et seq. of the California Government Code, and Permittee agrees to comply with anti-discrimination provisions of the City of Calabasas Code. Permittee agrees to comply with all applicable Federal, State, and Local rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference, and Permittee in the course thereof agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

6. AUTHORITY TO STOP/CANCEL: If filming policies and/or conditions are violated the permit will be revoked. In the event that an authorized representative of the City of Calabasas finds that the activities being conducted by the Permittee unnecessarily endanger the health and safety of any person or that said activities are or will cause damage to real property or in direct violation of permit conditions, said representative, at their discretion, may suspend or cancel this Permit. The City reserves the right to cancel this permit at any time without incurring any liability to the Permittee whatsoever. Los Angeles County Sheriff's Department is the law enforcement agency for the City of Calabasas and shall enforce all conditions of the permit and protect the health and safety of the citizens of the City of Calabasas.

7. NOTICES & SIGNATURES: Notices shall be distributed by the City of Calabasas Film Office in accordance with the Administrative Policies and Procedures for the Issuance of Filming Permits within The City of Calabasas. The Request for Signature form shall be completed by the City of Calabasas Film Office. The production company is responsible for doing the signature survey. All completed Request for Signature forms shall become a part of the Film/Application Permit and remain on file with the film office (faxed copies are acceptable).

8. POLICIES AND PROCEDURES/CODE OF CONDUCT: Permittee acknowledges that they have received and read the Administrative Policies and Procedures & the Filming Code of Conduct and agree to comply with all applicable provisions thereof. Permittee further acknowledges that said policies and procedures and code of conduct are incorporated by reference herein. The use of bullhorns/sound amplification devises is strictly prohibited.

9. EXECUTION: Pursuant to various sections of the City Code, this permit has been executed on behalf of the City of Calabasas by the Media Operations Department on the date listed below.

10. PERMIT ISSUANCE: This permit is granted on the condition that permission to use the property has been obtained. .

11. PERMIT REVISIONS: All revisions to this permit must be done by a rider and shall be approved in advance

PERMITTEE/PRODUCTION COMPANY:

PERMITTOR: CITY OF CALABASAS

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Title: Film Permit Coordinator

Date: \_\_\_\_\_

**\*All conditions and requirements of Chapter 5.40 of the Calabasas Municipal Code must be adhered to.**



CITY of CALABASAS

# REQUEST FOR REFUND FAITHFUL PERFORMANCE BOND



Film Permit No.: \_\_\_\_\_ Bond Amount: \$500.00 (paid separately)  
 Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Production: \_\_\_\_\_  
 Film Location Address: \_\_\_\_\_  
 Filming Dates: \_\_\_\_\_

TO APPLICANT:

Within six (6) months of completion of filming activity within the City of Calabasas, complete this form and mail it to: Calabasas Film Office, 25 W. Rolling Oaks Drive, Suite 201, Thousand Oaks, CA 91361.

If this form is not received within six (6) months of filming completion, the applicant will forfeit the Faithful Performance Bond.

\_\_\_\_\_  
Print the name & title of the person applying for refund

\_\_\_\_\_  
Signature of the person applying for the refund

\_\_\_\_\_  
Date



CITY of CALABASAS

# PERMISSION TO USE PROPERTY FOR FILMING, PARKING OR STILL PHOTOGRAPHY SHOTS



I hereby give permission for \_\_\_\_\_ to  
(Production Company)

use my property located at \_\_\_\_\_ for  
(Address)

the purposes of Filming, Parking or Stills on the following date(s) \_\_\_\_\_

during the hours of \_\_\_\_\_ to \_\_\_\_\_.

I understand that filming / parking at a residence / business within the Calabasas city limits requires the issuance of a City of Calabasas film permit. Production has obtained all necessary permissions to film at this location from all entities that have legal jurisdiction in this neighborhood.

.....

Please check one:

Property Owner                      -or-                       Occupying Tenant

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

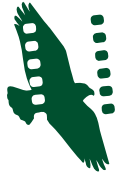
Questions?? Please Contact the Film Office at the numbers below.



CITY of CALABASAS

**CALABASAS FILM OFFICE**

25 W. ROLLING OAKS DRIVE, SUITE 201 THOUSAND OAKS, CA. 91361  
Phone: 805-495-7521 FAX: 310-456-5799



CALABASAS  
*Film*  
OFFICE

**HOLD HARMLESS AGREEMENT**

(Note: Insert Production Company name in blank space & fill in bottom of page)

\_\_\_\_\_ hereafter referred to as the **“Production Company”** agrees to and does hereby indemnify and hold harmless the City of Calabasas, its officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- (1) Liability for damages for (1) death or bodily injury to a person, (2) injury to, loss or theft of property, or (3) any other loss, damage, or expense arising under either (1) or (2) above sustained by the production company or any person, firm or corporation employed by the **“Production Company”** upon or in connection with the activity called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the City, its officers, employees, agents or independent contractors who are directly employed by the City; and
- (2) Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the production company, or any person, firm, or corporation employed by the **“Production Company”**, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the City, arising out of, or in any way connected with the activity covered by this agreement, whether said injury or damage occurs either on or off City property, if the liability arose from the negligence or willful misconduct of anyone employed by the **“Production Company”** either directly or by independent contract.
- (3) **“Production Company”** at their own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the City, its officers, agents, or employees, on any judgments’ that may be rendered against the City, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Describe Filming Activity: \_\_\_\_\_

\_\_\_\_\_  
Signature of Production Company and/or it legal representative:

X \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_