

Catalina Island

FILM & PHOTO SHOOT HANDBOOK



P.O. Box 217, Avalon, CA 90704
310-510-7643
FilmCatalina.com



Updated June 4, 2025

Film & Photo Shoot Handbook

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Thank you for considering Avalon and Catalina Island as a location for your film or photo shoot.

Our unique island makes for a very special location – and presents some unique challenges. This handbook is intended to help you identify and locate those businesses and entities with whom you will have to interface in order to have a successful shoot. The Catalina Island Chamber of Commerce & Visitors Bureau is also available to assist you in processing your permits, answering your questions, and assisting you in finding the products and services you might require from local businesses.

We look forward to working with you!

With warm regards,

Jim Luttjohann
President and CEO, Film Liaison
Love Catalina Island
Catalina Island Tourism Authority



FEE SCHEDULE & INSURANCE

The [City of Avalon](#) requires a business license, a location fee for use of its streets, beaches and piers and requires permits for all vehicles brought into the City of Avalon. The City also requires \$1,000,000 additionally-named liability insurance coverage, unless aircraft (not including drones) are used, in which case the requirement is \$5,000,000 additionally-named insurance. Address for the City of Avalon Additional Insured is PO Box 707, Avalon, CA 90704. Proof of compliance with Workers Compensation coverage required.

Fees as of July 1, 2026.

City of Avalon Filming Permit Fees	\$160.00 Application Fee (non-refundable)
City of Avalon Filming Permit Fee	\$292.00 / day – 10 or fewer employees at film location \$390.00 / day – 11+ employees at film location
City of Avalon Business License	\$134.75 good for calendar year
City of Avalon Still Photography Permits	\$136.00 / day
City of Avalon Vehicle fees	\$ 38.00 / day OR \$379.00 per month
City of Avalon Police and Fire fees	Quoted upon review of permit application
Catalina Island Co locations (most will be in zones requiring above City of Avalon fees)	\$500/day and up depending upon date and impacts
Catalina Island Conservancy Application Fee	\$325.00 (non-refundable)
Catalina Island Conservancy Permit Fees (some locations will be in zones requiring above City of Avalon fees)	\$1,500 per day-10 or fewer employees at film location \$2,500 per day- 11-20 employees at film location \$5,000 per day-21 or more employees at film location
Catalina Island Conservancy Security Deposit	\$2,500
Conservancy Car & Driver	\$225 per day, up to 8 hours
Conservancy Ranger	\$100 per hour, 4 hour minimum
Conservancy Processing Fee	4%

**Upon review of the permit application, conditions and/or additional fees may be assessed for fire, sheriff or other community impacts.

Fee waivers may be requested for hosted media, student shoots and on a case by case basis for other projects. Business License fees may not be waived but may be covered by a

hosting entity in certain cases. Contact Jim Luttjohann @ jim@lovecatalina.com for fee waiver requests.

FILMING ON CATALINA ISLAND

Catalina Island is a very unique and desirable location; however it is not for everyone. There are many logistics in staging a shoot on Catalina Island, and in some cases these create challenges and cost control issues.

Jurisdictions

There are several businesses/agencies/entities involved in shooting on Catalina Island. Each entity has its own insurance needs, requirements, permits and approval process. *See map on page 14.*

[City of Avalon](#) – The City is responsible for all of the roads, structures, services and facilities within the town of Avalon, unless otherwise shown as a Catalina Island Company property. The City will be the clearinghouse and will drive the permitting process. The Catalina Island Chamber of Commerce & Visitors Bureau also known as Love Catalina Island works with scouts and helps facilitate the permitting process for the City and the Conservancy. The City of Avalon will also generate cost estimates for city services, sheriff services and other pertinent fees, where applicable.

[City of Avalon Harbor Department](#) – Operates all on water operations and the Green Pleasure Pier. All moorings, boat traffic patterns and pier operations must run through the Harbor Department.

[Catalina Island Company and Two Harbors Enterprises](#)– Operates the Casino Building, Catalina Island Golf Course, Catalina Island Country Club, Descanso Beach Club, all operations in Two Harbors and individual roads and facilities in the City of Avalon. They also own and operate some roads within the island interior.

[Catalina Island Conservancy](#) – The Conservancy operates the Wrigley Memorial Gardens in Avalon and the entire “Interior” of Catalina Island. If a shoot is to take place outside of the City of Avalon or at Two Harbors, then most likely it will be held on Conservancy property and a Conservancy issued permit will be required.

[Los Angeles County Baywatch Lifeguards](#) – The office has jurisdiction over all paramedic services on the island, they initiate any Search & Rescue operations, and oversee all safety issues on the beaches or in the water.

[California Department of Fish & Wildlife](#)- This State agency has jurisdiction over Marine Protected areas variously located around the island.

IMPORTANT CONTACT INFORMATION

The following are phone numbers for the specific agencies that you might need to contact regarding your film and/or photo shoot. All mail should be sent to the listed P.O. Box; all shipping should be sent to the street address.

Film Office: Love Catalina Island

Film Liaison / Filming Permits 310-510-7643
Jim Luttjohann, President/CEO & Film Liaison
Email: jim@lovecatalina.com
P.O. Box 217
Avalon, CA 90704

City of Avalon Services and Agencies:

City of Avalon
Carolyn Dailey, Administrative Assistant 310-510-0220 x 120
P.O. Box 707 (400 Avalon Canyon Road)
Avalon, CA 90704

City of Avalon Harbor Department 310-510-0535
Orne Carstarphen, Harbor Master
P.O. Box 707, 9 Green Pleasure Pier
Avalon, CA 90704

City of Avalon Fire Department 310-510-0203
Michael Alegria, Chief
P.O. Box 707, 420 Avalon Canyon Road
Avalon, CA 90704

