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| ADMINISTRATIVE MANUAL | A.M. NO. 0038 | PAGE 1 OF 9 |
| CITY OF SCOTTS VALLEY | EFFECTIVE DATE: October 16, 1996 | INDEX HEADING: 1. USE OF CITY FACILITIES FOR FILMING |

ADMINISTRATIVE PROCEDURE

The following is an official procedure and/or policy of the City of Scotts Valley, approved by either the City Manager and/or City Council, and shall remain in effect until rescinded or replaced in writing by another official policy.

- () NEW POLICY
(X) NEW PROCEDURE
 () UPDATES POLICY/PROCEDURE - UPDATED:
 () REPLACES AND RESCINDS PROCEDURE NUMBER: _____

TITLE: USE OF CITY FACILITIES FOR FILMING

I. PURPOSE:

Parties interested in using facilities owned and/or operated by the City of Scotts Valley ("City") and City-owned property must first obtain an Authorization to Film from the City Manager's office.

II. CONDITIONS:

- A) Standard conditions are listed on the "Application for Authorization to Film - Instructions and Standard Conditions" form attached.
 B) Other conditions may be added as appropriate.
 C) Applicants are required to pay all costs associated with using City property and facilities, including usual fees for use of facilities and costs associated with staff time provided.

III. PROCEDURES:

- A) The applicant will submit an "Application for Authorization to Film" to the City Manager.
 B) The City Manager will advise the applicant as to which services are required and whether the application can be approved.
 C) The applicant will make arrangements with the City Manager for use of facilities and staff. The decision of whether to allow use of any facility or staff time is at the discretion of the City Manager.
 D) Costs calculated by each affected department will be totaled by the City Manager and an estimate will be given for: staff time involved, the use of City facilities, and for issuance of the "Authorization to Film." The applicant will submit a deposit to the Finance Department in the amount of the estimated costs at the time the "Authorization to Film" is issued. The applicant will be billed for actual costs upon completion of filming and the Finance Department will apply credit to each affected department respectfully.
 E) The applicant is responsible for obtaining all permits required from City departments and paying the fees associated with those permits.

APPROVED

DATE: October 16, 1996

City of Scotts Valley

APPLICATION FOR AUTHORIZATION TO FILM

INSTRUCTIONS AND STANDARD CONDITIONS

Instructions to Applicant:

1. Parties interested in filming in the City of Scotts Valley should first review these instructions.
2. The next step is to complete an application form and submit it, along with a certificate of insurance, to:

City of Scotts Valley
City Manager's Office
1 Civic Center Drive
Scotts Valley, CA 95066

The application will be reviewed and you will be advised as to which services are required, possible costs and fees.

3. Please submit the application form as far in advance as possible, as it must be routed to all City departments that may be affected by the filming. Guidelines on time requirements include:

2 working days for approval and issuance of a routine permit;
4 working days for permits requiring traffic control, stunts or special effects;
10 working days for permits requiring road closures.

4. You will be issued a form entitled "Authorization to Film in the City of Scotts Valley." This form must be kept on location at all times.
5. City Council members, as well as the police and fire departments, will be advised of all film permits issued.

Standard Conditions

1. This application pertains only to the use of facilities owned and/or operated by the City of Scotts Valley ("City") and City-owned property. If private, county, state, federal, or special district property is to be used, arrangements for use should be made directly with the property owner, state highway official, or other affected administrative authority.

2. Closing City roads to vehicular traffic requires approval from the Police Department and will require the City Council's approval. **The applicant is to notify residents located within a two-block radius of the street(s) to be closed at least five (5) days prior to closure.**
3. The applicant must pay all costs associated with services provided by the City. 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. Use of City equipment or personnel must be approved by the department head of the applicable department.
4. It is the responsibility of the applicant to obtain all required City permits and licenses (i.e. business license, building permit, parks and recreation permit, special event permit, sound amplification permit). The applicant shall be responsible for paying parking charges for all City parking spaces or lots reserved.
5. Filming at City facilities should take place outside of normal business hours (8:00 am to 5:00 pm Monday through Friday) to avoid disrupting City business. If you must use the facility during business hours, please indicate this on the application.
6. Prior permission must be obtained to film anything identifying the City; e.g. vehicles with the City seal or employees in uniform.
7. The applicant is responsible for collecting and disposing of any refuse or debris resulting from his/her activities and for restoring public property to its original condition. A refundable deposit may be required.
8. Changes in production schedules (to include time, day, or location changes) should be discussed with the City Manager, and require a minimum of 24 hours notice.
9. The film company's representative will be responsible for all negotiations for the use of private property. The City will not represent or mediate for the film company with private property owners.
10. The applicant must provide the City with an acceptable certificate of insurance providing for a minimum of \$1,000,000 comprehensive general liability, including property damage. The applicant must NOT commence filming until the City has been furnished with an acceptable permit and certification of insurance.
11. The right to revoke permission for use of public facilities at any time is retained by the City of Scotts Valley. In the case of a major fire, act of God, or other emergency in which City staff must be pulled from the filming site, filming will cease until such time that City equipment and personnel are again available.
12. The City shall receive visual credit in the credits of the production described herein unless the City elects to waive such credit.

