



## **CITY OF SAN GABRIEL**

### **FILM & VIDEO TAPING REQUIREMENTS**

Applicants are required to notify the City ten working days prior to expected filming and prep date(s) in order to allow sufficient time for the City to process and coordinate with the various departments involved. It is the City's experience that this amount of time is necessary to effectively accomplish all requirements and notifications. The City will do everything possible to shorten the notification time with the production company's cooperation.

All required notification and signatures must be completed and submitted along with appropriate fees at least four (4) working days in advance if filming activities will impair traffic or include special effects and/or stunts or three (3) working days in advance if filming will not impair traffic, include special effects or stunts.

Attached are the following forms:

1. Film Permit Application
2. Hold Harmless Agreement
3. Notification Form (pleases make additional copies if needed)
4. Regulations & Requirements
5. Fee Schedule

**FAILURE TO PROVIDE ALL OF THE ABOVE REQUESTED INFORMATION  
WILL RESULT IN THE CITY'S REFUSAL TO ISSUE A PERMIT.**



**CITY OF SAN GABRIEL  
FILM & VIDEO TAPING APPLICATION**

FILM TITLE: \_\_\_\_\_

PRODUCTION  
COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

TELEVISION \_\_\_\_\_ MOTION PICTURE \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

OTHER \_\_\_\_\_

**NOTIFICATION REQUIREMENTS:**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE PROOF OF NOTIFICATION ON A DESIGNATED CITY FORM (see attached). FOR NOTIFICATION REQUIREMENTS REFER TO SEC. 117.11.**

**NOTIFICATIONS MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETED APPLICATION AT LEAST (4) WORKING DAYS PRIOR TO FILMING ACTIVITIES IF SUCH ACTIVITIES WILL INTERFERE WITH TRAFFIC OR INVOLVE ROAD CLOSURES, STUNTS OR SPECIAL EFFECTS.**

**IF FILMING WILL NOT IMPAIR TRAFFIC OR INCLUDE STUNTS OR SPECIAL EFFECTS NOTIFICATIONS MUST BE COMPLETED THREE (3) WORKING DAYS IN ADVANCE OF ANY FILMING ACTIVITIES AND SUBMITTED ALONG WITH THE COMPLETED APPLICATION FORM.**

PLEASE CHECK THE BOX THAT PERTAINS TO THIS PARTICULAR FILMING:

\_\_\_\_ Filming will impair traffic flow and notifications must be completed 4 working days in advance.

\_\_\_\_ Filming will not impair traffic flow and notifications must be completed 2 working days in advance.

***FAILURE TO MEET ALL NOTIFICATION REQUIREMENTS WILL RESULT IN THE CITY'S REFUSAL TO ISSUE A PERMIT.***

**CITY OF SAN GABREIL  
FILM PERMIT APPLICATION**

LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TRUCKS/EQUIPMENT TO ARRIVE AT \_\_\_\_\_

EXIT TIME \_\_\_\_\_

CALL TIME \_\_\_\_\_

END TIME \_\_\_\_\_

WILL FILMING TAKE PLACE OUTDOORS, INDOORS OR BOTH? \_\_\_\_\_

NUMBER OF CAST \_\_\_\_\_

NUMBER OF CREW \_\_\_\_\_ EXTRAS \_\_\_\_\_

WILL FILMING REQUIRE STREET BLOCKAGE OR CLOSURE AT ANYTIME? \_\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

LIST ALL VEHICLES AND EQUIPMENT TO BE USED AT THIS LOCATION. (Include number of passenger vehicles for cast, crew and extras). \_\_\_\_\_  
\_\_\_\_\_

WHERE WILL VEHICLES/EQUIPMENT BE PARKED? \_\_\_\_\_

WHERE WILL CAST, CREW AND EXTRA'S VEHICLES BE PARKED? \_\_\_\_\_

***IF ANY EQUIPMENT OR VEHICLES ARE TO BE PARKED ON STREET(S) ATTACH A SIMPLE MAP SHOWING WHERE VEHICLES WILL BE PARKED.***

