



Santa Cruz County Film Permit Application

Thank you for your interest in filming/photography in the County of Santa Cruz. From beaches to redwood forests, Santa Cruz County offers many beautiful film and still photography locations. Parties interested in using facilities owned and/or operated by the County and County-owned property, including County roads in the unincorporated area, for the purposes of filming or still photography for commercial purposes must first obtain an Authorization to Film from the County Administrative Office.

Please review the following policies, procedures and conditions which will provide information regarding the permit process. Once you have reviewed this information the following materials should be submitted to complete the application and permitting process:

- * Completed application form
- * Insurance certificate listing the County as an additional insured (see detailed information below)
- * Hold harmless agreement
- * Location Map(s)
- * Encroachment permit application and proof of traffic control contract from the California Highway Patrol (for road closures, parking in specific street areas and/or intermittent traffic control needs only)
- * Sound permit application, if required
- * Any required fees

This application and all materials must be received, processed and approved and a film permit issued before any filming begins. Please allow at least two (2) weeks for processing an application. Some permits may require approval by the Board of Supervisors. Please allow four (4) weeks for processing an application that requires Board approval.

Your Authorization to Film permit must be kept on location at all times during your filming.

Filming that will take place on Federal, State, City or Special District Property will require separate permits from those entities. Filming on private property will not require a permit and arrangements for use should be made with the property owner.

STANDARD CONDITIONS

- 1 Use of County equipment or personnel must be approved by the department head for the applicable department.
- 2 Closing County roads to vehicular traffic requires approval from the Department of Public Works and may require an encroachment permit and/or Board of Supervisor approval. In addition, traffic control personnel must be supplied by the California Highway Patrol. Proof of traffic control should be submitted with this application. The applicant is also required to notify residents within a two-block radius of the street(s) to be closed, at least five (5) days prior to closure.
- 3 Filming at County facilities should take place outside of normal business hours (8:00 AM to 5:00 PM, Monday through Friday) to avoid disrupting County business. Facility use during regular business hours must be listed on the application and approved in advance with all affected parties.
- 4 Filming must be completed by dusk unless special approval is granted or a completion by another time is authorized in the permit by the County Administrative Office.
- 5 Prior permission must be obtained to film anything identifying the County, e.g. vehicles with the County seal or employees in uniform.

- 6 The applicant is responsible for collecting and disposing of any refuse or debris resulting from film or photography activities and for restoring public property to its original condition. Should debris remain after use of the site, applicant shall be liable for any and all expenses incurred by the County of Santa Cruz to return to the site to its original condition. An invoice will be sent for damage done during filming that is not covered by the deposit and billed at current hourly staff rates.
- 7 The application will be reviewed and the applicant will be advised as to which County services, if any, are required. The applicant must pay all costs associated with the services provided by the County. A deposit will be required in the amount of the estimated costs upon issuance of the authorization to film, and the applicant will be billed for actual costs incurred upon completion of filming.
- 8 Public address systems, electronic sound amplification equipment, an/or live music with amplification are subject to the County Noise Ordinance and/or specific facility restrictions and will require a separate Sound Permit.
- 9 The applicant must meet the following insurance requirements:

The applicant shall maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000 (one million dollars). This insurance shall name the County of Santa Cruz as an additional insured, and the applicant of sole negligence of the County. The applicant must provide the County a copy of the policy stating the name and address of the insurance agent prior to commencing filming.

The applicant shall exonerate, indemnify and hold harmless the County, including its officers, agents, employees and volunteers for any and all liability for personal injury and property damage arising out of the applicant's activities, excepting any liability arising out of the sole negligence of the County.
- 10 No alcohol is permitted in the County Parks outdoor facilities or on any County beach.
- 11 No overnight storage of trailers and/or equipment is permitted unless specifically allowed by the film permit.
- 12 County property is public and will remain open for use by others unless specifically noted otherwise in the film permit. Applicant shall be responsible for maintaining appropriate and respectful crowd control and shall minimize the impact to the public in excluding them from the use of a public recreational area for a significant period of time.
- 13 Applicant shall not directly or indirectly impact environmentally sensitive habitat areas, rare or endangered species, significant scenic resources or other natural and coastal resources.

