



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
415.259.9458



**FILM & PRODUCTION PERMIT
 APPLICATION**

NOTE: NO FILMING ON FRIDAYS, SATURDAYS, SUNDAYS, HOLIDAYS, OR DURING EVENT WEEKENDS

Production Company: _____

On-Site Contact Person: _____ Phone Number: _____

Individual in Charge of Filming (if different): _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Film Date(s): _____

Production Title: _____

Production Type:

- Still
- Film
- Video
- Multimedia
- Drone Use
- Other
- Commercial
- Industrial
- Multimedia
- TV
- Documentary

Classification:

- Educational
 - Feature
 - Short
 - Student
- Note: Student and/or non-profit status must be supported by documented proof*

Total Number of Crew: _____ **Total Number of Cast:** _____

Film Title / Story Summary: _____

Parking Request (provide sketch or describe location): _____

First time filming in Sonoma County? _____

Insurance Carrier (see specific insurance requirements below): _____ Policy Number: _____

Note: Must provide Insurance Certificate & General Liability Endorsement

Details on Filming Dates, Hours and Location: (if using multiple locations please use Appendix A):

Location #	Location	Dates	Hours	# of Crew	Street Closure (Y)(N)

List and describe any Special Effects Planned: (i.e. Chases, Explosions, Shootings, Pyrotechnics, etc.)
 (May require additional permits or clearances.)

Describe Street Requests:

Equipment and Vehicle Detail: Generators: _____ **Trucks / Cars:** _____ **How Many:** _____

Sanitation Facilities: _____ **RV's:** _____

Describe any assistance requested from City or County Agencies and/or Employees:

SECTION 2 PARKING PLAN:

The Parking Plan must identify (1) vehicles used during filming and their locations, and (2) any scheduled street closures and how traffic will be -rerouted. *(Attach additional sheets as needed.)*

SECTION 3 PRIVATE PROPERTY PERMISSION FORM (if using multiple locations please use Appendix B):

"I hereby give permission for _____ to use my property located at _____
_____ for the purpose of filming on the following dates: _____."

Date: _____ Signature: _____ Print Name: _____

SECTION 4 NOTIFICATION TO NEIGHBORHOOD:

Provide a copy of your notification to residents and businesses that are impacted by your filming production.

Describe how you will notify affected businesses and residents of your shoot.

Describe how you and your organization will mitigate the impacts of your use on neighboring businesses, churches, residents, motorists and others.

SECTION 5 HEALTH, SAFETY AND SECURITY PLAN:

The security plan outlines what measures will be undertaken by the Film Company to provide any necessary security and crowd control on location(s).

If your shoot includes automobile use of the roadways, please describe usage and safety and traffic control measures being taken.

Film Permit, City of Sonoma

If you event occurs at night, explain how you will light the activity and parking areas.

If you filming/production includes vehicles and/or animals, describe what you will do to ensure the safety for the public, participants, and animals.

How do you plan to accommodate emergencies (including location of first aid facilities onsite)

SECTION 6 PUBLICITY PLAN:

The City of Sonoma requires applicants to publish a "Notice of Filing a Publicity Plan" in the Sonoma -Index Tribune newspaper at least forty-eight (48) hours prior to filming. The applicant must state the date(s) and publication(s) in which "Notices of Filming" will be published and mailed to affected business and residents.

SECTION 7 CLEANUP PROCEDURES:

Name of individual or organization responsible for cleanup including the removal of barricades and cones

Name: _____ Cell Phone: _____

SECTION 8 PRODUCTION MAP:

Please check ALL items listed below that apply to your filming and ATTACH A LOCATION MAP including designated staging areas.

- | | | |
|---|---|---|
| <input type="checkbox"/> Street Closures | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Temporary Structures |
| <input type="checkbox"/> Sound Amplified | <input type="checkbox"/> Crew Parking Area | <input type="checkbox"/> Animal Housing |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Filming Parking Area (s) | <input type="checkbox"/> Pyrotechnics Site |
| <input type="checkbox"/> First Aide Facilities
(including Ambulance
parking and exit route) | <input type="checkbox"/> Production Manager locations | <input type="checkbox"/> Alcohol Served |

Sets / Structures to be erected: (Please attach sketch of structure.)

SECTION 9 FEES:

APPLICANT PERMIT FEES:			
Film Application Fee	\$546	(non-refundable)	= \$ _____
Low Impact Film Application Fee (video or still photo)	\$283	(non-refundable)	= \$ _____

Low Impact: No exclusive use of public streets, no closure of pedestrian areas, four or fewer crewmembers, no more than two cast members, no special effects.