Los Angeles County Sheriff's Department, Avalon Station 310-510-0174
Matthew King, Captain
P.O. Box 1551, 215 Sumner Ave.
Avalon, CA 90704

Los Angeles County Baywatch Lifeguards 310-510-0856
P.O. Box 385, 4 Green Pleasure Pier, Avalon, CA 90704

California Coastlines and Marine Protected Areas

Dr. Craig Shuman, California Department of Fish & Wildlife 831-649-2870
Email: AskMarine@wildlife.ca.gov
20 Lower Ragsdale Drive, Suite 100
Monterey, CA 93040

Catalina Island Conservancy

Jim Luttjohann, Love Catalina Tourism Authority 310-510-7643
Email: jim@lovecatalina.com
P.O. Box 217

Avalon, CA 90704

Catalina Island Company / Two Harbors Enterprises

Rudy Alvarez

310-510-2000

Email: Ralvarez@scico.com

P.O. Box 737

Avalon, CA 90704

Radio Communications:

Catalina Island Amateur Radio

310-457-2231

Frank Shannon, President

Cross Channel Transportation

Catalina Express

(Long Beach, San Pedro, Dana Point)

310-519-1212

Catalina Flyer

(Newport Beach)

800-830-7744

-

Maverick Helicopters

(San Pedro, Long Beach, Santa Ana, Burbank)

310-510-2525

Avalon Freight Services

(barge based cargo services from San Pedro)

310-221-6290

Catalina Flying Boats (air freight)

310-510-1441

Catalina Classic Cruises (group charters)

562-495-3565

On-Island Transportation

Avalon Shoreboat / Water Taxi

626-290-2888

COAST(public charter transit services)

Download RideCircuit App

Catalina Safari Bus

310-510-2800

Catalina Taxi and Tours (taxi, charters & shuttle, deliveries)

310-510-0342

Catalina Island Company Tram & Bus Charters

310-510-2000, x 1223

Catalina Island Fact Sheet

OWNERSHIP:

The first American owner was Thomas Robbins who acquired the island in 1846 by a land grant from Pio Pico, the last Mexican governor of California. The island land changed hands several times before most of the island was acquired by the Banning brothers who incorporated the Santa Catalina Island Company in 1894. Present ownership of that company stems from majority interest stock purchases made by William Wrigley Jr. in 1919. In 1975, the Santa Catalina Island Conservancy, a non-profit operating foundation, acquired title to approximately 42,139 acres of Catalina, now owns approximately 88% of the island's 76 square miles.

CITY OF AVALON:

Avalon, the only city on the island, is a general law city and was incorporated in 1913. The population is about 3,700, although summer and weekend population rises to over 10,000. The area of the city is approximately 802 acres, or slightly over two square miles. Approximately 30% of the land area in Avalon is independently owned. The other 70% is owned by the Santa Catalina Island Company. Private property may be purchased or rented from individual owners.

GOVERNMENT AND UTILITIES:

Avalon is governed by a 5-member City Council, including the Mayor. The chief administrator of Avalon is the City Manager. Avalon is in Los Angeles County and Police and Fire protection, the Sheriff's Department, the Library, the Health Nurse, and the Justice Court is operated by contracts with Los Angeles County. The school system (Grade K through 12) is part of the Long Beach Unified School District. Avalon has a 12-bed municipal hospital with an adjoining medical clinic. Electricity, water and gas for Catalina are supplied by Southern California Edison Company.

Cable and Internet services are provided by Catalina Broadband or via satellite services.

CATALINA "FIRSTS":

Communication:

Pigeons were used to carry messages between Catalina and the mainland from the 1850's to as late as 1899. The world's first commercial wireless telegraph station was built in Catalina in 1902, and was the source for Avalon's newspaper, *The Wireless*. The first commercial radio telephone system was installed at Pebbly Beach in Avalon in 1919. The first American-made submarine cables in the U.S. were laid between Avalon and the mainland in 1923. The first civilian use of a microwave system (a World War II secret development), the Catalina microwave station, was installed in May 1946.

Transportation:

The first side-wheeler boat service to Catalina was in 1880. The first cross-channel steamer service began in 1888. The first cross-channel airplane flight was made by Glenn L. Martin in 1912. The first commercial aviation service between Catalina and the mainland (by amphibian airplane) was in 1919. The first helicopter service between Catalina and the mainland was in 1977.

Avalon is the first city in California empowered by the State Legislature to control the number, size, speed, and noise of vehicles operating within the city limits.

Recreation:

The Catalina Island Golf Course was the first golf course in Southern California, built in 1892. The first successful glass bottom boat was launched in Catalina in 1896. The first cross-channel swim, named the Wrigley Ocean Marathon, was held in 1927.

TRANSPORTATION IN AVALON:

Taxi, van and bus services operate in Avalon. The most common mode of transportation is golf carts, bicycles. The use of automobiles is subject to City permit. Avalon is the only city in California authorized by the State Legislature to regulate the number and size of vehicles allowed to drive on

city streets. Currently, there is multi-year waiting list to own a car on the island and there are no rental cars available.

YACHTING & BOATING:

Catalina is a popular offshore rendezvous for Southern California yachtsmen. Moorings, supplies and services for yachtsmen are available in Avalon (check with Avalon's Harbor Master) and at Two Harbors (contact Catalina Harbor Department). Avalon Harbor is a no discharge area and moorings are on a first-come, first-served basis. There are approximately 400 moorings at Avalon, approximately 720 moorings elsewhere around the Island, including 257 at Isthmus Cove.

MINING:

In 1863 and 1864, gold and silver prospectors stampeded to Catalina and, under the mistaken impression they were on public lands, staked out "claims", but they were forced off the island when the U.S. (Union) Army occupied Catalina during the Civil War. However afterwards, mining was resumed on an organized basis. In the 1920's, a mine in the Black Jack area and another in the Pebbly Beach area were developed and successfully extracted silver, zinc and lead until the reduced value of these metals made operations unprofitable and the mines were closed.