Applicant Information

1) Name of Applicant _____
2) Company Name _____
3) Address _____

4) Phone for above _____ 5) Email for above _____

Production Information

1) Production Title _____
2) Type of production Still photography Motion Picture or Video
 School Project Commercial
 Other (identify) _____
3) Director Name _____ Phone _____
Director Email _____ Cell _____
4) On-site Location Mgr _____ Phone _____
Location Mgr. Email _____ Cell _____
5) Location Area _____

(More specific location information is requested in the following sections. Please provide a Google map or maps with film location areas identified.)

6) Production Date(s) _____ Production Hours _____
7) Personnel on site # of Cast _____ # of Crew _____ Other _____
8) Animals No Yes # _____ Type _____
Helicopter No Yes # _____
Special Effects * No Yes special permit may be required
Pyrotechnics * No Yes special permit may be required
Explain * above _____

9) Type & quantity of equipment (include cameras, lights, microphones, booms, scrim sets/flags, etc.)

10) Type & # of vehicles on location

11) Will any of the above vehicles be used as part of the shoot?

No Yes

12) If yes, specify which vehicle(s)

Parking / Road Closures

1) Is a request being made to film on any County roads?

No Yes

2) Specify any roads where filming will occur and hours for road closure or traffic control, if necessary

Name of Road

Date(s) / Hours of Closure or Control

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3) Is a request being made to use or close part or all of County parking facility?

No Yes

4) Specify which parking facility and hours for use or closure, if necessary

Location of Parking Facility

Date(s) / Hours of Use or Closure

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5) Is a request being made to use street parking for movie equipment? No Yes

6) If yes, specify street name and location

<u>Street Name / Location</u>	<u>Date(s) / Hours of Use</u>
_____	_____
_____	_____
_____	_____
_____	_____

7) How will affected residents / businesses be notified for # 2,4,6 above? _____

Facilities

1) Is a request being made to film on any County owned or operated property / facility? No Yes

2) Specify which property and/or facility and periods of utilization

<u>Name of Property Location / Facility</u>	<u>Date(s) / Hours of Use</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Personnel

1) Will you need to use County owned equipment or County personnel? No Yes

2) If yes, specify which equipment or personnel and periods of utilization

<u>Name of Personnel or Type of Equipment</u>	<u>Date(s) / Hours of Use</u>
_____	_____
_____	_____
_____	_____

Other Information

1) Please identify any other pertinent information below

2) Is a request being made to film on the water in the Monterey Bay?

No Yes

The applicant hereby agrees to comply with the guidelines pertaining to this application and agrees to pay all costs incurred by the County in providing the services required by this application. Applicant agrees to add County of Santa Cruz, County of Santa Cruz, its officers and agents, employees and volunteers as additional insureds to a minimum \$1 million Comprehensive General Liability policy. Address: 701 Ocean Street, Santa Cruz, CA 95060

Print Name

Authorized Signature

Date

Office Use Only	Done	Date	Paid By
Application received	<input type="checkbox"/>	_____	
Insurance Certificate received (CO named as additional insured)	<input type="checkbox"/>	_____	
Road Closures (DPW notified and arrangements made)	<input type="checkbox"/>	_____	
Use of facilities or staff (Dept. notified & arrangements made)	<input type="checkbox"/>	_____	
Encroachment permit paid and issued	<input type="checkbox"/>	_____	
Special permits paid and issued	<input type="checkbox"/>	_____	
Deposit and/or Payment received (check # or last 4 cc)	<input type="checkbox"/>	_____	_____
Parks Agreement signed and returned	<input type="checkbox"/>	_____	
Permit Issued	<input type="checkbox"/>	_____	
CAO Authorization to Film Issued	<input type="checkbox"/>	_____	