



## City of Ventura Commercial Film & Photography Application

### 1. Film/Photography Fees

- A \$50 non-refundable application fee is due when the Permit Application is filed. Additional charges will be imposed for City services provided to a Permittee and are due upon notification.
- \*\$155 – One-Day Film/Photography Fee
- \*\$261 - Multi-Day Film/Photography Fee (2 or more days)

### 2. Type of Production

- |                                      |                                      |  |   |
|--------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> B-roll      | <input type="checkbox"/> Commercial  | <input type="checkbox"/> Feature Film      | <input type="checkbox"/> Feature Film-Short |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> PSA         | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Pilot           |
| <input type="checkbox"/> TV Series   | <input type="checkbox"/> Other _____ |  |   |

### 3. Project Information

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

Production Company: \_\_\_\_\_

Production Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Location Manager:** \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Site Contact:** \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. Film/Photography Description – Basic Overview:

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**Please fill out this page (2) SEPARATELY for EACH location associated with this production**

**5. Ventura Film/Photography Location & Filming Information:**

Film/Photography Location Address: \_\_\_\_\_

Residence  Public Right-Of Way  Business (name) \_\_\_\_\_

Prep Date: \_\_\_\_\_ From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Filming Date:** \_\_\_\_\_ From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Filming Date:** \_\_\_\_\_ From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Filming Date:** \_\_\_\_\_ From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

Strike Date: \_\_\_\_\_ From: \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

Briefly describe action at this location: \_\_\_\_\_

**Film Action – Check All That Apply For This Film Location:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Building Façade Changes    | <input type="checkbox"/> Exterior Dialogue   | <input type="checkbox"/> Pedestrian Access Control         |
| <input type="checkbox"/> Cranes                     | <input type="checkbox"/> Interior Dialogue   | <input type="checkbox"/> Running Shots                     |
| <input type="checkbox"/> Drive Up/Away              | <input type="checkbox"/> Lane Closure        | <input type="checkbox"/> Simulated Gunfire                 |
| <input type="checkbox"/> Drive with Flow of Traffic | <input type="checkbox"/> Lighting Kites      | <input type="checkbox"/> Stunts                            |
| <input type="checkbox"/> Equipment in curblane      | <input type="checkbox"/> Lighting Truck      | <input type="checkbox"/> Traffic Control (Police Services) |
| <input type="checkbox"/> Equipment on sidewalk      | <input type="checkbox"/> Oversized Equipment | <input type="checkbox"/> Tow Shots                         |
| <input type="checkbox"/> Other _____                |  |  |

**Equipment:** Will a generator be used at this film/photography location?

No  Yes – If yes, a Fire Safety Officer may conduct an on-site inspection of the generator(s) and provide oversight as needed. Use of a generator in residential areas after 10 pm is not permitted.

Generator location: \_\_\_\_\_ from: \_\_\_\_\_  am  pm to: \_\_\_\_\_  am  pm

Generator location: \_\_\_\_\_ from: \_\_\_\_\_  am  pm to: \_\_\_\_\_  am  pm

Type of Generator: \_\_\_\_\_

**Will this film/photography location require “No Parking-Tow Away” Signage?**

No  Yes - Permittee is responsible for posting all “No Parking/Tow Away” signage no less than (72) hours prior to filming. All “No Parking Tow Away” signage must be on regulation 12" by 18" cardboard with red letters on white background and must be placed on either barricades or delineator cones.

Location: \_\_\_\_\_ from: \_\_\_\_\_  am  pm to: \_\_\_\_\_  am  pm

Location: \_\_\_\_\_ from: \_\_\_\_\_  am  pm to: \_\_\_\_\_  am  pm

**“Parking Paystation Location”:**

**Will this location require removal of parking at a metered numbered space in the Downtown?**

No  Yes – Permittee is responsible for paying a \$20 fee and the cost of the metered space for the number of hours used. All spaces cost \$1 per hour between 10 am and 9 pm. It is the Permittee’s responsibility to post no parking signs if needed as described in the “No Parking – Tow Away” section.

