

CITY OF WALNUT FILMING APPLICATION INFORMATION

OVERALL GUIDELINES

A temporary use permit (filming permit) is required for all location filming, on both public and private property, in Walnut.

Film applications must be made at least five (5) working days prior to the desired film date. Ten (10) working days are required for permits requiring traffic control, which exceeds three minutes, stunts, or special effects. Fifteen (15) working days are required for road closures.

Permit information can be submitted to the City's production coordinator by email or in person. The City's application form requests all the information about your production and requested activities required to process your permit request.

No total residential street closures, only partial closures allowed, except with the permission of the City Manager or representative.

No changes in filming may be made after initial permit issuance without prior approval of the City Manager.

The City Manager approves or denies our permits. If the permit is denied, applicants can appeal in writing within five (5) working days and that appeal will be submitted to the City Council at the next City Council meeting.

Violation of the film ordinance is a misdemeanor.

FEES

The City of Walnut charges a \$250 non-refundable fee for filming within the City. Payment of \$500 per day will be imposed on the filming company for filming on City property.

Applicants must have a City of Walnut business license for each day of filming.

All fees will be paid to the City in advance of filming including fees for additional services such as fire, or police.

INSURANCE

The first step in the process of obtaining a filming permit is to provide City of Walnut with documentation of accepted levels of insurance coverage by a California State Department of Insurance approved carrier. Submit to the City a certificate of liability insurance (customarily an Acord 25-S form) indicating accepted levels of coverage, naming the City of Walnut as additional insured, and showing a policy period that encompasses the filming dates and times.

The minimum accepted level of coverage is one million dollars (\$1,000,000) of general liability insurance. For filming activities that involve aerial work and aircraft, the minimum accepted level is five million dollars (\$5,000,000). This sum may be decreased or increased at the discretion of the City Manager to protect the City against claims. Although the City will accept and begin coordinating your permit request while the necessary insurance documentation is being processed, the City cannot release a permit until all insurance requirements are met.

FILMING HOURS

No filming between the hours of 10:00 p.m. and 6:00 a.m. Filming outside these hours requires City Council approval.

FAITHFUL PERFORMANCE BOND

Applicant may be required to furnish a refundable \$500 faithful performance bond (cash or cashiers check) at the time application is submitted to ensure cleanup and restoration of the site. Bond shall be returned upon completion of filming and inspection and may be increased at the discretion of the City Manager.

Applicant shall keep film area orderly including storage of equipment, trash, etc. Area shall be cleaned within two (2) hours of completion of filming and meet with City approval. Applicant will be responsible for restoring area damaged or disrupted prior to leaving site. If restoration is not done to the City's satisfaction repairs will be made by the City and paid for by the bond posted with the City.

FILMING NOTIFICATION

When filming in the City of Walnut, a filming notification form must be distributed to all residents, merchants, and/or businesses within a 500 ft radius of the filming location. Exceptional filming activities such as gunfire, special effects, helicopters, etc. may require notification to be distributed to a wider area, as determined by the City of Walnut.

City of Walnut
21201 LA Puente Road
Walnut, CA 91789
Tel (909) 595-7543

APPLICATION FOR MOTION PICTURE FILMING PERMIT

Date _____
Company _____ Phone _____
Contact _____ Title _____
Address _____
Location Mgr. _____ Emerg Phone _____
Film Title _____
Address of Film Shoot _____
Type of Property: City Street _____ Park _____ Outdoors _____ Private _____ Other _____

Date & Time of Operation: *No equipment or personnel are authorized at site before 6am or after 10pm*

Number of Days _____
Start Date _____ Hours _____ to _____
End Date _____ Hours _____ to _____
of vehicles at location _____ # of persons _____
Equipment to be used _____

Describe scene to be filmed include special effects _____

I hereby certify that I have read and agree to comply with the rules and regulations as provided for in Chapter 18, Article II of the City of Walnut Municipal Code pertaining to the issuance of this permit. I understand that failure to do so may result in immediate discontinuance of operations and/or revocation of this permit. In the event safety personnel are required, the applicant and/or film production company shall be responsible for their compensation.

Signature _____

For City Use

Fee _____ insurance _____ Hold Harmless _____ Business Lic. _____
Sheriff _____ number of officers _____ Fire _____ number of personnel _____
Road closures _____ Comments _____
PERMIT APPROVED _____ DENIED _____ BY _____
City Manager or Designee

City of Walnut
21201 La Puente Road
Walnut, CA 91789
Tel (909) 595-7543

HOLD HARMLESS AGREEMENT FOR USE OF PARKING LOT

In consideration of the undersigned company being permitted to use the parking lot of the Recreation Facility in the City of Walnut, California, it agrees to defend, indemnify, and hold harmless the City of Walnut from any and all claims and lawsuits arising out of the production company's use of the lot within the City of Walnut.

The undersigned represents that he/she has the authority to execute this letter agreement.

Sincerely,

Date

Signature

Name of Company

Address

State Zip Code

Phone Number

City of Walnut
21201 La Puente Road
Walnut, CA 91789
Tel (909) 595-7543

FAITHFUL PERFORMANCE DEPOSIT FOR MOTION PICTURE FILMING PERMIT

Company Name _____

Address _____

City _____ Zip Code _____

Film Shoot Title _____

In lieu of a faithful performance bond, applicant hereby deposits the sum of \$500 to ensure cleanup and restoration of the filming site. City is hereby authorized to utilize this deposit for repair of damage to public or private property. Upon satisfactory restoration of the site and satisfaction of any claim for damages, the City shall return the deposit to applicant.

Applicant

Date

City of Walnut
21201 LA Puente Road
Walnut, CA 91789
Tel (909) 595-7543

FILMING NOTIFICATION FOR MOTION PICTURE FILMING PERMIT

Dear Residents/Merchant/Business Representative,

We will be filming scenes of _____
(project title)

at _____ in your neighborhood.
(project address)

Proposed
Date(s): _____ a.m./p.m. to: _____

Description of scenes & parking: _____

We are applying for all necessary permits and maintain all legally required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you, in advance, for your hospitality and cooperation while we are filming on your street.

If you have any questions or concerns regarding this filming, please contact us at the production office or by cell.

Production Company

Production Office Phone #

Location Manager Cell

Production Manager Cell

OR YOU MAY CONTACT

City of Walnut
21201 La Puente Road
Walnut CA 91789
(909) 595-7543
Hours: 7:00am – 6:00pm Mon - Thu