DAMAGE DEPOSIT:			
Filming	\$10,000 (refundable within 30 days with no occurrence)		= \$ _____
Still Photo	\$300 (refundable within 30 days with no occurrence)		= \$ _____

FEES FOR USE OF CITY PROPERTY AND SERVICES:			
<i>(PHOTOGRAPHY SHALL BE ONE HALF OF THE BELOW RATES)</i>			
___ Days - City Hall \$500 Per Day	___ Days - Carnegie Library \$400 Per Day	___ Fire Station \$300 Per Day	
___ Days - Plaza \$300 Per Day	___ Days - Other Parks \$300 Per Day	___ Police Station \$300 Per Day	
TOTAL FEES FOR LOCATIONS			\$ _____

STREET USE ___ Days - Street Closure \$587 <i>(Applicant will need to submit a Street Use Application additional fees may apply)</i>	Reserved Parking: (\$246 + \$20 per space per day) \$246 + (\$20 x ___ # spaces) x ___ # days <i>(Applicant will need to submit a Reservation for Public Parking Application)</i>	___ BARRICADING \$238 per location per day TOTAL COST FOR STREET USE AND PARKING \$ _____
CITY VEHICLES: \$50 Per Hour for Non-Safety Vehicles (___ # of Vehicles x ___ Hrs.)	Police and Fire Vehicles: \$100 Per Hour for Safety Vehicles (___ # of Vehicles x ___ Hrs.)	TOTAL COST FOR USE OF CITY VEHICLES \$ _____

BUSINESS LICENSE:
 For additional information and fees please visit SonomaCity.org. All entities including their suppliers will be required to have a valid City of Sonoma Business License on file.

TOTAL APPLICATION FEES \$ _____

Insurance Information
 The following production/special event insurance requirements must be met for all events being held on City property. Event organizers must have liability insurance for no less than two million dollars (\$2,000,000) naming the City of Sonoma as an additional insured, with an endorsement stating that the event holders insurance is primary. If alcohol is provided during the production/event, the production/event holder must also provide two million dollars (\$2,000,000) liquor liability insurance.

It is essential that any group holding an event in the City of Sonoma meet one of the following two insurance requirements to ensure that **your organization** is carrying full risk and responsibility for producing **your event**.

1. Certificate of General Liability Insurance AND Endorsement. The required insurance certificate and endorsements must be executed by your insurance carrier with the terms and language below.

Film Permit, City of Sonoma

a. The term must be for one year with a minimum of **\$2 million General Liability for each occurrence, OR, \$1 million General Liability plus \$1 million Umbrella Liability for each occurrence.**

b. **Additionally Insured Language:** The City of Sonoma, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476.

c. **Description of Premises:** Provide a description of the operations, location and dates of the production and insurance policy number.

d. **Primary Language on Endorsement:** This insurance **shall be primary** as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.

e. **Cancellation Language:** The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail.

2. **Special Production/Event Insurance:**

a. Minimum of **\$2 million General Liability for each occurrence, OR, \$1 million General Liability plus \$1 million Umbrella Liability for each occurrence.**

b. **Additionally Insured Language:** The City of Sonoma, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476.

c. **Description of Premises:** Provide a description of the operations, location and dates of the production and insurance policy number.

d. **Primary Language on Endorsement:** This insurance **shall be primary** as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.

Note: Do not wait to contact your insurance carrier. It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and requirement.

Applicant Agreement:

I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage as a result of the filming activity. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. This agreement requires that the City of Sonoma be named as "additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the City of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, which is considered a contract. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages of any kind whatsoever resulting from or arising out of the filming activity or issuance of the film permit.

Signature Print Name

Title Drivers License Date:

Approved: _____ City of Sonoma Date:

Appendix A

Details on Filming Dates, Hours and Locations (if using private property please fill out Appendix B as well)

Location #	Location	Dates	Hours	# of Crew	Street Closure (Y)(N)

Appendix B

SECTION 3 PRIVATE PROPERTY PERMISSION FORM

Please link Appendix A & Appendix B using the Location # listed on the far left column on Appendix A and the top of the "Location #__" below.

Location # ____

"I hereby give permission for _____ to use my property located at _____
_____ for the purpose of filming on the following dates: _____."

Date: _____ Signature: _____ Print Name: _____

Location # ____

"I hereby give permission for _____ to use my property located at _____
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Date: _____ Signature: _____ Print Name: _____

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