



CITY OF LA PUENTE

FILM PERMIT APPLICATION

APPLICANT NAME: _____
Street Address: _____
State: _____ Zip: _____ Telephone No. _____ Alternate No.: _____

FILMING LOCATION: _____
Type of Property: City Park City Sidewalk City Street Private Property Other
Venue: Indoors Outdoors Both
Number of persons at location: _____

ELEMENTS:

<input type="checkbox"/> Valet Parking	<input type="checkbox"/> Tents	<input type="checkbox"/> Security	<input type="checkbox"/> Food Catering
<input type="checkbox"/> Special Effects	<input type="checkbox"/> Refueler Unit	<input type="checkbox"/> Celebrities	<input type="checkbox"/> Alcohol
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Pyrotechnics	<input type="checkbox"/> Generator	<input type="checkbox"/> Outdoor Cooking
<input type="checkbox"/> Special Lighting	<input type="checkbox"/> Nudity		

EVENT PREP: Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe preparation activity: _____

EVENT: Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe event activity: _____

EVENT STRIKE: Dates: _____ (from) _____ (to) Hours: _____ (from) _____ (to) a.m. p.m. a.m. p.m.

Describe strike activity: _____

PARKING REQUIREMENTS:

Number of vehicles _____ Describe types of vehicles _____

Parking location (by address or specific location) of equipment

Parking location (by address or specific location) for cast/crew

PLEASE ATTACH PLOT PLAN SHOWING SPECIFIC LOCATION OF THE FOLLOWING EQUIPMENT:

Generator, grip truck, catering truck, honeywagon, prop truck, lighting truck, wardrobe truck, camera vehicles and any other necessary equipment.

CATERING REQUIREMENTS:

Number of meals to be served: Location of catering activity: _____

Describe how food will be served:

ROAD CLOSURES/TRAFFIC INTERRUPTIONS:

Describe the location(s) and time of road closures or traffic interruptions, if any: _____

ADDITIONAL INFORMATION: _____

A PERMIT IS NOT ISSUED UNTIL ALL RELATED CITY PERMITS AND APPROVALS ARE RECEIVED. I hereby certify that I am aware of, and agree to comply with, the rules and regulations as provided for in Chapter 5.40 of the La Puente Municipal Code and any special conditions pertaining to the issuance of the permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized event organizer and/or official contact for all aspects concerning the permit.

Applicant's Name (Please Print) Title Signature Date

APPROVED _____ **DENIED** _____ **DATE** _____ **STAFF INITIALS** _____

FILMING PERMIT REQUIREMENTS

In addition to the filing of a Filming Permit Application, application fee, and business license fee, the following requirements must be observed:

PERMIT APPLICATION FILING DEADLINES

- 10 working days prior to event if no special traffic control, road closures, outdoors stunts, or special effects are involved
- 12 working days prior to event if special traffic control measures, outdoor stunts, or special effects are involved
- 15 working days if road closures are involved

PARKING

If extended parking in restricted street parking zones is desired, approval must be obtained from the City and temporary parking control signs must be posted at least 24 hours prior to the filming activity.

NOTIFICATION

It shall be the responsibility of the applicant to provide notification a minimum of forty-eight (48) hours prior to any filming activity to the following:

(1) Owners and occupants, whether residents or businesses, of properties affected by filming activity by virtue of (i) filming on the property or in the public right-of-way adjacent to the property; (ii) storage of equipment of vehicles associated with the film production either on the property or in a public right-of-way adjacent to the property; or (iii) street closure, temporary restricted parking or other actions which affect the ability of persons or vehicles not associated with the filming to access the property or to park in front of the property. The determination of which properties may be affected shall be made by the applicant but subject to the approval of the City.

(2) If filming exceeds two (2) days, or if filming is in a residential zone between 7:00 p.m. and 7:00 a.m., all owners or occupants, whether businesses or residents, of all properties within 200 feet of properties affected by the filming as described above. Notification requirements may be waived in whole or in part if it has been determined by the City that the filming will not have any adverse affect upon the owners or occupants of such properties.

INSURANCE

The applicant shall provide the City with evidence of Worker's Compensation benefits and insurance for General Liability for property damage, death, or injury. The insurance policy shall be from an admitted carrier authorized to do business in the State of California and shall not be less than \$1,000,000 combined single limit. The City of La Puente shall be named as additional insured.

HOLD HARMLESS STATEMENT

The applicant shall provide the City with a statement agreeing to indemnity, defend and hold the City and its officers, employees and agents free and harmless from any and all liability, claims, damages or injuries to any person or property which may arise in connection with the filming activity including attorney's fees.

PERMIT AMENDMENTS

Permit amendments or “riders” must be submitted in writing and approved by the Film Permit coordinator before implementation. Significant changes may require a new permit application.

ADDITIONAL REQUIREMENTS

Special conditions and/or restrictions may be applied to a permit by the City in order to protect the public health, safety, or welfare.

PERMIT REVOCATION OR SUSPENSION

Permits may be revoked if the applicant fails to comply with the requirements of the La Puente Municipal Code or if information provided on the application has been determined to be false.

Permits may be suspended if the Fire Department or Sheriffs Department determines that the filming activity poses an immediate hazard and the location manager will not, or cannot, prevent the hazard after being so advised.

Revocations and suspensions may be appealed. Such appeal must be filed within 5 days of such revocation or suspension.