



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 charged 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 an "A" policyholder rating and a financial rating of not less than Class VIII. 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, 43200 Business Park Drive, Temecula, CA 92589 and its officers, City Council, agents, employees and/or volunteers are additional named insureds with respect to liabilities arising out of the performance of services hereunder.** An additional Insurance Certificate and Letter of Endorsement is required in the event of use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **FAA approval, in writing, is also 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 951-779-0294 **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, 1201 Research Park Drive, Suite 100, Riverside, CA 92507

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 3-5 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 (951) 779-6700 or via email at info@filminlandempire.com.



43174 Business Park Drive
 Temecula, CA 92590
 (951) 694-6418 ~ (951) 694-6499 Fax



INLAND EMPIRE FILM COMMISSION
 1201 Research Park Drive, Suite 100, Riverside, CA 92507
 (951) 779-6700 ~ (951) 779-0294 fax

FILMING APPLICATION

Date: _____

Company Name: _____

Address: _____

Telephone Number: _____ Office _____ Cell _____

Local production office and/or hotel Address: _____

Local Production Office Number: _____

Applicant's Name and Title: _____

Other Contact and Number: _____ # _____

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 Commercial | <input type="checkbox"/> Print |
| <input type="checkbox"/> Documentary/Educational | <input type="checkbox"/> Other (specify): _____ |

Number in Cast: _____ Number on Crew: _____

Police services required? ___ Yes ___ No

City services requested other than Police

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