EL RANCHO ESCONDIDO:

El Rancho Escondido is a privately owned working ranch and Vineyard in Catalina's interior.

ANIMALS:

Catalina is home to an interesting variety of land and marine animals. Catalina is the only Channel Island with rattlesnakes and native quail. The island has its own subspecies of ground squirrel and its own subspecies of the Channel Island fox. Catalina's native species are an essential part of a special and interesting ecosystem. Since its discovery by the Spaniards, many animals have been introduced to Catalina, including pig, goat, deer, and the American Bison. Fourteen buffalo (Bison) were brought to Catalina in 1924 for use in the filming of "The Vanishing American" and were left here. In 1934, eleven additional bison were

purchased to supplement the herd, which by then had increased to nineteen. Today there are approximately 100 bison roaming Catalina Island.

BIRDS:

More than 100 species or varieties of birds make Catalina their permanent or transitory home. They include the Catalina Quail, (*Lophortyx californica catalinensis*), a separate and distinct subspecies that grows larger than the mainland quail. Other Catalina birds include ravens, mocking birds, shrikes, burrowing owls, red-tailed hawks, peregrine falcons, turkey and bald eagles. Through a joint project of the Catalina Island Conservancy and the Institute for Wildlife Studies, bald eagles again soar above Catalina. The island is also home to pelicans, cormorants and is a nesting site for western gulls.

FISH:

Game fish of Catalina include marlin and broadbill swordfish, tuna, yellowtail, albacore, white sea bass, barracuda, mackerel and bonito. Other Catalina fish include black sea bass, opaleye, halfmoon, Garibaldi, kelp bass, kelp perch, kelpfish, sheepshead, California moray, grouper, red snapper, sand dabs, sole, halibut, whitefish, sculpin, flying fish and shark.

FLORA:

Land – There are nearly 400 identified species of plant life on Santa Catalina Island. Eight are endemic or native only to Catalina. In addition to the Catalina Ironwood (*Lyonothamnus floribundus floribundus*) and St. Catherine's Lace (*Erigonum giganteum giganteum*), these include Catalina Mahogany (*Cerocarpus traskiae*), Wild Tomato (*Solanum wallacei wallacei*), Catalina manzanita (*Arctostaphylos catalinae*), Catalina Bedstraw (*Galium catalinense*), Yerba Santa (*Eriodictyon traskiae traskiae*), and Live Forever (*Dudleya hassei*). Other trees and plants native to Catalina include Catalina Cherry, Island Oak, Toyon, California Lilac (2 species), Island Bush Poppy, Mariposa Lily, Blue Dicks, Shooting Star and Island Poppy. Plants introduced over the years that thrive in Catalina include many species of Eucalyptus,

Palm, various conifers, Cacti, Geranium and several beautiful forms of Bougainvillea.

Sea – Catalina marine plants include Giant Bladder Kelp, Southern Sea Palm, Sea Heather (Sargassum), and several varieties of colorful Algae.

CAMPING:

Avalon: The Hermit Gulch Campground is the closest campground to town and is located on Avalon Canyon Road. It accommodates 300 people. This trailhead campground provides BBQ pits (no wood fires), picnic tables, indoor hot showers and is handicapped accessible. Rental tent cabins and equipment are available and there is a small store. A ranger is on site daily.

Interior of Catalina Island: Catalina campsites include Blackjack, Little Harbor, Two Harbors and Parson's Landing. The Blackjack Campground is nestled among pine and eucalyptus trees in Catalina's interior near 2,097-foot Mt. Orizaba, Santa Catalina Island's highest peak. At 1,600 feet above sea level, the facility provides eleven campsites with sweeping views of rolling terrain to the ocean. Little Harbor Campground is rated "One of the Best Campgrounds in the West" by Sunset Magazine. Little Harbor is a sandy, beachfront campground located about seven miles east of Two Harbors and 16 miles from Avalon. The Two Harbors Campground offers regular tent camping and unique tent cabins. The campground sits on a bluff overlooking the Pacific Ocean at Catalina's Isthmus, just a quarter-mile outside the village of Two Harbors. The campground features 42 individual sites and three group-camping areas. The Parson's Landing Campground offers eight secluded beach primitive camping sites, located seven miles west of the village of Two Harbors. Camping is by permit only and advance reservations are required. Contact the Catalina Island Company at 310-510-TENT (8368).

HIKING:

For safety and maximum enjoyment, hiking into the interior requires a hiking permit (no fee), which can be obtained at the Catalina Island Conservancy's Trailhead Center located at 708 Crescent Ave, in Avalon.

CATALINA ISLAND CONSERVANCY:

In 1972, members of the Wrigley Family established the Santa Catalina Island Conservancy as a private, non-profit organization dedicated solely to the conservation and preservation of Catalina Island. With more than 42,000 acres and 48 miles of coastline under its charge, the Conservancy's legal mandate is to preserve the island's native plants and animals, its biological communities and its geological and geographical formations of educational interest. Equally important, the Conservancy also manages the island's open space for controlled recreational purposes.

LOS ANGELES COUNTY:

In 1974, in a significant gesture to help create the Conservancy area, an easement agreement was signed with Los Angeles County, giving the County the right to share the use of 42,000 acres of Catalina's interior and much of its coastline for park, conservation and recreation uses for a period of 50 years. Los Angeles County Department of Parks and Recreation designed a 3,000-square foot interpretive center, which is located in Avalon Canyon, just below the Wrigley Memorial and Botanic Garden. The center consists of displays showing the history of the Easement Agreement with the Conservancy, a large topographical relief map of Catalina Island and various other displays on the flora and fauna of the area.