City of Scotts Valley

**APPLICATION AND AUTHORIZATION TO FILM
IN THE CITY OF SCOTTS VALLEY**

1. Name of Applicant/Company: _____
Permanent Address: _____
Local Address: _____
Phone: _____ Phone: _____ Fax: _____
Email: _____

2. Production Title: _____
 Feature Television Commercial

3. Key Personnel (*Include local phone numbers for days and evenings*)
Director: _____
Location Manager: _____
Producer: _____
Unit Production Manager: _____

4. Attach Shooting Schedule:
Location #1: _____ Dates/Hours: _____
Location #2: _____ Dates/Hours: _____
Total days: _____ Film/Construction/Strike: _____

5. Road Closures Requested:
Name of Road: _____ Dates/Hours: _____
Name of Road: _____ Dates/Hours: _____
Indicate how and when affected residents will be notified: _____

6. Use of City Equipment, Facilities, and/or Personnel Requested:
_____ Estimated Charges: _____

7. Special Considerations: Total Personnel: Cast _____ Crew _____
Special Effects Yes No Helicopter Yes No
(PYROTECHNICS REQUIRE A SPECIAL PERMIT BY THE FIRE MARSHALL)

Vehicles (type & number) _____
Animals (type & number) _____

8. Certificate of Insurance Provided to City: Yes No
If no, when will this be available: _____

9. List three persons who can be contacted 24 hours a day, 7 days a week, in case of an emergency, and who will be able to respond to the scene within 30 minutes of notification:
a) Name _____ Phone _____
Address _____
b) Name _____ Phone _____
Address _____
c) Name _____ Phone _____
Address _____

10. List Owner, Partners, or Corporation Officers Name, Title, Residence, Address and Phone:
(Use reverse side for additional listing):

(1) _____ (2) _____

Phone: _____ Phone: _____
SSN: _____ SSN: _____

NOTICE: Business cannot commence until premises have been inspected by Building, Fire, and Zoning Departments and any improper conditions corrected.

TERMS AND CONDITIONS

Permittee waives all claims against City of Scotts Valley, 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 save harmless, indemnify, and defend City, its officers, agents, and employees with legal Counsel acceptable to the City from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, and employees caused by, arising out of, or in any way connected with exercises by permittee of the rights hereby permitted, except those arising out of the sole negligence of the City.

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 covenant herein contained at the time and in the manner herein provided. The City may terminate this permit at any time if deemed necessary for the public welfare. The City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, 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 valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or the physically challenged.

Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof.

The permittee hereby agrees to comply with all the rules and regulations of the City of Scotts Valley and the facility or institution subject to this permit.

PERMIT MUST BE KEPT ON SITE AT ALL TIMES.

Signature of Applicant

Printed Name & Title

Date

APPLICANT: DO NOT WRITE BELOW, FOR OFFICE USE ONLY

Approved by:

Dept:

Date:

City of Scotts Valley

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

- I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier _____
Policy # _____

- I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner s as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name _____ Date _____
Address _____

Signature: _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

City of Scotts Valley

FILM PERMIT ROUTE FORM

TO: Police _____
 Public Works _____
 Planning _____
 Fire _____

FROM: City Manager

SUBJECT: _____

Please review the attached Film Permit Application and return with conditions and/or comments to the City Manager within 24 working hours. (Note: Each department shall respond individually).

POLICE

Contact: _____

| CONDITION | YES | NO | ADDRESS(ES) | COMMENTS |
|---------------------------|-----|----|-------------|----------|
| Street Closure | | | | |
| Private Security Required | | | | |
| Police Officers Required | | | | |

PUBLIC WORKS

Contact: _____

| CONDITION | YES | NO | FEE AMOUNT | COMMENTS |
|----------------------------------|-----|----|------------|----------|
| Cal Trans Permit | | | | |
| Disposal Requirements | | | | |
| Sanitation Requirements | | | | |
| Damage/Clean-up Deposit Required | | | | |
| Park/Facility Use Required | | | | |
| Department Staff Required | | | | |

PLANNING

Contact: _____

| CONDITION | YES | NO | FEE AMOUNT | COMMENTS |
|---------------------------|-----|----|------------|----------|
| Use Permit Required | | | | |
| Department Staff Required | | | | |

FINANCE

Contact _____

| CONDITION | YES | NO | FEE AMOUNT | COMMENTS |
|-------------------------------|-----|----|------------|----------|
| Entertainment Permit Required | | | | |
| Parade Permit Required | | | | |
| Amplification Permit Required | | | | |
| Certificate of Insurance | | | | |

FIRE

Contact _____

| CONDITION | YES | NO | ADDRESS(ES) | COMMENTS |
|-----------------------|-----|----|-------------|----------|
| Street Closure | | | | |
| Clear Space | | | | |
| Fire Control Measures | | | | |
| First Aid Services | | | Fee: \$ | |