



Dear Permit Applicant:

The following is information about the **Temecula Filming Permit Application**. Please complete and return the application with a copy of the Thomas Bros. Map (i.e. Thomas Guide) marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, and map **must** be received in the Inland Empire Film Commission office before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes, or helicopters used in your shoot. The applicant who is responsible for the shoot must sign the application.

**Fire Requirements:** Fire Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will be in charge for their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Fire Department Equipment.

**Insurance requirements:** Contractor/Vendor shall maintain at all times during the term of the Film Permit one million dollars (\$1,000,000) per occurrence in commercial general liability insurance for bodily injury, personal injury, and property damage. All such policies shall name the City, the City Council, and each member of the City Council and City's other officers, employees and agents as Additional Insureds under such policies.

When deemed necessary by the City, Contractor/Vendor shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles in a form and with insurance companies acceptable to City.

All policies shall contain a provision stating that the Contractor/Vendor policies are PRIMARY insurance and that insurance of City or any named Additional Insureds will not be called upon to contribute to any loss.

All insurance policies are to be placed with Insurers with a current A.M. Best rating of no less than "A -" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide *proof of liability insurance* (via Certificate of Insurance) and a *Letter of endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Temecula, its officers, agents, employees and/or volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement *must* read *verbatim*: **City of Temecula and the Redevelopment Agency, 41000 Main Street, Temecula, CA 92589 and their officers, officials, departments, employees and volunteers are named Additional Insured on General and Auto liability policies.**

An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above.  
**FAA approval, in writing, is required.**

**Workers compensation requirements:** Proof of workers compensation insurance is required.

Please fax a copy of the certificate(s), along with the Letter(s) of Endorsement, to the Inland Empire Film Commission at 909-888-9073 **and** a hard copy of the Insurance certificate(s) and Letter(s) of Endorsement **must** be mailed to: City of Temecula c/o Inland Empire Film Commission, P.O. Box 1785, San Bernardino, CA 92402.

In order to process the application in a timely manner, the application, certificate(s) of insurance, a Thomas Bros. Map (or equivalent), with page and location clearly marked, must be received 2-4 days prior to filming. Please contact the Inland Empire Film Commission once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact the Inland Empire Film Commission at (909) 888-9011 or via email at [info@filminlandempire.com](mailto:info@filminlandempire.com).



41000 Main Street  
Temecula, CA 92590



A division of the Inland Empire Economic Partnership

201 N. 'E' St., Ste. 106 / P.O. Box 1785  
San Bernardino, CA 92402  
(909) 888-9011 ~ Fax (909) 888-9073

## FILMING APPLICATION

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Local (i.e. Temecula) Production Office and/or Hotel Address (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Local (i.e. Temecula) Production Office #: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

Production Date(s): \_\_\_\_\_

### Type of Production

- |  |   |
|--|---|
| <input type="checkbox"/> Feature Film            | <input type="checkbox"/> Corporate/Industrial   |
| <input type="checkbox"/> TV Series/Movie/Pilot   | <input type="checkbox"/> Music Video            |
| <input type="checkbox"/> TV Reality              | <input type="checkbox"/> Print                  |
| <input type="checkbox"/> TV Commercial           | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Documentary/Educational |   |

### City Services Requested

- |   |  |
|---|--|
| <input type="checkbox"/> Airport                    | <input type="checkbox"/> Police Department             |
| <input type="checkbox"/> City Hall                  | <input type="checkbox"/> Health Department             |
| <input type="checkbox"/> Department of Public Works | <input type="checkbox"/> Recreation & Parks Department |
| <input type="checkbox"/> Fire Department            | <input type="checkbox"/> Water Department              |
|   | <input type="checkbox"/> Other (specify): _____        |

Number in Cast: \_\_\_\_\_ Number on Crew: \_\_\_\_\_

Any night shoots? \_\_\_Yes \_\_\_No If yes, what hours? \_\_\_\_\_

What Day(s) & Location(s) \_\_\_\_\_

Neighborhood advisory notice required at listed locations: \_\_\_\_\_

\_\_\_\_\_

Insurance Carrier & Policy Number # \_\_\_\_\_

Type of vehicle (indicate number, size and/or length of each vehicle (i.e. 5 tons, 10 tons, step-van, 35 ft., etc.)

# \_\_\_\_\_ Camera Trucks \_\_\_\_\_

# \_\_\_\_\_ Production Vans \_\_\_\_\_

# \_\_\_\_\_ Grip/Electric Trucks \_\_\_\_\_

# \_\_\_\_\_ Generators (must be truck-mounted) \_\_\_\_\_

# \_\_\_\_\_ Effects Trucks \_\_\_\_\_

# \_\_\_\_\_ Wardrobe Trucks \_\_\_\_\_

# \_\_\_\_\_ Honeywagons \_\_\_\_\_

# \_\_\_\_\_ Catering/Craft Services Trucks \_\_\_\_\_

# \_\_\_\_\_ Motorhomes/Star Wagons \_\_\_\_\_

# \_\_\_\_\_ MaxiVans \_\_\_\_\_

# \_\_\_\_\_ Crew Cars/Personal Vehicles \_\_\_\_\_

# \_\_\_\_\_ Other Vehicles \_\_\_\_\_

Location (name/address)	Date(s)	Time(s)	Equipment, Personal and/or Special Conditions*

*\*Include any information, but not limited to, cranes, wetting down street, smoke pots/special effects, meters or signs removed, street lights controlled, alternative parking for residents, parking or driving lanes coned off, scaffolding, platforms, dolly track, parking lots leased for resident's use, etc.*

**Summarized Scenes** \_\_\_\_\_

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

**Posting** \_\_\_\_\_

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

*Section Below to be completed by issuing agency*

**Permit Granted:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Agency Clerking Permit:** Inland Empire Film Commission

**Clerked by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Conditions of Approval:** \_\_\_\_\_

**Special Approvals Required:**

- |  |  |
|--|--|
| <input type="checkbox"/> No Special Approvals Required | <input type="checkbox"/> Water Dept. Approval  |
| <input type="checkbox"/> Property Owner Approval       | <input type="checkbox"/> Health Dept. Approval |
| <input type="checkbox"/> Homeowner Assoc. Approval     | <input type="checkbox"/> Airport Approval      |
| <input type="checkbox"/> Police Dept. Approval         | <input type="checkbox"/> City Hall Approval    |
| <input type="checkbox"/> Fire Dept. Approval           | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Public Works Dept. Approval   | _____  |
| <input type="checkbox"/> Parks & Rec. Dept. Approval   |  |

**Other Provisions:** \_\_\_\_\_

**This permit will be effective** \_\_\_\_\_ **Through** \_\_\_\_\_

**Permittee Agrees to all the terms and conditions on this permit including provisions listed on any attachments.**

**Applicant's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_



# CREDITS AGREEMENT

I, \_\_\_\_\_, am duly authorized to represent \_\_\_\_\_  
(First and Last Name – Please Print) (Production Company Name – Please Print)

and agree to provide the following to the City of Temecula:

- One (1) copy of the finished product in one of the following formats:
  - DVD for motion (i.e. feature, TV, video, commercial, etc.)
  - CD or PRINT COPY for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
- Acknowledgement through the film credits for portions shot within the City of Temecula. This includes, but is not limited to:
  - Feature Films
  - TV
  - Documentaries
  - Videos (all types)
  - Short Films
  - Student Productions
- The Acknowledgments shall be given as follows:
  - City of Temecula
  - Inland Empire Film Commission

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Permittee Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Production Company Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Cell Phone Number