



## City of Ventura Student 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.

\* The one-day (\$155) and multi-day (\$261) film/photography permit fee will be **waived** for student projects provided the enclosed form letter (page 5) or a letter on school letterhead is signed by the student's course instructor stating the film/photography project is part of the student's required course work.

### 2. Type of Production

B-roll     Commercial     Feature Film     Feature Film-Short  
 Music Video     PSA     Still Photography     TV Pilot  
 TV Series     Other \_\_\_\_\_

### 3. Project Information

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

Production Company/School: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Mobile Number: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Mobile Number: ( ) \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

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

Email: \_\_\_\_\_ Mobile Number: ( ) \_\_\_\_\_

### 4. Film/Photography Description - Basic Overview: \_\_\_\_\_

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

**5. Location Information** - fill out a separate page 2 for EACH LOCATION associated with this production:

**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

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 curb lane     | <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 _____                |  |  |

**Generator:** Will a generator be used at this film/photography location?  No  Yes - a Fire Safety Officer may conduct an on-site inspection of the generator(s) and provide oversight as needed: generator will be ready for Fire Inspection on this day \_\_\_\_\_ and time: \_\_\_\_\_  am /  pm

Use of a generator in residential areas after 10 pm is not permitted.

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

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

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

Location: \_\_\_\_\_ Date: \_\_\_\_\_ 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 Permittee's responsibility to post no parking signs if needed - see "No Parking - Tow Away" section.

Fee Calculation: Number of metered spaces \_\_\_\_\_ x \_\_\_\_\_ Hours = .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:

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

6. Will pyrotechnics be used at any film/photography location?  No  If yes give location & explain:

Pyrotechnician's Name: \_\_\_\_\_ License #: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

7. Will hazardous materials be used at any film/photography location?  No  Yes - include location and explain: \_\_\_\_\_

8. Will simulated weapons be used at any film/photography location?  No  Yes – give details

9. Notes, Special Conditions, or Requests: \_\_\_\_\_

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

Most special events and filming permits require a current 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. Students are exempt from this requirement but must provide the business license number of the film school or production company. 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:  Yes, we have insurance & will submit the required documents.  
 No, we do not have insurance and need to purchase insurance through the City of Ventura: All approved insurance document samples are available online at [www.cityofventura.net/permits](http://www.cityofventura.net/permits).

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

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.

A copy of the policy or a certificate of insurance along with an endorsement page shall be filed with the City of Ventura Community Partnership Office at a minimum of fourteen (14) business days prior to scheduled event. The Certificate of Liability must include the following language in the Certificate Holder box:

City of Ventura, Special Events  
P.O. Box 99  
Ventura, CA 93002

The Endorsement page MUST state that the insurance is Primary and Noncontributing with respect to any other insurance available to the City and shall include a severability of interest (cross-liability) clause. It is important to note that insurance, including an Additional Insured Endorsements are required for the event host and all vendors participating in the proposed event. The additionally insured endorsement page must also include the following language in the "schedule" section:

City of Ventura, its officials, volunteers, employees  
P.O. Box 99  
Ventura, CA 93002

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the

City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the Permittee prevails on every issue in the enforcement proceeding. **For further insurance questions contact the Risk Management office at (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.

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Date

**13. Permittee will include additional documents:** a completed "Film School Verification Form" and "How To Ensure Your Student Film/Photography Production Is A Success" checklist (see pages 5 & 6 following this signature page) along with this completed Student Film / Photography Permit.

**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](mailto:mgodoy@cityofventura.net)



# CITY OF SAN BUENAVENTURA

## Film School Verification Form

\* The one-day (\$155) and multi-day (\$261) film/photography permit fee will be **waived** for student projects provided the enclosed form letter (page 5) or a letter on school letterhead is signed by the student's course instructor stating the film/photography project is part of the student's required course work.

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

To: City of Ventura Film Permit Office:

This letter will serve to verify that (print student's name) \_\_\_\_\_  
is a current matriculated student at (school) \_\_\_\_\_.

The film/photography project titled \_\_\_\_\_ is a required  
assignment of the above listed student's curriculum and is not being produced for commercial release.

