

City of Jurupa Valley

Dear Permit Applicant:

The following is information about the **Jurupa Valley 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** all be received 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, weapons (firing & non-firing) or aircraft used in your shoot. The lead person who is responsible for the shoot must sign the application.

Film Permit Fees:

Motion	= \$350 flat fee
Stills	= \$300 flat fee
Riders	= \$35 per Rider

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 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.

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

Insurance requirements: The applicant shall, at its sole expense, provide the city with evidence of insurance for general liability and worker's compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this activity. The applicant must provide insurance with a minimal limit of \$1,000,000 combined single limit. The certificate of insurance and the Letter of Endorsement must name the city as an additional insured. (see specific verbiage on page 2).

When deemed necessary by the City, the Applicant 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 applicants 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 Jurupa Valley, 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 Jurupa Valley, 8304 Limonite Ave., Suite M, Jurupa Valley, CA 92509 and its officers, City Council, agents, employees, and volunteers are additional named insured 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 the use of airplanes or helicopters in the amount of \$10 million, using the same 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 909-382-6060 **and** a hard copy of the Insurance certificate(s) and Letter(s) of Endorsement **must** be mailed to: City of Jurupa Valley c/o the 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 & Letter(s) of Endorsement, and a Thomas Bros. Map (or equivalent) with page and location clearly marked, must be received 2 days prior (minimum) to filming. 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 909-382-6000.

Riders: Minor additions, corrections or alterations to a permit shall be made available by way of a rider which shall be attached to the original permit in writing. However, a permit cannot be extended or amended by rider after the completion of the filming activity. Significant changes to the original permit shall require a new permit application.

Permit #: _____

City of Jurupa Valley

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____	Project Title: _____
Company: _____	Location Mgr.: _____
Address: _____	Cell #: _____
_____	Email: _____
_____	Prod. Mgr.: _____
Co. Phone: _____	Cell #: _____
Co. Fax: _____	Other Contact: _____
Prod. Dates: _____	Cell #: _____

Prod. Type: Still Photography Commercial TV-Reality TV-Episodic TV-Other Music Video
 Documentary Industrial Corporate Feature Other _____

Total Personnel (cast, crew, etc): _____ **Total Vehicles / Equip.:** _____
 (Provide exact number of each item to be used at filming location(s))

Vehicle / Equip. Detail: **Lg. Vehicles:** _____ **RVs:** _____ **Generators:** _____ **Sm. Vehicles:** _____
Lifts: _____

Other (describe): _____

Insurance: See attached Insurance requirement - Permit will not be issued without proper insurance.

- Insurance Certificate & Endorsement will be submitted by _____ am / pm on _____.
- Insurance Certificate & Endorsement attached - Insurance Co. _____.

Location Detail: Please give specific detail about your shoot below (Use an additional sheet if more space is needed).
 You must include the following: 1) property owner(s) name(s); 2) property owner(s) contact information; 3) address of location(s); 4) day(s) & time(s) of prep, film & strike; 5) a storyboard and/or detail list of filming activity.

Date(s)	Time(s)	Details	Prep/Film/Strike

Traffic: Will this project require traffic control? No (skip to Stunts/special Effects) Yes (continue)
 Road Encroachment Permit Attached
 Road Encroachment Permit will be submitted by: _____ am/pm on _____.

Section below to be completed by City Permit Staff ONLY.

Police Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dept. Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	City Parks Approval Required: <input type="checkbox"/> yes <input type="checkbox"/> No
---	---	--

Stunts: Will this project involve Stunts? No Yes

Weapons: Will this project involve firing or non-firing Weapons? No Yes

SFX: Will this project involve SFX / Pyro? No (if no to all three, skip to animals) Yes (continue)

Stunts & Special Effects Worksheet Attached

Stunts & Special Effects Worksheet will be submitted by: _____ **am/pm on** _____.

Animals: Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

Animal Stipulations Attached

Animal Stipulations will be submitted by: _____ **am/pm on** _____.

Aircraft: Will this project require the use of any aircraft? No (skip to Signature) Yes (continue)

See attached Insurance requirement - Permit will not be issued without proper insurance.

Additional Aircraft Insurance attached

Additional Aircraft Insurance will be submitted by: _____ **am/pm on** _____.

FAA Approval attached

FAA Approval will be submitted by: _____ **am/pm on** _____.

Section below to be complete by City Permit Staff ONLY.

Permit #: _____	Approved by: _____
Processing Fee: \$ _____	Name: _____
Road Permit Fee: \$ _____	Title: _____
Fire Permit Fee: \$ _____	Attachments: <input type="checkbox"/> Road Encroachment Permit
Fire Bond: \$ _____	<input type="checkbox"/> Fire Permit / Weapons Permit (circle one)
Police Fee: \$ _____	<input type="checkbox"/> General Liability Insurance Documents
Police Bond: \$ _____	<input type="checkbox"/> Aircraft Insurance Documents
Other (explain): \$ _____	<input type="checkbox"/> FAA Approval
_____	<input type="checkbox"/> Animal Stipulations
TOTAL: \$ _____	<input type="checkbox"/> Property Owner Permission Form(s)
Other Provisions: _____	<input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s)
_____	<input type="checkbox"/> Other: _____

GENERAL CONDITIONS:

Permittee agrees to all the terms and conditions on this permit including provisions listed at the bottom of this form and any attachments.

