

CITY OF SOLVANG STILL PHOTO SHOOT, FILM OR VIDEO PERMIT APPLICATION

This application is required to be completed for any still photo shoot, motion picture, or television production within the City limits of Solvang. Motion picture and television production includes cinematography, videotaping and other similar processes. *The application should be submitted not less than two (2) weeks prior to the proposed shoot date to ensure consideration.* For an "easy shot" that does not require City services, applications must be submitted at least one (1) week in an advance. The following checklist constitutes a complete application submittal.

1. Completed Application Form
2. Liability Insurance Form: Must include current date of coverage, minimum coverage of one (1) million, and list the City of Solvang as "Insured".
3. Diagrams: Parking or staging areas not completely contained on private property must be depicted on a diagram map attached to the application.
4. Maps (attached): Showing the filming location and auxiliary facilities (i.e. dressing rooms, large vehicles, sanitation facilities)
5. Caltrans road encroachment permit for any use of Highway 246
6. Location Consent Form: Must be signed and dated by all owners of private property to be used for any part of the filming activity.
7. Neighbor Notification Form: Applicants must notify all neighbors businesses within a 500 ft. radius at least 48 hours prior to conducting any filming activity.
8. Initial Deposit: – Fee of two hundred fifty dollars (\$250.00) deposit applies to processing costs. There may be additional City personnel/Sheriff fees.
9. Certificate of Insurance: Current date, evidencing comprehensive general and automobile liability insurance with a minimum coverage of \$1 million, with the applicant and all associated contractors and crews named as primary insured and the City of Solvang and its officers, employees and agents as additional insured.
10. Agreement for payment of application processing fees (form attached)

Upon submittal and completion of the application requirements, the Special Events Coordinator/Designee will process the application and will secure the necessary clearances from: (A) County Sheriff's Department; (B) City Fire Department; (C) City Manger; (D) City Public Works.

FILIMING PERMIT TERMS AND CONDITIONS

This Permit is granted subject to the terms and conditions stated herein.

Failure to comply with these terms and conditions constitutes grounds for permit revocation.

- 1) **General Information:** This permit is issued by the City of Solvang for the purpose of filming on City-owned, leased or controlled real property or City streets. This permit does not constitute or grant permission to use or occupy property not owned, leased or controlled by the City of Solvang. This permit must be in the possession of the permittee at all times while on location and is not transferable.

- 2) **Filming on private property - Private Streets:** The applicants shall obtain permission from any property owner(s) if the filming activity will be on private property. Any closure or use of a private street or access way requires permission from all property owners who take access from the street; safety and emergency access considerations are required. A consent form for proof of permission shall be submitted with the application requirements.

- 3) **Filming on Public Property – Public Streets:** Filming on public property including public streets must be approved by the Special Events Coordinator or City Manger. The fee required for the use of public buildings and park facilities shall be paid by the applicant in accordance with City fee procedures.

- 4) **Street Closures (public or private):** A City Sheriff representative shall be present for traffic control and emergency access. The number of officers/personnel and type of equipment needs shall be determined by the City Sheriffs Department. The costs for such personnel and equipment shall be paid by the applicant. Any filming that will necessitate street closures must be listed on enclosed map.

- 5) **Insurance and Indemnification:** Permittee shall sign and abide by all terms and conditions set forth in the Insurance and Indemnification Agreement for Filming in the City of Solvang.

- 6) **Time Restrictions:** In residential areas, filming is restricted to the hours of 7 a.m. to 10 p.m. The City Manager must approve night filming in residential areas between the hours of 7:00 p.m. and 10:00 p.m. Due to the high volume of tourist activity in the Solvang Village area during the summer months (June-September) filming shall be restricted to hours between 7:00 a.m. and 10:00 a.m. and 6:00 p.m. and 10:00 p.m. Exceptions may be considered, but must be approved by the City Manager

- 7) **Notice Prior to Entry:** Permittee shall provide no less than 24 hours notice to the Special Events Coordinator prior to entry by any of its officers, agents, employees, contractors or subcontractors upon City property for purposes of filming. All residents and/or businesses within 100 feet of the filming locations must receive not less than 48 hours advance written notification of the filming activity. Such notice shall include but not be limited to company name, phone number, contact person, length of time filming in the neighborhood or business district, and parking restrictions and notification if any public streets or access ways will be blocked or obstructed. The applicant shall prepare and circulate the notice. The City of Solvang must receive property owner consent forms from the residents within 50 feet of the filming location.

- 8) **Parking:** All production vehicles must be marked with visible identification at all times while on location for parking enforcement purposes. The procurement of adequate parking for production vehicles will be arranged through the Solvang Public Works Department upon recommendation by the Special Events Coordinator.

- 9) **Pyrotechnics:** During the filming of any special effect or stunt requiring the use of pyrotechnics or any other material deemed hazardous, including but not limited to, fireworks, open flames, and explosives, a Fire Permit must be obtained and Solvang City Fire representative must be physically present on the location site.