CATALINA'S "AIRPORT-IN-THE-SKY":

The Airport in the Sky is open to the public and owned and operated by the Catalina Island Conservancy. It is located approximately 10 road miles from Avalon. At an elevation of 1,602 feet it was built by leveling two mountain peaks. An asphalt-paved 3,250-foot runway can handle aircraft up to and including DC-3's. The Administration Building has a Pilot's Lounge, a historical native, Indian artifacts display, Airport in the Sky Gifts & Restaurant and restrooms. Breakfast and lunch are served daily. At the airport, the Catalina Conservancy has established the Catalina Nature Center to help visitors enjoy and understand the exceptional characteristics of

Catalina's natural history and native plants. This is also a hub for hiking on Santa Catalina.

GEOGRAPHY:

From the mainland at the San Pedro breakwater to the city of Avalon is 21.8 miles; to Two Harbors it is 19.7 miles. Catalina's "Airport-In-The-Sky" is approximately 37 miles SSW of Los Angeles International Airport. Distance from Avalon to Two Harbors is 13.4 miles by boat, 23 miles by road. The length of the Island is 21 miles and the width is 8 miles at its widest point (Long Point) and 1/2 mile at Two Harbors Isthmus. Its perimeter is 54 miles and encompasses approximately 47,884 acres or about 76 square miles. The highest elevations are Mt. Orizaba (2,069 feet) and Mount Black Jack (2,006 feet). The deepest water between Catalina and the mainland is approximately 3,000 feet or more than 1/2 mile. Water temperature ranges from 64 to 73 degrees in the summer and 54 to 59 degrees in winter.

MARINE PROTECTION AREAS (MPAs):

Coastal, shoreline and waters around Catalina include many protected areas including Arrow Point, Blue Cavern, Casino Point, Cat Harbor, Farnsworth, Long Point and Lover's Cove. For maps and details please visit [/www.wildlife.ca.gov/Conservation/Marine/MPAs](http://www.wildlife.ca.gov/Conservation/Marine/MPAs).

Use of Drones:

The City of Avalon follows the guidelines of the California Film Commission with the addition of requiring a visual observer in addition to the operator. Drones MAY NOT fly directly over people including cast and crew without an FAA waiver. Area Homeowner Associations generally prohibit use of drones in total. Completion of the California Film Commission Questionnaire and supplying supportive documents is a requirement for filming with a drone in Avalon. Drone filming in Catalina Island Conservancy areas requires a separate permit due to stringent federal regulations related to the Airport in the Sky and wildlife conservation.

