



# City of Big Bear Lake

## Photography and Motion Picture Permit Application

**Date of Application:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Location Manager:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_  
 \_\_\_\_\_ **Production Manager:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Telephone Number(s):** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_ **Producer:** \_\_\_\_\_ **Director:** \_\_\_\_\_

**Production Type:**     Still Photography     Commercial     TV-Movie     TV Episodic     Feature Film  
 Music Video     Documentary     Industrial     Other \_\_\_\_\_

**Total Personnel:** \_\_\_\_\_ **Total Number of Vehicles/Equipment:** \_\_\_\_\_ **Total Number of Days:** \_\_\_\_\_

**Equipment Detail:** Please supply total number of each of the following items to be used at the filming location(s).  
 Generators \_\_\_\_\_ Large Trucks \_\_\_\_\_ Motorhomes \_\_\_\_\_ Vans \_\_\_\_\_ Trailers \_\_\_\_\_  
 Camera Cars \_\_\_\_\_ Picture Vehicles \_\_\_\_\_ Cast/Crew Cars \_\_\_\_\_

**Description of Filming Activity:** Please provide specifics about your shoot, describing the scenes to be shot at each location and any use of animals, stunts, pyrotechnics, hazardous materials, etc. Please include and indicate prep and strike days. Attach additional sheets if necessary.

| Date | Hours | Location | Int./Ext. | Activity |
|------|-------|----------|-----------|----------|
|      |       |          |           |          |
|      |       |          |           |          |
|      |       |          |           |          |
|      |       |          |           |          |
|      |       |          |           |          |
|      |       |          |           |          |
|      |       |          |           |          |

**Proposed Parking/Staging Arrangements:** \_\_\_\_\_  
**Proposed Security Services:** \_\_\_\_\_  
**Proposed First -Aid Services:** \_\_\_\_\_  
**Proposed Trash Collection and Disposal:** \_\_\_\_\_  
**Proposed Restroom Facilities:** \_\_\_\_\_

**Traffic:** If your shoot is planned on City street(s) and/or property, please submit a site plan showing proposed location(s) of cast, crew, vehicles and the route to be traveled on the street(s).  
 Site plan attached     Site plan will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

**Stunts/Special Effects:** Please provide detailed information about any stunts or special effects planned: \_\_\_\_\_

**Pyrotechnics:** Please provide detailed information about any pyrotechnics planned: \_\_\_\_\_

**Pyrotechnician:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Aerial Stunts/Aircraft Use:** Please provide detailed information about any aerial stunts or aircraft use planned: \_\_\_\_\_

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**Insurance:** Before a permit is issued, a certificate of insurance naming the City of Big Bear Lake as additionally insured must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Best's Key rating Guide. Requirements include: Minimum of \$1,000,000 general liability, proof of Workman's Compensation and \$10,000,000 Aircraft liability when applicable. Other activities may require additional insurance coverage.

Insurance certificate attached       Insurance certificate will be submitted by time \_\_\_\_\_ and date \_\_\_\_\_.

**Insurance Company:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

FOR-OFFICE-USE-ONLY

**Permit Number Granted:** \_\_\_\_\_ **Dates Effective:** \_\_\_\_\_

**Special Approvals/Permits Required:**

No Special Approvals/Permits Required       Property Owner Permission

Standby Fire Required       Homeowner/Merchant Association Permission

Police Required       Other Permits: \_\_\_\_\_

FAA Approval

**Attachments:** \_\_\_\_\_

**Provisions:** \_\_\_\_\_

**Fees and Charges Collected:** Fees collected in advance are estimates. An adjusted bill may be required at completion of the project.

| Fire Department | Sheriff | Public Works | Permit Fee | Other |
|-----------------|---------|--------------|------------|-------|
|                 |         |              |            |       |

**Total Fees Collected in Advance:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**How Paid:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

