



# FILM & PHOTO SHOOT HANDBOOK



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

Updated July 2020

# 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,

The Honorable Anni Marshall  
Mayor, City of Avalon

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



## FEE SCHEDULE

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 are used, in which case the requirement is \$5,000,000 additionally-named insurance. **Fees as of July 1, 2020.**

<b>Film Catalina Application Fee</b>	<b>\$25.00 (non-refundable)</b>
<b>City of Avalon Filming Permit Fee</b>	<b>\$243.00 / day – 10 or fewer employees at film location \$326.00 / day – 11+ employees at film location</b>
<b>City of Avalon Business License</b>	<b>\$134.75 good for calendar year</b>
<b>Still Photography Permits</b>	<b>\$112.00 / day</b>
<b>Vehicle fees</b>	<b>\$ 31.00 / day OR \$327.00 per month</b>
<b>Police and Fire fees</b>	<b>Quoted upon review of permit application</b>
<b>Catalina Island Co locations</b>	<b>\$500/day and up depending upon date and impacts</b>
<b>Catalina Island Conservancy locations</b>	<b>Varies by use and impacts</b>

Catalina Island is 76 square miles in size. The City of Avalon is 2.7 square miles total. The remainder of the island is owned and operated by the Catalina Island Company and/or the Catalina Island Conservancy. Location fees for use of either organization's property must be negotiated with that company. Contact names and information for the various parts of the island are included within the handbook.

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. See application 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.

[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 works with scouts and helps facilitate the permitting process for the City. 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 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, 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: Catalina Island Chamber of Commerce & Visitors Bureau**

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

### **City of Avalon Services and Agencies:**

City of Avalon, Recreation Department 310-510-0220 x 230  
Dan Huncke, Recreation Director  
P.O. Box 1980 (400 Avalon Canyon Road)  
Avalon, CA 90704

City of Avalon, Recreation Department 310-510-0220 x 230  
Dave Hart, Recreation Coordinator  
P.O. Box 1980, 400 Avalon Canyon Road)  
Avalon, CA 90704

City of Avalon Harbor Department 310-510-0535  
JJ Poindexter, Harbor Master  
P.O. Box 1085, 9 Green Pleasure Pier  
Avalon, CA 90704

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

Los Angeles County Sheriff's Department, Avalon Station 310-510-0174  
John Hocking, 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](mailto:AskMarine@wildlife.ca.gov)  
20 Lower Ragsdale Drive, Suite 100  
Monterey, CA 93040

**Catalina Island Conservancy**

Peg Meehan, Unreel Locations 323-953-6189  
Email: [unreelsite@aol.com](mailto:unreelsite@aol.com)  
2950 Los Feliz Blvd., Suite 206  
Los Angeles, CA 90039

**Catalina Island Company / Two Harbors Enterprises**

Rudy Alvarez 310-510-2000  
Email: [Ralvarez@scico.com](mailto: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

-  
Island Express Helicopters  
(San Pedro, Long Beach, Santa Ana, Burbank) 310-510-2525

Avalon Freight Services  
(barge based cargo services from San Pedro) [310-221-6290](tel:310-221-6290)

Catalina Flying Boats (air freight) 310-510-1441

Catalina Classic Cruises (group charters) [562-495-3565](tel:562-495-3565)

**On-Island Transportation**

Avalon Shoreboat / Water Taxi 626-290-2888

Avalon Transit (public/charter bus) 310-510-0081

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Catalina Safari Bus 310-510-2800

Catalina Taxi and Tours (taxi, charters & shuttle, deliveries) 310-510-0342  
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 major 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 one square mile. 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 from individual owners.

### **GOVERNMENT AND UTILITIES:**

Avalon is governed by a 5-member City Council, including 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

### **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 news 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 laid in 1923. The first civilian use of 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 private 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 authorized 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:**

Currently under renovation, El Rancho Escondido is a 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 120 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 3000-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, DC3 Gifts and Grill 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.

Need new maps of city that include Avalon Freight location, helipad location with color notated jurisdictions. Need other maps for MPAs, conservancy, Film zone.



# AVALON

## Catalina Island

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- 19 Catalina Scuba Luv
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- 9 Catalina Island Inn
- 15 Catalina Island Seacrest Inn
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- 14 La Paloma & Las Flores
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### DINING