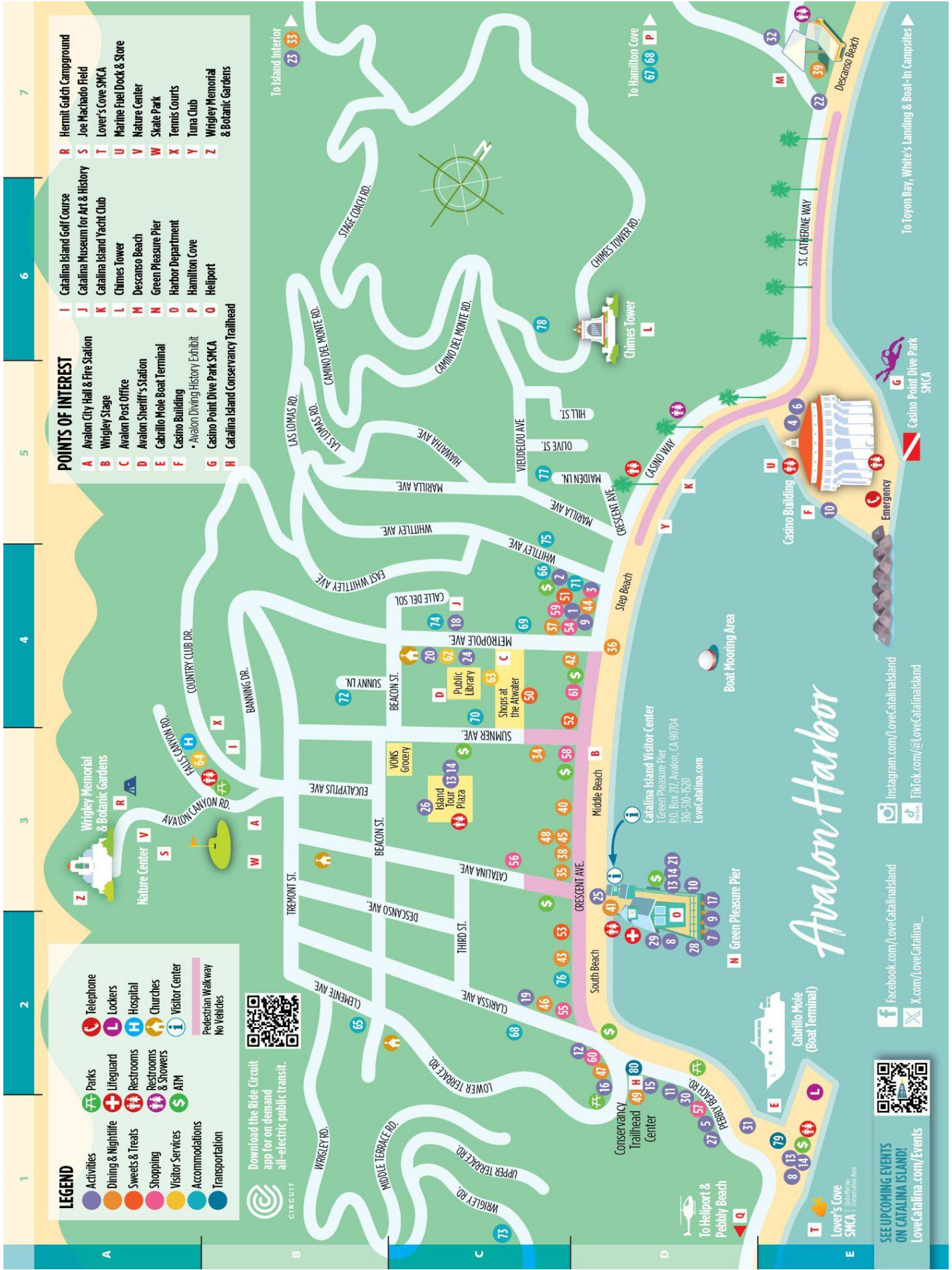
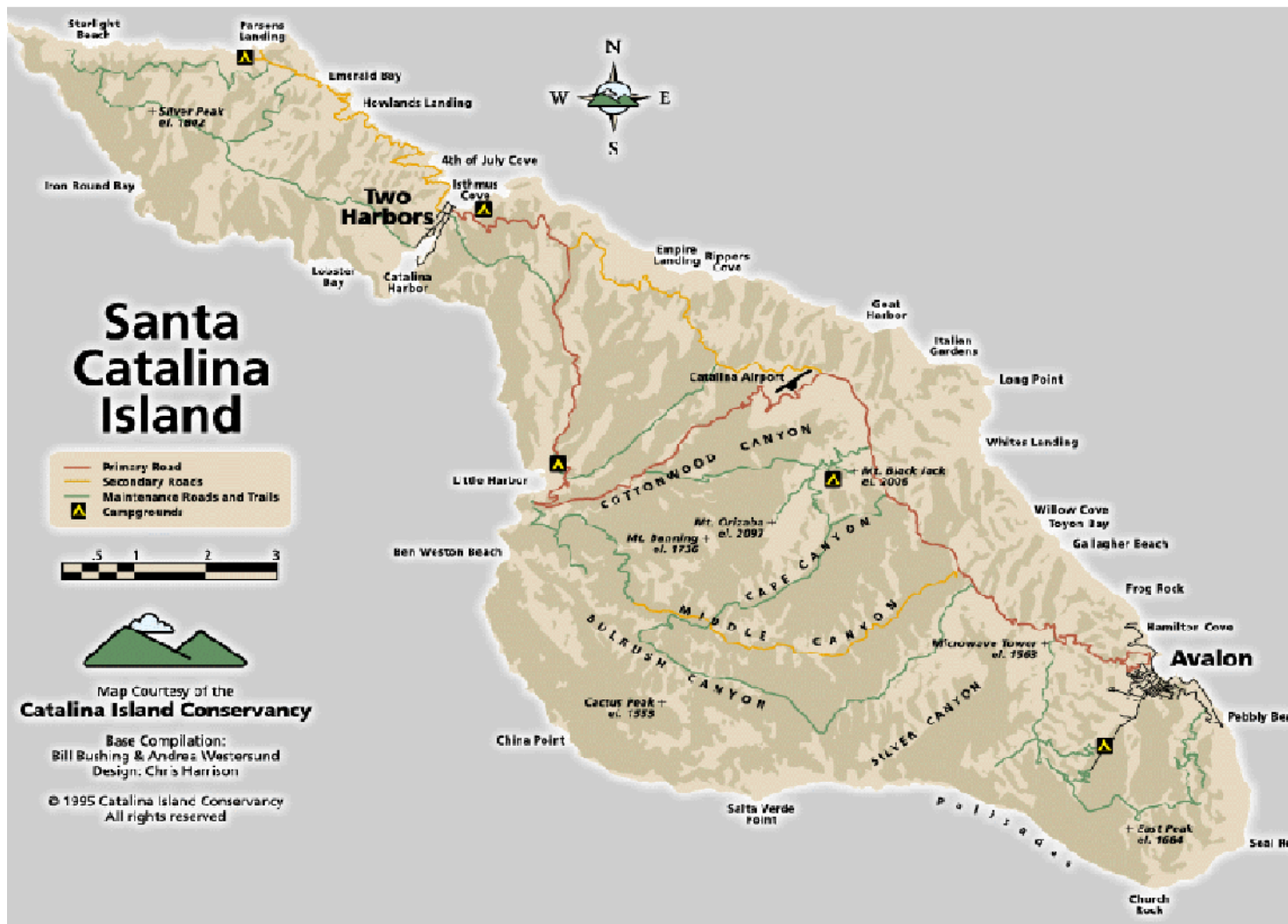


