



City of Chino Hills

Application for Temporary Special Events - FILMING

City of Chino Hills
City Manager's Office, Community Relations Division
14000 City Center Drive, Chino Hills, CA 91709

I hereby apply for a Special Event Permit to film and/or photograph. Under provisions of Section 12.36.100 of the Chino Hills Municipal Code, and I agree to comply with all provisions of said code and applicable State Laws.

I hereby state I am aware that it is my responsibility to attempt to maintain order at said event, and will provide such personnel as required and approved by the San Bernardino County Sheriff's Department. I also hereby attest to the truth of the facts presented in this application.

Project Title: _____ **Date Submitted:** _____

Company: _____ **Location Manager:** _____

Address: _____ **Phone:** _____/_____

_____ **Production Manager:** _____

Company Phone: _____/_____ **Phone:** _____/_____

Other Contact: _____ **Phone:** _____/_____

Production Dates: (To be covered by this permit, please provide Production Schedule.)

1. Production Type: ___ Still Photography ___ TV Commercial ___ TV Movie
 ___ TV Episodic ___ Feature Film/Movie ___ Corporate Video ___ Music Video
 Other, please specify production type: _____

Brief Description of Production:

2. Equipment Detail: (Supply exact number of each item to be used at filming location(s).)

Electrical Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Vans: _____

Trailers: _____ Temporary Power Pole: _____ Portable Stage: _____

Portable Restrooms: _____ Catering Trucks: _____ Other: _____

Will a tent be used? Yes _____ No _____

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

4. Insurance: Before a permit is issued, a certificate of insurance and required endorsements must be submitted. Insurance certificate must be issued by insurance underwriter "admitted" by the California Insurance Commission and rated a minimum of "B+:VII" by Best's Key Rating Guide.

Can you provide a copy of the script for any filming that will occur in Chino Hills? _____ Yes _____ No

Section below to be completed by City permit staff.

6.	Property Owner Permission Required	___ Yes	___ No	8.	Law Enforcement Required	___ Yes	___ No
7.	Road Encroachment Permit Required	___ Yes	___ No	9.	Fire Review Required	___ Yes	___ No

10. Plans

Production Plan: Please submit a site plan showing location(s) of cast, crew, vehicles, ingress and egress, parking, tents, catering locations, portable restrooms, generators, portable stages, and other equipment and any temporary power pole(s). **Plan must be submitted at the time of the application.**

Section below to be completed by City permit staff.

___ Production Plan Attached	___ Initials	Notes: _____
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11. Traffic/Parking Plan: If filming or parking of any vehicles is planned on City street(s) and/or City property, please submit a Traffic/Parking Plan showing location(s) of cast, crew, vehicles, ingress and egress, and routes to be traveled in order to film a scene. Include detail on your plan for controlling traffic (i.e. personnel and devices to direct traffic). **Plan must be submitted at the time of application.**

Section below to be completed by City permit staff.

___ Traffic/Parking Plan Attached	___ Initials	Notes: _____
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12. Cleanup: If filming is to take place on City street(s) and/or City property, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production. _____

Final cleanup of site is the responsibility of the applicant and will be completed by: (date) _____.

13. Stunts/Special Effects: If your project will involve stunts or special effects, please provide detailed information about the specifics planned:

Pyrotechnics specifics: _____
 Pyrotechnician: _____ License #: _____
 Hazardous materials to be used: _____
 Animals to be used: _____

14. Aerial Stunts/Elements: Please detail any aerial stunts, helicopter landings, hot-air balloons, etc. to be utilized in your shoot: _____

Section below to be completed by issuing agency.

Permit # Granted: _____	Approved by: _____	Fees Paid on: _____	Deposit: _____
Conditions of Approval Notes: _____			
Special Approvals/Permits Required:			
___ No Special Approvals/Permits Required	___ Property Owner	___ County Parks	
___ Police/Sheriff's Dept. Approval	___ Homeowner's Association	___ Airport(s)	
___ CHP Approval	___ EHS Approval	___ FAA Approval	
___ Fire District Approval	___ Road Encroachment Permit	___ Special Districts	
This permit will be effective _____ through _____.			

Note

This application is provided with information on the requirements of the City of Chino Hills related to Health, Safety, and Law Enforcement issues. Each applicant should be prepared to comply with said requirements prior to the submittal of this application and prior to any operation. Separate permits should be obtained from each department or agency when needed. For your protection and for the protection of your patrons, the Uniform Building, Fire, Plumbing and Electrical Codes are in effect and a rigid inspection of Food and Health facilities is made.

Hold Harmless Agreement

The applicant and its successors in the interest shall indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless, the City of Chino Hills, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees, volunteers, and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney’s fees and disbursements (collectively “Claims”) arising out of or in any way relating to this project, any discretionary approvals granted by the City related to the development of the project. If the City Attorney is required to enforce any conditions of approval, all costs, including attorney’s fees, shall be paid for by the applicant.

Applicant Name: (please print) _____

Applicant Signature: _____ **Date:** _____

Representative of: _____

Property Owner Name: (please print) _____

Property Owner Signature: _____ **Date:** _____

Is the property located in a Homeowner’s Association? **Yes** **No**

If yes, please provide the Homeowners Association information below:

Homeowner’s Association Name: _____

Phone Number: ____/____ **Email:** _____ **Date Approval Requested:** _____

Name of Main Point of Contact: _____