I, (instructors name) \_\_\_\_\_ verify the above is true and correct.

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Submit this letter along with the  
City of San Buenaventura Student Film & Photography Application to:  
P.O. Box 99 – Rm 226 - 501 Poli St, Ventura, CA 93002 (805) 654-7749 Fax (805) 654-7584  
[mgodoy@cityofventura.net](mailto:mgodoy@cityofventura.net)

### Office Use Only

Permit No: \_\_\_\_\_ Permit Received: \_\_\_\_\_ Payment Type/Amount \_\_\_\_\_ Routed for Review: \_\_\_\_\_

# How To Ensure Your Student Film/Photography Production Is A Success

1. To film on City property (streets/sidewalks/pier/promenade/parks) and private property within the City of Ventura, you must complete and return a Film/Photography Application to the City of Ventura Film Permit Office along with a \$50 non-refundable application fee. Applications should be submitted a minimum of 15 business days for film/photography events that do not require City staff services (traffic control, street closures, fire inspections, posting of "No Parking" signage). Applications requiring additional staff services such as police, fire, or film permit oversight should be submitted at least 20 business days prior to the film / photography event. This timeframe allows the permit staff to receive all necessary City of Ventura department approvals associated with the planning and execution of the event. Film/Photography applications requiring City services that are submitted less than the 10-business day requirement will be reviewed on a case-by-case basis. **Initial** \_\_\_\_\_

2. A certificate of insurance (\$1 million) and an endorsement page naming the City of Ventura as an additional insured is required as part of the application process and must be received prior to your event. This amount may be increased based on additional risk factors associated with the film. Please check with your schools Administration Office for appropriate lead-time when requesting your Certificate of Insurance. **Initial** \_\_\_\_\_

3. The one-day (\$155) and multi-day (\$261) film/photography permit fee will be waived for student projects provided the enclosed form letter or a letter on school letterhead is signed by the students course instructor stating the film/photography project is part of the students required course work. City services such as traffic control (police), event oversight (film permit staff), or fire inspections (generators/pyrotechnics) fees are not waived and are due and payable prior to the commencement of the film/photography event. **Initial** \_\_\_\_\_

4. The Permittee (student) may be liable for either a one day or multi-day permit fee and will be billed accordingly if the Permittee (student) fails to: (A) Return the student waiver form letter or provide a letter on school letterhead stating the film/photography project is part of assigned coursework, or (B) Notify the Film Permit Office of the cancellation of filming. 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. **Initial** \_\_\_\_\_

5. Permittee is subject to the City's noise regulations that prohibit excessive noise, especially in residential neighborhoods, before 7 am and after 8 pm and 10 pm for business localities. Use of a generator in a residential neighborhood after 10 pm is not permitted. **Initial** \_\_\_\_\_

6. Filming on private property within Ventura requires written permission from the property/business owner. Obtain information on ownership of private property by visiting the City of Ventura Planning Division, Room 117, or by calling 654-7725. The City of Ventura does not issue permits for properties outside city limits. **Initial** \_\_\_\_\_

7. The Permittee (student) is required to notify all affected business and/or residents within a 200 ft radius of the filming location, at least 48 hours in advance, regarding the films nature. Filming after 10:00 p.m. require business and/or resident notification within 300 ft radius. Notifications shall also include the Permittee's name, telephone number, date(s) and time(s) of filming. **Initial** \_\_\_\_\_

8. Use of generators, explosives, flammable liquids, fire, or simulated firearms may require additional permit fees associated with City of Ventura safety services. **Initial** \_\_\_\_\_

**By signing below, I acknowledge that I have read the above information and understand the information relating to obtaining a City of Ventura film/photography permit.**

**Permittee (Student) Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Submit this initialed check list with the City of San Buenaventura Student Film & Photography Application to:

Film Permits P.O. Box 99 – Rm 226 - 501 Poli St, Ventura, CA 93002

(805) 654-7749 Fax (805) 654-7584 [mgodoy@cityofventura.net](mailto:mgodoy@cityofventura.net)