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City, its officers, agents, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City. • City shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the manner herein provided. City agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the permittee, its officers, agents, employees and volunteers, in the performance of this permit shall act in an independent capacity and not as officers, agents, employees and volunteers of the City. •

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. • Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof. • The Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. • City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

Permittee's Signature: _____

Representative of: _____

Permittee's Name: _____

Title: _____

Date: _____

CITY OF JURUPA VALLEY TRANSPORTATION DEPARTMENT
ROAD ENCROACHMENT PERMIT APPLICATION

Fee: _____

PLEASE PRINT OR TYPE

COMPANY NAME _____

DATE(S) OF ACTIVITY _____

PERMITTEE NAME _____

ACTIVITY START TIME _____

TITLE _____

ACTIVITY END TIME _____

MAILING ADDRESS _____

OFFICE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

CELL NUMBER _____

PERMITTEE SIGNATURE _____
PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A MAP SHOWING YOUR LOCATION):

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE _____

Issuance of permit WILL be in conjunction with an approved City Film Permit

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (circle one) YES NO

WILL THERE BE ANY STUNTS/WEAPONS? YES NO

If yes to either of the above, an approved Special Effects and Hazardous Conditions Worksheet is required

FOR CITY USE ONLY

Officers needed as follows: _____

Traffic Control Devices needed as follows: _____

JURUPA VALLEY POLICE APPROVAL

AUTHORIZED SIGNATURE

PRINT NAME

()
PHONE NUMBER

OFFICE IN CHARGE OF FILMING ACTIVITY

PRINT NAME

()
PHONE NUMBER

()
CELL NUMBER

Date _____

City of Jurupa Valley

Special Effects and Hazardous Conditions Worksheet

Special Effects Coordinator _____ CA Pyro License # _____
(Please provide a legible copy of the front and back of your CA Pyro License along with this form)

SFX Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ CA Pyro License # _____

Assistants _____ CA Pyro License # _____

Permittee Company _____ Contact Person _____

Office # _____ Cell # _____

Weapons Master _____ Cell # _____

SFX/Weapons Materials and Activity (please note quantities to be used for each material listed): _____

Date(s) of Activity: _____ Time(s): _____

SFX Coord. Signature _____ **Date** _____

Weapons Master Signature _____ **Date** _____

Permittee Signature _____ **Date** _____

Fire Approval _____ **Date** _____

Police Approval _____ **Date** _____

This form and a copy of the SFX Coordinator's CA Pyro license(s) are required before a permit can be issued

**CITY OF JURUPA VALLEY
ANIMAL STIPULATIONS FOR COMMERCIAL FILMING**

1. Animals not endemic to the area shall be under the control of **qualified handlers at all times**. Animals shall **NOT** be allowed to feed on natural vegetation.

2. Permittee is responsible for providing appropriate feed and water for the animals. Plant eating animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming **AND** during filming on-location within the City of Jurupa Valley. When not in use, animals will be corralled either by the use of a free standing fenced corral, being tied to a parked vehicle, or housed within a trailer in a parking area or road.

3. All animal “waste” shall be removed from the land on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc).

Permittee acknowledges, by signing below, that he/she knows, understands and accepts the terms and conditions under which this permit is issued.

Permittee Signature

Animal Wrangler Signature

Permittee Name (please print)

Animal Wrangler Name (please print)

Title

Phone number

Date

Address

City, State, Zip

Phone number

Date

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 Jurupa Valley / Inland Empire Film Commission:

- One (1) copy of the finished product in one of the following formats:
 - DVD for motion (i.e. feature, TV, video, commercial, etc.)
 - CD and/or PRINT COPY for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
- Acknowledgement through the film credits for portions shot in the City of Jurupa Valley. 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 Jurupa Valley
 - Inland Empire Film Commission

Permittee Signature

Permittee Name (please print)

Title

Date

Production Company Address

City, State, Zip

Office Phone Number

Cell Phone Number



A division of the Inland Empire Economic Partnership

Representing
 Riverside County ~ San Bernardino County ~ USFS
 City of Temecula ~ City of Big Bear Lake ~ City of Jurupa Valley

CREDIT CARD PAYMENT FORM

Name (as printed on card): _____
Company (if applicable-as printed on card): _____

Address: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Country: _____

Phone Number: _____

Fax Number: _____

VISA **MC** **AMEX** **Expiration Date:** _____
 (circle one)

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature: _____ **Date:** _____

For IEFC Use Only	Permit #:
Permit Fee:	
Application Fee:	
Processing Fee:	
Rider Fee:	
Other A:	
SUB-TOTAL A:	
Road Permit Fee:	
Fire Permit Fee:	
County Parks Fee:	
County Airports Fee:	
Other B:	
SUB-TOTAL B:	
GRAND TOTAL:	