Figure 1 Map of Avalon

Catalina Island Maps



SANTA CATALINA ISLAND

Land Ownership Map

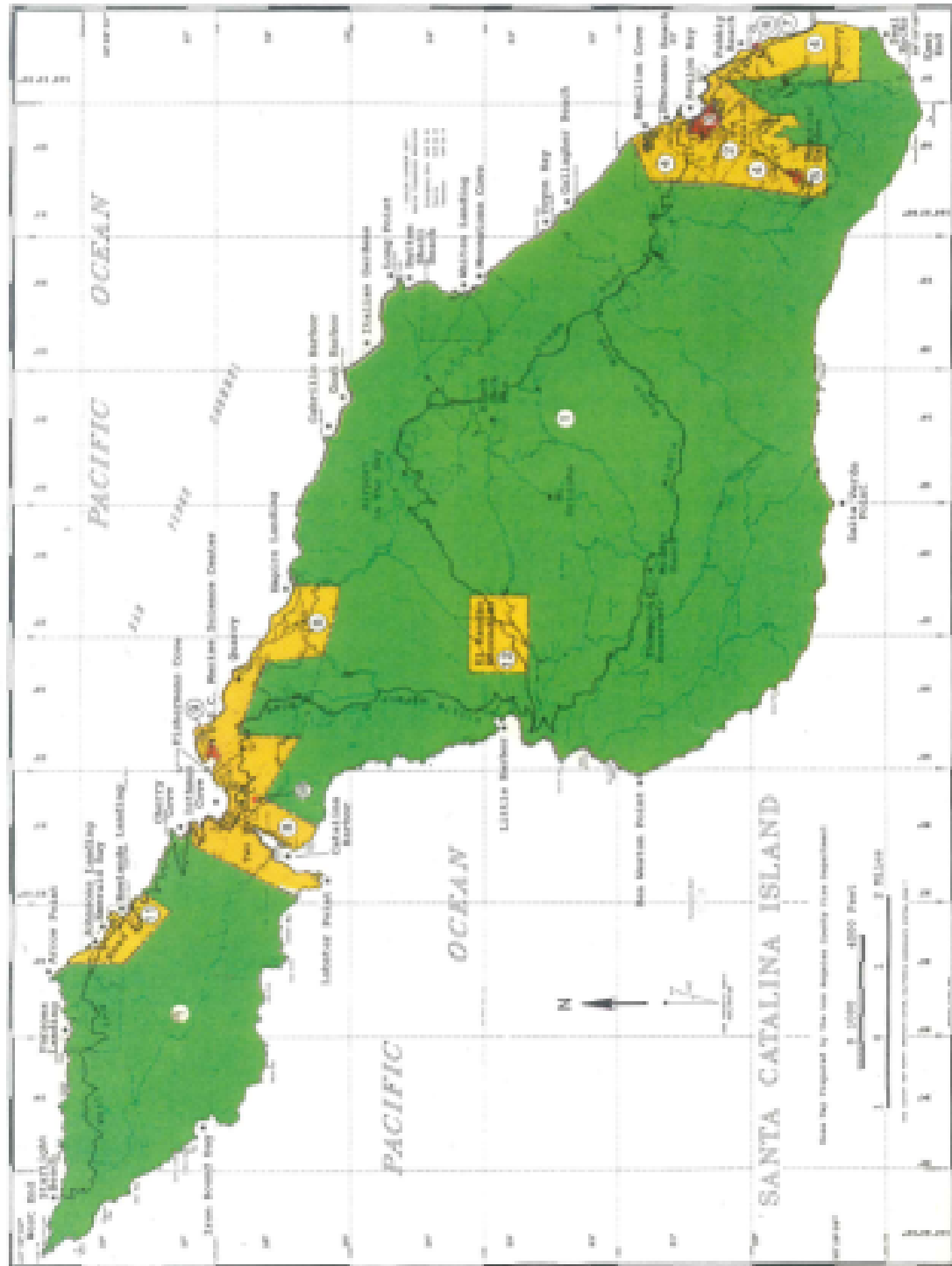
Sovereignty of Santa Catalina Island

1990

Area	Acres
1 Santa Catalina Island Conservancy	42,134
2 Santa Catalina Island Company	1,000
3 Santa Catalina Island Company	1,000
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100 Santa Catalina Island Company	1,000

	Santa Catalina Island Conservancy 42,134 acres (100%)
	Santa Catalina Island Company 1,000 acres (2%)
	All Other Ownership 1,000 acres (2%)
	Areas excluded from Los Angeles County Open Space System.

Santa Catalina Island Company
Avila, CA
Sept. 1990



PERMITTING PROCESS CHECKLIST

- ☐ ***Complete and submit Film Permit Application for each entity and appropriate fees (application fees, vehicle fees, etc.).***
- ☐ ***Include proof of Liability Insurance (see applications for requirements)***
- ☐ ***Complete California Film's Drone Questionnaire, if drone use is planned (see application for requirements)***
- ☐ ***Include proof of drone operator certifications (see application for requirements)***

All applications, insurance forms and fees must be received
NO LATER THAN FIFTEEN (15) working days prior to the start of filming.

Send ALL City of Avalon or Conservancy application & insurance forms and fees to:

Jim Luttjohann
Filming Permits
Love Catalina Island, Catalina Island Tourism Authority
PO Box 217 (#1 Green Pleasure Pier)
Avalon, CA 90704
jim@lovecatalina.com

Checks should be made payable to: Love Catalina Island
Credit Card payments may be made by phone upon application or approval

For filming with the Catalina Island Company, please contact the Catalina Island Company for permit, insurance and fee information.

Please visit the City of Avalon permit form [here](#), complete it and submit along with required documentation to jim@lovecatalina.com. This form must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees enclosed.

Please visit the California Film Commission's Drone Questionnaire form [here](#), complete it and submit along with required pilot documentation to jim@lovecatalina.com. This form must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees paid.

Please visit the Conservancy online application form [here](#) or Complete the forms below and return to: jim@lovecatalina.com. This application must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees paid.

On the following pages please find Sample permit forms for the City of Avalon.

SAMPLE CITY OF AVALON FILM PERMIT APPLICATION

Please use this sample to help compile what you need then visit the City's online application form [here](#)

TYPE OF FILMING ACTIVITY	
Filming TV or Motion Pictures	☐
Still Photography	☐
Student Project	☐
Commercial or _____	☐
Fee Waiver Request	
Student Project	☐
Hosted Media	☐
Name of Host: _____	
Other: _____	
	☐

Date of Application: _____

Production Company: _____

Title of Film/Program _____

of people _____

Billing address

Street City State Zip Code

Business Telephone _____ Email
address _____

Contact
Person _____ Telephone _____ Cell _____ Fax _____

Date(s) _____ Times _____ # of
Days _____

Locations to be used (includes beaches, streets & piers and additional locations):

Description of activities at location:

Description of construction (sets, props, ramps):

Insurance: \$1,000,000.00 combined single limits (\$5,000,000.00 additional if aircraft is involved) naming the City of Avalon, its council, managers, officers, employees and agents as additional insured on a SEPARATE additional insured's endorsement form. Address for the City of Avalon is PO Box 707, Avalon, CA 90704. Proof of compliance with Workers Compensation coverage required.

_____ hereby agrees to defend, indemnify, save and hold harmless the City of Avalon, its officers, employees and agents from any and all loss, liability, damages or costs they may incur or that arise out of or are related to the permitted activities whether based on the passive or active negligence or any alleged breach of duty or otherwise of the City of Avalon, its officers, employees and agents and from any loss, liability, and costs, including attorney's fees, that they may sustain by violation of this covenant not to sue.

