



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

A completed Film Permit Application must be received a minimum of **5 business days** before the production date. If filming requires a street closure, the application must be received a minimum of **8 business days** from production date.

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

A complete Film Permit Application includes:

- The Film Permit Application filled out with detailed information about the production and signed
- Insurance Certificate and Endorsement naming the City of Riverside as additionally insured (if vehicles are being used in the production automobile liability is required)
- Map/Site Layout
- If filming on private property, a location agreement is required for each private location
- For student filming, a letter from the school is required
- If using a drone, submit the required waiver/authorization from the FAA and the Riverside Airport
- Payment of non-refundable fee

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 including golf carts AND an additional insured endorsement naming the City of Riverside, its officers, employees and agents' as additional insured. This document must be submitted to begin the permit process. All contracted services for the production i.e. security services, rentals, traffic management, etc. must provide insurance.

NON-REFUNDABLE FEE

Payments must be made by check or money order made payable to the “City of Riverside” or by credit card through an electronic invoice process. **Cash payments will not be accepted.**

Film Permit Fee		
Permit Fee - \$400 per production (non-refundable)		
Permit Fee Involving Street Closure - \$600 per production (non-refundable)		
Cancellation Fee Large Production \$300		
Student Film \$25	Non-Profit \$100	Cancellation Fee Student/Non-Profit \$75
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 complete Photography/Filming Permit Application to the City of Riverside Parks, Recreation and Community Services Department, Arts & Cultural Affairs Division located at 3900 Main Street, 5th Floor or via email to specialevents@riversideca.gov.

You may also mail your application to:

Parks, Recreation and Community Services Department
Arts & Cultural Affairs Division
Attn: Film Permits
3900 Main Street, 5th Floor
Riverside, CA 92522

APPLICANT INFORMATION

Date: _____

Production Company Name: _____
(If this is a student film, please add school name)

Address: _____
(Street Address)

(City) (State) (Zip)

Phone Number: (____) _____

Applicant Name: _____ Email: _____

Phone Number: (____) _____ Mobile Number: (____) _____

Location Manager: _____ Email: _____

Phone 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 ☐ Student Film ☐ Drone ☐ Other: _____

Please provide detailed information of production, synopsis of storyline, and any relevant information below:

Total Personnel: _____

Production Location(s): _____

Production Dates & Times

If your production is a multi-day production, please complete the following information for each separate date. Space is provided for four (4) additional entries. If your event is longer than three (3) 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 ☐

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: _____

Will this production require a street closure? YES ☐ NO ☐

Closure Start Date: _____ Closure Start Time: _____ AM ☐/PM ☐

Closure End Date: _____ Closure End Time: _____ AM ☐/PM ☐

Street Name: _____

From (cross street): _____

To (cross street): _____

Type of closure: Street Closure ☐ Sidewalk Closure ☐ Lane Closure ☐

EQUIPMENT/PROP INFORMATION

Please provide exact number of equipment for each:

Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Vans: _____ Other: _____

List of Props: _____

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 fake weapons?

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).

YES ☐ NO ☐

Will you be using a drone? If yes, you must provide:

Certificate of Waiver/Authorization

FAA UAS (Drone) (<https://www.faa.gov/uas/>)

Airport Application (www.riversideca.gov/airport)

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:

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/film permits.
- Temporary "No Parking" signs must indicate the Date and Time of Restriction AND the RMC 10.52.100 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:
 - o Facing oncoming traffic, directly below the existing signage, and at a 45 degree angle to the street
 - o 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/production, 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 Select One:	☐ P	☐ F	☐ S
Location:							
Address:							
Activity:							

Date:		Time:		Prep/Film/Strike Select One:	☐ P	☐ F	☐ S
Location:							
Address:							
Activity:							

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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.

Company Representative (Print)

Company Representative (Signature)