- 10) **Sanitation Facilities:** The applicant shall provide portable sanitation facilities For filming activities which require eight (8) hours or more in a single location.

- 11) **Compliance With All Pertinent Laws:** Permittee shall comply with All City ordinances and state and federal laws unless otherwise permitted in this application.

- 12) **Clean up, Repair and Follow-up:** Site, landscaping, buildings and public improvements shall be left clean and in the same condition as when the filming activity began. The applicant shall bear responsibility to repair at his/her sole expense any damage and dispose of all trash, litter or refuse which occurs during filming operations. In the event, through application review, it appears that property damage may occur; the Special Events Coordinator/designee shall determine the necessity and amount of a security bond to ensure such repair

- 13) **Changes in location and schedule:** The filming location designated on the permit cannot be changed unless prior 24-hour notice is given and approved by the Special Events Coordinator.

**CITY OF SOLVANG
STILL PHOTO, FILM OR VIDEO
LOCATION FILMING PERMIT**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER _____

E-MAIL ADDRESS _____

ATTACHMENTS: _____

(on a separate sheet, list all affiliate production companies involved in this production)

PRODUCTION TITLE: _____

Feature Television Commercial Other

UNIT MANAGER: _____

TELEPHONE NUMBER: _____

FIRST ASSISTANT DIRECTOR: _____

TELEPHONE NUMBER: _____

LOCATION MANAGER: _____

TELEPHONE NUMBER: _____

OTHER CONTACT PERSONNEL: _____

TELEPHONE NUMBER: _____

REQUESTED LOCATIONS (S): Note the address or location of private or public property, streets, sidewalks, etc. Add sheets if necessary: _____

ACTIVITY (be specific): Note any street closures/parking needs/interior/exterior/other special needs. Add sheets if necessary: _____

CONTACT PERSON: Special Events Coordinator

Print - Company Representative/Responsible Party

Signature - Company Representative

Date

DATE (S)	BETWEEN THE HOURS	FILM	CONSTRUCTION	STRIKE
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL PERSONNEL:		<input type="text"/>	<input type="text"/>	<input type="text"/>

BRIEF DESCRIPTION OF FILMING (add sheet if necessary) _____

SPECIAL EVENTS – Explain, add sheets if necessary: _____

PYROTECHNICS (include State Fire Marshall license identification number): _____

ANIMALS: _____

OTHER: _____

AUTOMOBILES: _____

TRUCKS: _____

CONSENT OBTAINED FROM PROPERTY OWNERS: _____

ENCROACHMENT PERMITS OBTAINED:

CITY APPROVAL: _____ DATE: _____

CALTRANS APPROVAL: _____ DATE: _____

APPLICANT HEREBY AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND TO MAINTAIN THE PREMISE IN GOOD CONDITION AND TO RETURN SAID PREMISES IN THE SAME CONDITION AS THEY WERE BEFORE SAID USE.

APPLICANT HEREBY AGREES TO COMPLY WITH ALL CONDITIONS AND RESTRICTIONS INCLUDED IN PERMIT ISSUANCE.

PROPERTY OWNER CONSENT FORM

I, _____, owner of real property located at _____
_____ do hereby give my consent
approval/acknowledgment for _____ production company
to use said property for location filming. The location filming activity will take place on the
following dates and hours:

DATE

HOURS

I, hereby agree to hold harmless the City of Solvang and any of its officers, employees, and
agents for any liabilities incurred as a result of any filming activities on my property.

Print Name and Address of Property Owner:

Signature of Property Owner

_____ Date

CITY OF SOLVANG
AGREEMENT FOR PAYMENT OF
DEVELOPMENT APPLICATION PROCESSING FEES
AND ALL FEES INCURRED FOR CITY SERVICES

Fill out completely
Type or print

1. Production Company: _____

Mailing Address: _____

(street/P.O. Box)

(city)

(state)

(zip)

Phone: () _____

2. Agent or Party Responsible for Payment:

Mailing Address: _____

(street/P.O. Box)

(city)

(state)

(zip)

Phone: () _____

3. Name of Production: _____

As the responsible person or party, I hereby agree that the administrative, file storage, material costs, equipment costs and personnel costs incurred in the processing of the applications for the above referenced production will be paid to the City of Solvang. I understand that the deposit I am herewith submitting is for average processing costs and that any additional amount will be billed to me directly. I agree that such additional fees will be paid either: (a) prior to the filming event, if required by the City at that time and/or; (b) prior to the issuance of the Film Permit.; and/or (c) at the time billing is received. In the event I withdraw the application, I understand that I will be billed for any outstanding amount, which I agree to pay within thirty (30) days of the billing notice. If not paid within thirty (30) days, any amount due the City will bear interest at the highest legal rate. I agree to pay any attorney's fees incurred by the City in collecting said fees. I also understand that if the deposit amount has not been exceeded, I will receive a refund of the remaining amount:

Signed:

Name

Date

(check one) Owner

Agent

Other