Applicant's Signature: _____ Date: _____

Printed Name: _____ Title: _____

In order to comply with Labor Code Section 3711(a), **the following proof of valid workers' compensation insurance is attached:** Copy of current workers' compensation coverage certificate; or, Proof of consent to self-insure from the State Department of Industrial Relations; or, Certification that the business is not subject to the state workers' compensation laws:

I certify that in the performance of work for which this license is issued I shall not employ any person in a manner so as to become subject to the workers' compensation laws of California.

Applicant's Signature: _____ Date: _____

Authorization to Proceed:

Film Permit Approved: _____ Date: _____

City Manager, City of Avalon

-or-

Film Permit Approved **with the following conditions:**

_____ Date:

City Manager, City of Avalon

-or-

Application Denied: _____ Date:

City Manager, City of Avalon

FOR CITY USE

FIRE DEPT. _____ HARBOR DEPT. _____ PUBLIC SAFETY _____ PUBLIC WORKS _____
FINANCE _____

INSURANCE _____ ATTACHED _____ ON FILE _____ EXP. DATE _____ ADDT'L.
INSUREDS _____

PERMIT FEE _____ DATE RECEIVED _____ VEHICLES (# &
TYPE) _____

Public Safety

☐ Blocking public streets

☐ Aerial work

☐ Standby fire/rescue equipment

☐ Special effects (pyrotechnics)

BUSINESS LICENSE FEE _____ DATE RECEIVED _____



City of Avalon

P.O. Box 707

Avalon, CA 90704

Telephone: (310) 510-0220 Fax: (310) 510-0901

Website: www.cityofavalon.com

SAMPLE BUSINESS LICENSE APPLICATION

Print or Type all information. Complete all items that apply.

A. Business Name (if

applicable): _____

Business Mailing Address: Street: _____ PO Box _____

City _____ State _____

Zip _____

Business or Rental Property Street

Address: _____

Business Telephone Number: () _____ Email: _____

**G. IF YOUR BUSINESS IS CONDUCTED ON LEASED OR RENTED PROPERTY,
DO YOU HAVE PERMISSION FROM THE PROPERTY OWNER? yes no**
Property Owners

Name: _____
Mailing Address: Street: _____ PO Box _____
City: _____ State: _____ Zip: _____
Telephone: () _____ Fax: () _____

H. MAINLAND CONTRACTORS:
Physical Address of work to be performed in Avalon:

APPLICANT SIGNATURE: _____ **DATE:** _____

FINANCE DEPT USE ONLY:

License No: _____
Receipt No: _____

Amount Paid: _____
Date: _____

SAMPLE WORKERS COMPENSATION INSURANCE FORM

PLEASE COMPLETE THIS FORM AND RETURN WITH THE APPROPRIATE INFORMATION
ATTACHED

In order to comply with Labor Code Section 3711(a), the following proof of valid worker's compensation insurance is attached (please select one):

- ☐ Copy of current worker's compensation insurance coverage certificate
- ☐ Proof of consent to self-insure from the State Department of Industrial Relations
- ☐ Certification that the business is not subject to the state worker's compensation laws:

I certify that in the performance of work for which this license is issued I shall not employ any person in a manner so as to become subject to the worker's compensation laws of California.

Signature

Date

Please visit the City of Avalon permit form [here](#), complete it and submit along with required documentation to jim@lovecatalina.com. This form must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees enclosed.

Please visit the California Film Commission's Drone Questionnaire form [here](#), complete it and submit along with required pilot documentation to jim@lovecatalina.com. This form must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees paid.

Please visit the Conservancy online application form [here](#) or Complete the forms below and return to: jim@lovecatalina.com. This application must be received at least Fifteen (15) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees paid.

On the following pages please find a sample Catalina Island Conservancy Film permit form.

SAMPLE CATALINA ISLAND CONSERVANCY FILMING PERMIT SPECIAL PROVISIONS

Premises (Allowable Filming Locations)	
Permitted Activities	Make and use sound recordings, video recordings, and photographs on and of the Premises, including the right to bring onto the Premises and utilize personnel, materials, and equipment, including props and temporary sets. No special effects may be used, or animals brought on Premises unless provided for in the "Special Permissions" section below, or if Permittee has obtained the prior written consent of Owner. [] If this box is checked, Permittee is permitted to use drones for filming or photography, subject to the requirements set forth in Exhibit C (as applicable for non-commercial or commercial use). Otherwise, use of drones on the Premises is strictly prohibited.
Dates/Hours of Production	<u>Set Preparation:</u> <u>Filming:</u> <u>Set Striking & Location Clean-up:</u> <u>Other Information re Shooting Schedule:</u>
Purpose of Production	

Fees	Permittee shall pay the following fees as consideration for the Permit (numbered fees and fees with marked checkboxes are required: 1. Permit Fee (based on number of people present): · 1 – 10 people - \$1,500 · 11 – 20 people - \$2,500 · 21+ people - \$5,000 2. Processing Fee: 4% of total ☐ Site Representative Fee: \$85/hour + travel time from Avalon (billed after conclusion of filming) ☐ Property Supervisors/Ranger Fee: \$100/hour + travel time from Avalon, 4 hour minimum (billed after conclusion of filming) ☐ Car and Driver: \$225/day, up to 8 hours/day ☐ Commercial Drone Use Fee:
Maximum Allowed Number of People, Including Cast	
Permittee Contact (Name, Phone Number, and Email Address)	
Studio Affiliation (if any)	
Special Permissions	
Additional Requirements	☐ If this box is checked, Permittee is required to hire, at its own expense, a Los Angeles County Fire Warden to be present on the Premises during Permittee's use of the Premises. Arrangements may be made with Los Angeles County directly, at (818) 364-8240).

