



# FILM PERMIT APPLICATION

## PLEASE TAKE TIME TO REVIEW THE FILM PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

All commercial filming including still photography and taping in the City of Riverside, requires a permit issued by the City. Exemptions/Waivers include films or photographs made: (1) solely for private or family use; (2) for use in criminal investigations or civil proceedings; (3) for news purposes; (4) for charitable purposes; and (5) for CATV program development for the government educational and public access channels, and educational filming activities.

### PERMIT APPLICATION PROCESS

The Film Permit Process begins when the applicant submits a completed Film Permit Application and Non-Refundable Permit Fee. Upon receipt of your completed Film Permit Application, a representative from the City will contact you. Please note that acceptance of your Permit Application should not be construed as a final approval or confirmation of your Permit Application.

### NON-REFUNDABLE FEE

Payments must be made by check or money order made payable to the "City of Riverside" or by credit card. Cash payments will not be accepted.

Film Permit Fee
Permit Fee No Street Closure
\$190 per production (non-refundable)
Permit Fee Involving Street Closure
\$385 per production (non-refundable)
Additional Fees
Fees will be charged to cover expenses for City personnel, equipment, and vehicle expenses incurred by City to assist in a film project. The fees will reflect actual costs to the City. A deposit may be required in advance.

Since fees paid in advance are only an estimate, the final costs may differ. Over-payments will be refunded and under-payments will be billed within thirty (30) days of the final day of shooting and are due and payable within thirty (30) days of billing date.

## **SUBMISSION**

Please submit your completed Photography/Filming Permit Application to the City of Riverside Metropolitan Museum Arts & Cultural Affairs Division located at 3580 Mission Inn Avenue or via email to [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov). **Please note the Museum is closed on Mondays.**

You may also mail your Application to: Attn: Special Event Permits  
Riverside Metropolitan Museum  
Arts & Cultural Affairs Division  
3580 Mission Inn Avenue  
Riverside, CA 92501

If you have additional questions please contact (951)826-2427 or [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov).

## **INSURANCE**

Production company must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND \$1,000,000 Auto Liability if the event includes any moving vehicles or it's a large production AND an additional insured endorsement naming the City of Riverside, its officers, employees and agents' as additional insured. This document must be submitted no later than fifteen (15) days prior to the event start date. All vendors participating in the event must provide insurance as well as all contracted services for the event i.e. Security services, rentals, traffic management, etc.

## APPLICANT INFORMATION

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

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

Address: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip)

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

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

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

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

Non-Profit:  YES  NO Federal Tax Exempt Identification Number: \_\_\_\_\_  
*Must submit a copy of determination letter*

## PRODUCTION INFORMATION

Project Title: \_\_\_\_\_

Production Type:

Still Photography  TV Commercial  TV Movie  TV Episode  Feature Film

Music Video  Corporate Video  Educational

Other (Please provide description below)

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

Total Personnel: \_\_\_\_\_

Production Location: \_\_\_\_\_

Production Dates & Times

If your production is a multi-day production, please complete the following information for each separate date. Space is provided for five (5) additional entries. If your event is longer than five (5) days, please attach an additional sheet of paper with the requested information.

**Additional Day One:**

Production Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Production End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

**Additional Day Two:**

Production Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Production End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

**Additional Day Three:**

Production Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Production End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

**Additional Day Four:**

Production Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Production End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

**Additional Day Five:**

Production Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM

Production End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

**TRAFFIC INFORMATION**

If filming is planned on City street(s) and/or City/County property, please submit a site plan showing location(s) of cast, crew, vehicle(s), and the route to be traveled.

\_\_\_ Site Plan attached

\_\_\_ Site map will be submitted by Time: \_\_\_\_\_ and Date: \_\_\_\_\_

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production.

Describe plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EQUIPMENT/PROP INFORMATION

Please provide exact number of equipment for each:

Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Vans: \_\_\_\_\_ Other: \_\_\_\_\_

List of Props: \_\_\_\_\_

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YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be using pyrotechnics (fireworks) or explosives?

If yes, please attach detailed information about the specific plan.

Pyrotechnician: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be using hazardous material?

If so please list: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be using animals?

If yes, what type and how many? \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be using tents over 200 square feet?

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be using canopies over 400 square feet?

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be utilizing any aerial stunts or elements in your shoot? If yes, please attach details of any aerial stunts that will be used.

YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be filming on private property? If yes, you must provide a copy of signed location agreement(s).

# PARKING

Do you require parking? YES \_\_\_ NO \_\_\_

## Parking Encroachment Details

POST "NO PARKING" SIGNS 72 HOURS BEFORE ENCROACHMENT FOR EVENTS

Garage:  Yes  No Location: \_\_\_\_\_

Meters On- Street:  Yes  No Location: \_\_\_\_\_

Parking Lot:  Yes  No Location: \_\_\_\_\_

On-Street  
Parking (not marked):  Yes  No Location: \_\_\_\_\_

Marked Stalls:  Yes  No Location: \_\_\_\_\_

Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps:  Yes  No

How do you plan to utilize the parking space? Provide specific details:

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Date/Time Meter Encroachment Begins: \_\_\_\_\_AM/PM

Date/Time Meter Encroachment Ends: \_\_\_\_\_AM/PM

For Metered Areas- List the meter numbers or space numbers located on the street. Please note that meter rates may apply.

Meter #s: \_\_\_\_\_

For On-Street without meters or marked spaces: List the distance in feet to be utilized on the street - Increments of 20ft per parking space

Feet: \_\_\_\_\_

**Be advised that no parking zones, disabled parking and loading zones may not be reserved.**



- Temporary “No Parking” approved in conjunction with special event permits.
- Temporary No Parking Signs must indicate the Date and Time of Restriction AND the RMC 10.12.080 (b), (c) and CVC 22651 (l), (n).
- Temporary No Parking Signs must be posted by the permittee a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect. Per California Vehicle Code Section 22651 (l) and (n).

- Temporary No Parking Signs SHALL NOT cover or obscure existing signs or parking meter heads.
- Temporary No Parking Signs must be unobstructed and clearly visible by drivers on the street or affected parking patrons. Post the Temporary No Parking Signs:
  - Facing oncoming traffic, directly below the existing signage, and at a 45 degree angle to the street
  - Fastened at both top and bottom
- All Temporary “No Parking Signs” must be removed by the permittee upon the expiration of the signs or at the end of the event, whichever comes first.

## LOCATION SHOOT SPECIFICS

If private property is being used, list owners name, address, and phone number. Must provide a copy of signed location agreement(s).

Date:		Time:		Prep/Film/Strike <i>Circle One:</i>	P F S
Location:					
Address:					
Activity:					

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Address:					
Activity:					

Date:		Time:		Prep/Film/Strike <i>Circle One:</i>	P F S
Location:					
Address:					
Activity:					



## AGREEMENT

Permittee waives all claims against the City, its officers, agents and employees, for loss and 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 the City, its officers, agents and employees, from any and all loss, damage or liability which may be caused by, arising out of or in any way connected with the exercise by Permittee of the rights hereby permitted. The City shall have the privilege of inspecting the premises covered by this permit at any or all times. This permit shall not be assigned. The City may terminate this permit at any time if Permittee fails to perform any provision herein. Permittee hereby agrees that it, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City. No alteration or variation of the terms of this permit shall be considered valid unless made in writing and approved by the City. Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap. 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.

Permittee agrees to all the terms and conditions of this permit including the provisions listed above and any attachments. Any changes to this application must be submitted in writing by the applicant.

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Company Representative (Print)

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Company Representative (Signature)