**Fee Calculation:** Number of metered spaces \_\_\_\_\_ x \_\_\_\_\_ Hours = \$0.85 = Subtotal \$ \_\_\_\_\_

Fee total is Subtotal + \$20 fee = \_\_\_\_\_

**Crew, Talent , & Vehicles:** Please indicate the total number for this film/photography location -

Crew: \_\_\_\_\_ Talent: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ Motorhome(s): \_\_\_\_\_ Catering \_\_\_\_\_

Please indicate where crew, talent and production vehicles will park while shooting at this location:

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6. **Will pyrotechnics be used at any film/photography location?**

No  Yes – If yes, please include location and explain \_\_\_\_\_

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Pyrotechnician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

License Number: \_\_\_\_\_

7. **Will hazardous materials will be used at any film/photography location?**

No  Yes – If yes, please include location and explain: \_\_\_\_\_

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8. **Will simulated weapons be used at any film/photography location?**

No  Yes – If yes, please explain: \_\_\_\_\_

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9. **Notes, Special Conditions, or Requests:**

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10. **Business License Number:** \_\_\_\_\_  **Not yet obtained**

Most special events and filming permits require a City of Ventura business license for both non-profit and commercial sponsored activities conducted from a place other than a fixed place of business and for limited periods of time. Proof of a business license is required prior to the issuance of a special event or filming permit. Call 805/658-4715 or visit [www.cityofventura.net/businesslicense](http://www.cityofventura.net/businesslicense) for more information and for a business license application.

11. **Insurance Requirements:** Permittee shall supply proof of public **liability insurance** from an insurance company licensed to do business in the state of California and having a financial rating in Best’s Insurance Guide of not less than AA VII. Such insurance shall provide “occurrence” coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **\$1,000,000** combined single limit, and shall name the City of Ventura and the city’s officers, employees, agents, and volunteers as additional insureds under the coverage afforded. Such insurance shall be primary and noncontributing with respect to any other insurance available to the city and shall include a severability of interest (cross-liability) clause. A copy of the policy or a certificate of insurance along with an **additional insured endorsement form**, naming the city of Ventura, city’s officers, employees, agents, and volunteers as additional insured under the coverage afforded. as an additional insured, shall be filed in the City Community Partnership Office prior to the film/photography event.

All approved insurance document samples are available at [www.cityofventura.net/permits](http://www.cityofventura.net/permits).

If your project includes multiple vendors, you must either cover the vendors under an umbrella policy or each vendor provide insurance listing the City of Ventura, its officials, employees and volunteers additional insured.

**For further insurance questions contact the Risk Management office, (805) 654-7760.**

12. **Payments, Cancellations, & Refunds:** Pursuant to the SBMC, all estimated fees for labor, supervision, overhead, administration, and use of any and all City equipment, and/or supplies shall be paid by the Permittee *prior* to filming. Any additional or unanticipated services and subsequent expenses incurred by the Permittee shall be paid by the Permittee within (30) days of receipt of an invoice submitted by the City.

A 24-hour notice of cancellation is required to receive a full refund of film permit fees, excluding application and reservation fees. If said cancellation is less than 24-hours from date and time of the film event, Permittee is liable for all estimated fees as outlined in the film permit.

I (please print), \_\_\_\_\_, the below signed, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief, that I have read and understand the agreements, rules and regulations governing the proposed activity on this application, and that this application is made subject to the terms and conditions established by the Ventura City Council, the City Manager or his/her designee.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Office Use Only**

Permit No: \_\_\_\_\_

Permit Received: \_\_\_\_\_

Routed For Review: \_\_\_\_\_

Final Routed: \_\_\_\_\_

Payment: \_\_\_\_\_

**SPECIAL EVENTS/FILM/PHOTOGRAPHY PERMIT OFFICE**

Michelle Godoy Morales - PO Box 99 - Room 226 - 501 Poli St, Ventura, CA 93002

Phone (805) 654-7749 Fax (805) 654-7584 Email mgodoy@cityofventura.net