**Fees Owed at Completion of Project:** \_\_\_\_\_ **Overpayment to be Refunded:** \_\_\_\_\_

**GENERAL TERMS, CONDITIONS, AND RESTRICTIONS**

**AUTHORITY** This permit is issued by the authority of the City of Big Bear Lake, for the purpose of photographing, filming, or videotaping in the City of Big Bear Lake in accordance with Ordinance No. 92-212. This permit does not constitute or grant permission to use or occupy property not belonging to, or under the control of, the City of Big Bear Lake. Permission to use or occupy these properties must be obtained from the owner or controller of such property in addition to this permit. Proof of such permission may be required prior to issuance of a permit by completing an Addendum form. **PERMIT REQUIREMENT** This permit must be in the possession of the applicant at all times while on location and must be made available for inspection when requested by City authorities or the public. Use of this permit implies agreement on the part of the holder to comply with the terms and conditions of the permit. **COMPLIANCE WITH LAWS** Permittee agrees to comply with all federal, state, and local laws, regulations, ordinances, and rules. Vehicle code provisions and/or posted parking regulations will be enforced unless noted otherwise in this permit. The Filming Fire and Life Safety Inspection Check List will be strictly enforced. **INSURANCE** Prior to beginning operations under this permit, Permittee must submit evidence of general liability insurance. The amount and type of such insurance shall be that required by the City of Big Bear Lake at the time this permit is issued, unless a different amount and type of insurance is specified in the permit. If Permittee uses or operates licensed motor vehicles pursuant to this permit, automobile liability insurance is required as well. **INDEMNIFICATION** Except for the active negligence or tortious conduct of the City of Big Bear Lake, Permittee agrees to indemnify, defend and hold harmless the City and any other agencies designated at permit, their agents, officers, employees, and contractors from and against any and all liability, expense, including defense costs and legal fees and claims for damages of any nature. Such claims may include, but shall not be limited to, those alleging bodily injury, personal injury, or property damage arising from the operators, acts, or omissions of employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless the City and any other named permitors from any and all worker' compensation suits, liability, or expense arising from or connected with any services for or on behalf of Permittee by any person pursuant to this permit. **WORKER'S COMPENSATION** By signing below, Permittee agrees to conform to all applicable Federal and State requirements for Worker's Compensation insurance for all persons operating under this permit. **ASSIGNMENT** This permit shall not be assigned by the Permittee without the written consent of the City. **CONSIDERATION** Permittee shall pay, prior to the issuance of a permit or rider thereto, all fees and deposits required. Service charges and use fees listed on this form are estimates. Actual charges, computed at the completion of filming, may be less or exceed these estimates. Permittee agrees to pay any additional charges which may accrue incidental to any use or service provided to the Permittee within 10 days after receipt of any invoice for such use or services. Overpayments will be refunded. **CREDIT** The City of Big Bear Lake expects film credit, unless otherwise determined by an authorized representative of the City of Big Bear Lake. **AUTHORITY TO REVOKE OR CANCEL** In the event that an authorized representative of the City finds that the activities being conducted by the Permittee unnecessarily endanger the health or safety of any person or that said activities are or will cause damage to real or personal property, said representative, at his sole direction may suspend, cancel, or amend this permit. The City reserves the right to suspend, cancel, or amend this permit at any time without incurring any liability to the Permittee. **RIDERS** Additional documents known as "riders" may, on occasion, be issued to alter or amend an original permit. Except as amended by the riders, all other terms, conditions, and provisions of the original permit remain in effect. When executed, a rider becomes part of and must be attached to the original permit. **ADDITIONAL TERMS APPLICABLE TO FILMING ON CITY OWNED PROPERTY** Permittee shall be subject to the control and instructions of the City representative(s) assigned to the Permittee in order to avoid any interference with the operations of the City's facilities or property. Permittee acknowledges that its use of City facilities for purposes of the permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury, or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the utilities or other services furnished or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or acts of God. On or before the date of the expiration of this permit, the Permittee shall remove from said properties all location sets, structures, rubbish and unsightly matter placed on the property by the Permittee unless the City agrees that this may be done at a later time. In the event Permittee fails to do so, the City may cause the same to be done and Permittee agrees to pay the City any cost incurred. Permittee agrees to pay the City for damage to City property resulting from the operations undertaken by Permittee. By issuance of this permit, the City does not imply that use by Permittee shall be exclusive. We hereby accept this permit and agree to abide by all the terms and conditions thereof.

**Permittee:** \_\_\_\_\_ **City of Big Bear Lake:** \_\_\_\_\_

\_\_\_\_\_ *Company* \_\_\_\_\_ *Representative*

\_\_\_\_\_ *Representative* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Date*

Who hereby personally covenants, guarantees, and warrants that he/she has the power to obligate the Permittee to the terms and conditions of this permit.



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### Addendum-1

If you are shooting on private private property, either "A" or "B" below must be completed and signed.

#### **A. PROPERTY OWNER**

I, \_\_\_\_\_, hereby certify under penalty of perjury that I am the legal owner of the property located at \_\_\_\_\_, and that I consent to the photographic recordings occurring on said property on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

#### **B. LEGAL REPRESENTATIVE**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_ hereby certify that \_\_\_\_\_ is the owner's legal agent for the property located at \_\_\_\_\_, and that \_\_\_\_\_ consents to the photographic recordings occurring on said property on \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number



# City of Big Bear Lake

## Photography and Motion Picture Permit Code of Professional Responsibility

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The City of Big Bear Lake Film-Office requests all production companies to adhere to the following guidelines:

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include the production company's name, company contact and phone number, dates and hours of filming, and type of filming activity.
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit and park one by one, turning off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbor's or merchant's property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the location agreement or permit.
6. All catering, craft services, construction, strike and personal trash is to be removed from the location.
7. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
9. Please keep noise levels as low as possible.
10. Observe designated smoking areas and always extinguish cigarettes in butt cans.
11. The cast and crew should not bring pets to the location unless authorized in advance by the permit authority or property owner.
12. All sets and props should be removed upon completion of their use.



# City of Big Bear Lake

## Photography and Motion Picture Permit Temporary Use Sign Guidelines

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Temporary use and special event signs shall be allowed for annual civic, patriotic, recreational, or visitor oriented events of general public interest.

Signs for special events shall not exceed six (6) per event and may be located on or off site, with proof of property owner permission provided such number and size minimize overall sign clutter and are necessary to adequately inform or direct the public to the event.

Signs may be freestanding or A-frame and should not exceed nine (9) square feet. Signs shall be professional quality. Day-glow colors are strictly prohibited.

Signs for temporary use may be displayed only during the duration of the temporary use.

### **PROHIBITED SIGNS**

- A.** Alternating, rotating or flashing signs or parts thereof.
- B.** Signs attached to or painted on natural features such as trees, shrubs or rocks.
- C.** Signs located within with public right-of-way.
- D.** Signs supported to or attached to any utility pole, street sign, snow pole, traffic post, traffic signal, or any similar device.
- E.** Signs which conflict with any traffic control device.
- F.** Signs which impair public safety.
- G.** Sound emitting signs.
- H.** Stringed pendant flags and streamers
- I.** Signs that use a vehicle for support.

Prohibited signs will be immediately removed by City Code Enforcement Officers.