EXHIBIT B

PREMISES USE RULES

Numerous locations within Catalina Island's interior are designated as **Environmentally Sensitive Conservation Areas**. The following obligations and requirements must be strictly complied with and observed:

1. **Do not feed, handle or in any way interact with the Catalina Island foxes.** The Catalina Island fox is a listed species under the Federally Endangered Species Act due to a recent near-extinction event on the island (exposure to canine distemper virus). Although cute and very curious, **the foxes should not be fed, attracted to the camps, harassed or played with in any way.** These activities can inadvertently bring the foxes in contact with moving cars, pets and pet diseases. Any contact with the foxes, even unintentional, needs to be reported to the onsite Property Supervisor/Ranger immediately.
2. **Do not leave food or food wastes unattended and make sure containers containing food wastes are contained.** Ravens, gulls, squirrels and rodents can become a nuisance for you and those that follow if food is left lying around. Island foxes are also attracted to unattended food and have even been found rummaging through garbage cans and getting into tents where food is kept in open containers. Any food brought into the Premises shall be sealed and only consumed in allowable campsites/designated areas. Permittee must remove all trash from area used.
3. **Do not approach marine mammals.** For your own protection and in accordance with federal law you should avoid marine mammals on the beach. Although these animals rarely haul out on beaches, many sea lions have recently washed up dead on several island beaches because of a naturally occurring shellfish toxin, domoic acid. There is no known antidote. If an animal does wash up on the beach, alert your assigned Property Supervisor/Ranger who will make the appropriate disposal arrangements.
4. Many areas of the Island's Interior contain Native, Sensitive and Rare Plants, all of which are strictly protected by the Conservancy and by other State and Federal legislations and are particularly sensitive to trampling and/or disturbance. Please **do not trample or disturb plants.**
5. **Do not climb on cliff faces.** These cliffs support rare and unique island plants. Stay within the delineated areas for the project.
6. Undisturbed beach and dune areas are rare on Catalina, as are the plants that inhabit them. **The Conservancy has designated and delineated areas of sensitive plants or habitats that need to be avoided.** Consult with your assigned Property Supervisor/Ranger if there are any questions or doubts about where these areas are.
7. **Do not pick flowers and/or plant parts** – they may be rare or unusual and found in only a few places in the world.
8. **No driving of any vehicle off existing roads** except in clearly designated roadways or ingress and egress areas. This also applies to driving on the beach, through sand dunes, through open fields, etc. The foregoing notwithstanding, and subject to all other restrictions imposed by this Permit, Permittee may operate motor vehicles on the beach, with prior approval, to the extent necessary for Permittee to accomplish the permitted use of the

Property.

9. No grading is permitted on Conservancy lands without express written permission.

We understand that you may need to temporarily move small rocks. These areas must be returned to their original state upon completion. Clearing or erasing of footprints in the beach area and/or dunes must be done with hand rakes and you must avoid deep raking. There are numerous rare organisms that live in the sand and that can only sustain ascertain levels of disturbance.

10. No smoking except at designated sites to be determined and enforced by Property Supervisor/Ranger(s), except as part of a filming sequence..

EXHIBIT C

Permittee is permitted to operates drones for (select one):

☐ non-commercial purposes.

☐ commercial purposes.

DRONE OPERATION

1. Drones will be operated under this permit only for hobby or recreational use. Commercial use will require a separate permit in addition to this form.
2. No drone operations within four miles of the airport.
3. The drone will be flown within the unaided visual line of sight of the operator at all times and the operator shall assume full responsibility for the operation of said drone.
4. The drone will not be operated higher than 400 feet above ground level.
5. The drone will not be operated within 150 feet of persons, property or wildlife, or within any proximity of the wildlife that would cause undue stress to the animals.
6. The operator will at all times be in accordance with all FAA regulations specifically: 14 CFR Part 91 & SEC. 336. SPECIAL RULE FOR MODEL AIRCRAFT.

I have read and agree to the Drone Policy:

Signature: _____ Date: _____

Print Name: _____

Drone/UAS ID #: _____

Filming & Photo Shoot Economic Activity ReportPlease complete and submit to Love Catalina Island, PO Box 217, Avalon, CA 90704 or to jim@lovecatalina.com

Production Company / Business Name:					
Title of Production:					
Projected airing/distribution/publication date:					
Dates of production on Catalina Island:	From:		To:		
Peak number of people in crew:					
TRANSPORTATION EXPENDITURES					
Number of round-trip boat tickets purchases:		at	\$	each =	\$
Number of round-trip helicopter tickets:		at	\$	each =	\$
Number of golf carts rented		at	\$	each =	\$
Number of other vehicles rented:		at	\$	each =	\$
Other transportation expenditures:					\$
TOTAL TRANSPORTATION					\$
LODGING EXPENDITURES					
Number of hotel rooms rented:		for		Nights at \$ /night =	\$
Number of condo units rented		for		Nights at \$ /night =	\$
Number of houses rented:		for		Nights at \$ /night =	\$
TOTAL LODGING					
CATERING, FOOD & BEVERAGE EXPENDITURES					
Amount spent with local catering businesses:					\$
Amount spent at local restaurants:					\$
Amount spent on food & beverage at retail stores					\$
TOTAL CATERING, FOOD & BEVERAGE					\$
LOCAL CAST & CREW EXPENDITURES					
Number of locals residents hired as cast		Local cast payroll:	\$		
Number of local residents hired as crew		Local crew payroll:	\$		
TOTAL CAST & CREW:					\$
OTHER EXPENDITURES					
Local office rent:					\$
Supplies & materials purchased locally					\$
Other (explain):					\$
TOTAL OTHER EXPENDITURES:					\$
TOTAL LOCAL SPENDING:					
Name of person submitting this report	Date	Phone	Fax	Email	