WILL A GENERATOR BE USED? \_\_\_\_\_ SIZE \_\_\_\_\_

LIST ANY ACTIVITIES THAT MAY PRODUCE NOISE SUCH AS GUNFIRE, SIRENS, PUBLIC ADDRESS SYSTEM \_\_\_\_\_

**GIVE A BRIEF EXPLANATION OF THE STORY BEING TOLD IN GENERAL  
AND THE SCENE(S) BEING FILMED IN SAN GABRIEL SPECIFICALLY:**

**CITY OF SAN GABRIEL  
FILM PERMIT APPLICATION  
(Continued)**

LIST ANY STUNTS OR SPECIAL EFFECTS THAT MAY TAKE PLACE:

WILL ANY AERIAL FILMING AND/OR HELICOPTER LANDINGS TAKE PLACE?

If YES, Explain \_\_\_\_\_

WHAT TYPE OF CONSTRUCTION WILL THE SETS REQUIRE? \_\_\_\_\_

WILL THERE BE ANY USE OF RE-FUELING VEHICLES? \_\_\_\_\_

WILL TENTS BE USED? \_\_\_\_\_

IF YES, SIZE? \_\_\_\_\_ SPECIFIC USE? \_\_\_\_\_

WILL THERE BE ANY WELDING/CUTTING OPERATIONS? \_\_\_\_\_

**COPY OF INSURANCE MUST BE PROVIDED TO CITY**

*The applicant shall, at its own sole expense, provide the City with Evidence of Insurance for general liability and Workers Compensation benefits for accidents or injuries that occur or are sustained in the course of carrying out this activity. The insurance policy shall **not be less than one million dollars (1,000,000.00)** combined single limit. **The certificate must name the City as an additional insured.***

**“HOLD HARMLESS”** CLAUSE MUST BE COMPLETED AND SUBMITTED ALONG WITH APPLICATION (See attached for copy of form)

**NOTIFICATION LETTER** MUST BE APPROVED BY THE CITY’S FILM PERMIT COORDINATOR **PRIOR** TO OBTAINING THE **REQUIRED NOTIFICATION SIGNATURES**.

A Notification letter explaining the activities to take place, dates and times must be presented to each required resident or business owner. The notification letter **must** include the **City’s Film Permit Coordinator’s name and phone number** should residents or business owners have any concerns they wish to address regarding the filming activities.

**FEES:** THE APPROPRIATE FEES MUST BE SUBMITTED **PRIOR** TO ANY FILMING ACTIVITIES. (See fee schedule attached)



**HOLD HARMLESS AGREEMENT  
FOR FILMING AND VIDEO TAPING**

DATE\_\_\_\_\_

TO: THE CITY OF SAN GABRIEL  
425 S. MISSION DRIVE  
SAN GABRIEL, CA 91776

THE PRODUCTION COMPANY OF AND/OR THE FOLLOWING INDIVIDUAL

\_\_\_\_\_ shall indemnify and save harmless City, its officers and employees, from and against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of City, and shall defend, indemnify and save harmless City, its officers, employees and agents, from and against any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, Worker's Compensation claims, resulting from or arising out of the negligent acts, intentional acts, errors or omissions of \_\_\_\_\_, its employees, its independent contractors or subcontractors in connection with the production of the taping titled\_\_\_\_\_. The obligation of the production company to indemnify the City shall not exist where the City is negligent or due to willful misconduct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





## **San Gabriel – Business Regulation Filming and Video Taping**

### **§ 117.10 APPLICATION REVIEW AND PERMIT CONDITIONS.**

Before granting any permit pursuant to this chapter, the Film Permit Coordinator shall review the application and determine that such filming or video taping will not unreasonably interfere with the public health and safety or unreasonably endanger any property. The Film Permit Coordinator will also determine if special circumstances exist and may impose conditions to the issuance of the permit. Special conditions include:

(A) Noise. Filming activities which produce unusual noise such as gunfire, sirens, public address systems, bull horns, construction, or other loud noises, may be regulated to mitigate the effects of the activity.

