



City of Riverside Administrative Manual

Effective Date: 07/2003
Latest Revision Date: 10/2016
Next Review Date: 07/2018
Policy Owner(s): Museum and Cultural Affairs

Approved:



John A. Russo
City Manager

SUBJECT:

Film Permit

PURPOSE:

To establish a standard procedure for the issuance of film permits that encourages the production of films in the city and establishes a structured process to control the issuance of permits.

POLICY:

All commercial filming, including still photography and taping in the City of Riverside requires a permit issued by the City.

Exceptions 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. In addition, still photography that does not impede public right-of-way or access to public or private property does not require a film permit. Applications for film permits can be requested by contacting the Museum & Cultural Affairs Department, at the following address:

City of Riverside (951) 826-5273
Museum & Cultural Affairs Department (951) 826-5615 FAX
3801 Mission Inn Avenue
Riverside, CA 92501

Most permits can be approved within seven (7) days of filing the application. Since processing some applications requires the review of several different departments, some applications may take longer to process **depending upon the nature and extent of the project.**

PROCEDURE:

Responsibility	Action
Applicant	1. Obtains copies of Photography/Motion Picture Permit Application and Film Permit Policies from either Museum & Cultural Affairs Department or the city website.
Museum & Cultural Affairs Department	2. Completes application and forwards insurance requirements along with permission release forms from film site property owner(s) if applicable. 3. Determines the level of review required by additional City departments and assists applicant in obtaining necessary permits dependent upon filming site and requested needs of the applicant. Forwards the information to respective coordinating departments. These may include: Public Works: street closure permit, Fire Department: tent or canopy permit or pyrotechnics approval, Parks and Recreation: facilities application/permit, Parking: parking permit, Police: security review.
Applicant	4. Submits to the Museum & Cultural Affairs Department any additional requested permits and fees.
Museum & Cultural Affairs Department	5. Provides permission or denial for permit.

Attachments:

1. Permit
2. Flow Chart

Distribution: Regular

City of Riverside Photography/Filming Permit Application

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, educational filming activities. In addition, still photography that does not impede/utilize public or private property (including public streets and rights-of-way) or impede access to public or private property does not require a film permit. Public Works will issue the film permit. Applications for Film Permits can be requested by contacting the Development Department at the following address:

City of Riverside-Development Department
3900 Main Street, Fifth Floor
Riverside, CA 92522
1-800-RIV-SIDE • FAX (951) 826-5744

Date: _____ Production Dates: _____ Project Title: _____ Company: _____ Address: _____ _____ Company Phone: _____ Company Fax: _____	Applicant Name: _____ Phone: _____ Mobile: _____ FAX: _____ Location Manager: _____ Phone: _____ Mobile: _____ FAX: _____ Nonprofit: <input type="checkbox"/> Yes <input type="checkbox"/> No Nonprofit ID#: _____ <i>Must submit copy of determination letter.</i>
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Production Types: Still Photography TV Commercial TV Movie
 TV Episodic Feature Film Music Video Corporate Video Educational
 Other (Provide Explanation): _____

Total Personnel: _____ **Total Vehicles/Equipment:** _____

Equipment Detail:(please supply exact number) **Generators:** _____ **Cars:** _____ **Trucks:** _____ **RVs:** _____ **Other:** _____

Film Permit Fee: **\$100.00** per production (non-refundable) or Business Tax Certificate.

Performance Bond: A faithful performance bond may be required to ensure cleanup and restoration of the site.

Additional Fees: Fees will be charged to cover expenses to the City for personnel, equipment, and vehicle expenses incurred by the City to assist a film project. The fees will reflect actual costs to the City. A deposit may be required in advance. If public property is to be used, including streets and rights of way, a \$50 per day fee will apply.

Since fees paid in advance are only an estimate, the final costs will generally 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.

Insurance

Permittee shall provide the City with evidence of Workers' Compensation Insurance and General and Auto Liability Insurance with combined single limits of \$1,000,000. **The City of Riverside, its officers and employees, shall be named as additional insureds on all liability policies.**

Location Shoot Specifics

Date	Time	Location, Address, and Activity*	P/F/S*

*If private property is being used, list owners name, address, and phone number. *Prep/Film/Strike

Traffic: 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 (if a street, sidewalk, or road closure is involved, you need a street opening permit).

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. (Add additional sheets if needed)

Describe Plan: _____

Yes No Will you be using pyrotechnics (fireworks) or explosives?

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

Pyrotechnician: _____ License # _____

Phone: _____ Mobile: _____ FAX: _____

Yes No Will you be using hazardous materials? If so please list:

Yes No Will you be using animals? If so, how many and what type?

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?

Yes No Do you require parking?

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

Company Representative (Print)

City Representative (Print)

Company Representative (Signature)

City Representative (Signature)

Permittee waives all claims against the City, its officers, agents and employees, 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 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.

For Office Use Only

Property Owner Permission Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Road Encroachment Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Park and Recreation Require?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Riverside Downtown Partnership Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Fire Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Police Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Parking Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Other Departments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____
Planning Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: _____ Date: _____ Phone: _____

For Office Use Only

Permit # Granted: _____	City/Agency Issuing Permit: _____
Approved by: _____	Title: _____
Application fee: \$ _____	Location fee (_____ days x \$ _____ /day): \$ _____
TOTAL DUE: \$ _____	
Conditions of Approval: _____ _____	
Special Approvals/ Permits Required: _____	
<input type="checkbox"/> No special Approval/ Permits required.	<input type="checkbox"/> Road Encroachment Permit.
<input type="checkbox"/> Police Department Approval.	<input type="checkbox"/> Fire Department Approval.
<input type="checkbox"/> FAA Approval.	<input type="checkbox"/> Property Owner
<input type="checkbox"/> PM – 10 Permit.	<input type="checkbox"/> Homeowner Association
Attachments: _____	
Other Provisions: _____	
This permit will be effective _____ through _____ (Date & Time) (Date & Time)	