(B) Aircraft. Aerial filming and/or helicopter landings are not permitted without explicit written permission from the City Manager in addition to any permits required from the Federal Aviation Administration. This written authorization shall be filed with the application.

(C) Public safety personnel. Police and/or fire personnel requirements shall be determined by those departments. The expense for the required personnel will be collected from the permittee according to the city service use fee schedule. Public safety employees shall enforce all city regulations and are employees of the city, not the permittee.

(D) Streets and sidewalks. The applicant must obtain approval from the Film Permit Coordinator to park equipment and vehicles in zones that do not permit parking, to park trucks over three tons on city streets between 7:00 p.m. and 7:00 a.m., and to string cable across sidewalks. The applicant must take reasonable safety precautions to ensure vehicle and pedestrian traffic will be adequately warned of any hazards.

(E) Traffic control. Any filming that will impair the normal flow of traffic must be authorized on the permit. Police officers shall be required of sufficient force to ensure the safety of the public and the permittee's employees. The permittee must obtain permission from the City Manager for any road closures. Restricted parking signs shall be posted by the Street Department, upon request from the applicant, at least 24 hours before filming is to begin. The expense for traffic control and street posting shall be collected from the permittee according to the city service use fee schedule.

(F) Clean-up. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The site shall be returned to its original condition at the conclusion of filming before leaving the site. The applicant may be required to post a refundable bond, as determined by the city, to ensure cleanup and restoration of any public property.

('65 Code, § 4-12.10) (Ord. 407-C.S., passed - - ) Penalty, see § 10.99

**§ 117.11 NOTIFICATION.**

(A) It shall be the responsibility of the applicant to provide notification on a designated city form to the following affected persons:

(1) If filming outside at any time, all residents and businesses on both sides of the block within 200 feet of the site and all adjoining properties to the rear of the site.

(2) If filming in residential areas between 7:00 p.m. and 7:00 a.m., all residents on both sides of the block within 300 feet and all adjoining properties to the rear of the site.

(3) If filming activities will exceed two days including preparation, shooting and strike, all residents and business on both sides of the block within 300 feet of the site and all adjoining properties to the rear of the site.

(B) No notifications shall be required if filming or video taping is to take place at the Civic Auditorium.

(C) All notifications shall be completed 48 hours in advance of filming activities. Response to notification from affected persons shall be evaluated as part of the film application review.

(D) The Film Permit Coordinator may waive all or parts of the notification requirements with the approval of the City Manager.  
( '65 Code, § 4-12.11) (Ord. 407-C.S., passed - - ) Penalty, see § 10.99

**§ 117.12 INSURANCE.**

The applicant shall, at its sole expense, provide the city with evidence of insurance for general liability and workers compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this activity. The insurance policy shall not be less than \$1,000,000 combined single limit. The certificate of insurance must name the city as an additional insured.  
( '65 Code, § 4-12.12) (Ord. 407-C.S., passed - - )

**§ 117.13 HOLD HARMLESS.**

The applicant shall agree to indemnify, defend and hold the city free and harmless from any and all liability, claims, damages or injuries to any person or property, including injury to the applicant's employees and all claims which arise from or are connected with the negligent performance of or failure to perform work or other obligations of the permitted activity, or are caused or claim to be caused by the negligent acts of the city, its agents or employees, and all expenses of investigating and defending against the same.

('65 Code, § 4-12.13) (Ord. 407-C.S., passed - - )



**CITY OF SAN GABRIEL  
FILMING & VIDEO TAPING FEE SCHEDULE**

**Application Fee** \$130.00

**Filming Fee (per day)** \$580.00

**OTHER PER DAY FEES:**

Street Closure/Blockage \$250.00

Mission Playhouse Interior \$6,500.00

Mission Playhouse Exterior \$3,200.00

Parks/Playgrounds \$150.00

Other Government Facilities \$125.00

**PERSONNEL FEES - Per Hour**  
*(minimum 2 hours)*

Police Department Personnel\*\* \$123.00

Fire Department Personnel\*\* \$123.00

Other City Employees \$93.00

\*\*Police and Fire personnel requirements shall be determined by those departments, NOT by the Film production company.