- 21 The Landing

### GROUP SERVICES

- 10 Destination: Catalina
- 17 Catalina Island Travel Agency

### HISTORY

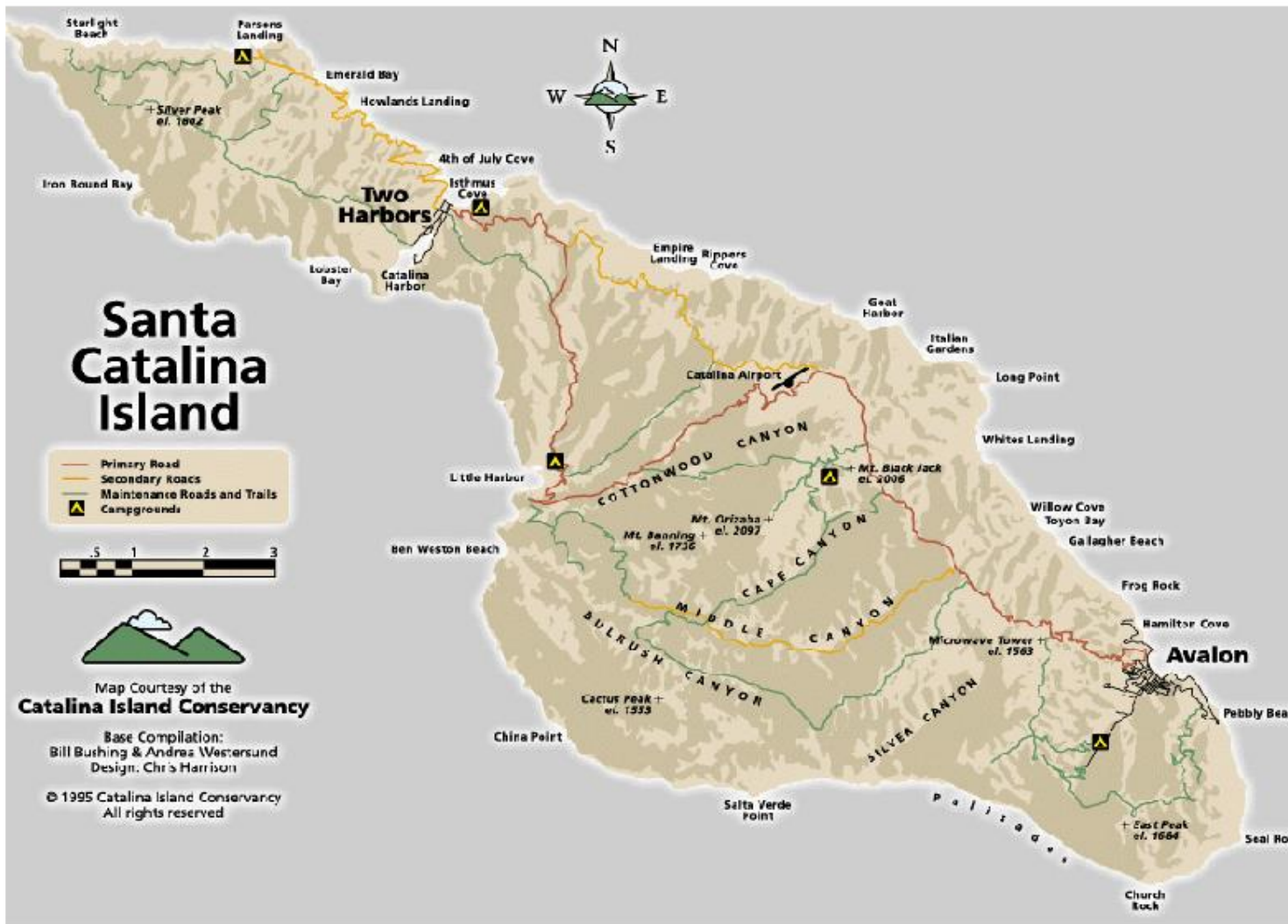
- 12 Catalina Island Museum

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# Catalina Island Map



## PERMITTING PROCESS CHECKLIST

- ☐ Complete & return City of Avalon Film Permit Application and appropriate fees (permit fees, vehicle fees, etc.).
- ☐ Complete & return City of Avalon Business License Application with appropriate fees.
- ☐ Complete & return Worker's Compensation Insurance form & appropriate attachments.
- ☐ Include proof of Liability Insurance (see application for requirements)
- ☐ Complete California Film Commission's Drone Questionnaire, if use of a drone 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 SEVEN (7)** working days prior to the start of filming.

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

Jim Lutjohann  
Filming Permits  
Love Catalina Island, Catalina Island Tourism Authority  
PO Box 217 (#1 Green Pleasure Pier)  
Avalon, CA 90704  
Fax: 310-510-7643

Checks should be made payable to: City of Avalon

For filming outside the City of Avalon, please contact the Catalina Island Conservancy and/or Catalina Island Company for permit, insurance and fee information.

## CITY OF AVALON FILM PERMIT APPLICATION

Complete and return to: Catalina Island Chamber of Commerce & Visitors Bureau, Filming Permits, P.O. Box 217, Avalon, CA 90704. This application must be received FIVE (5) working days prior to the start of filming, with insurance certificates, endorsement forms for additional insured and the appropriate fees enclosed.

TYPE OF FILMING ACTIVITY	
Filming TV or Motion Pictures	<input type="checkbox"/>
Still Photography	<input type="checkbox"/>
Student Project	<input type="checkbox"/>
Commercial or _____	<input type="checkbox"/>
Fee Waiver Request	
Student Project	<input type="checkbox"/>
Hosted Media	<input type="checkbox"/>
Name of Host: _____	
Other: _____	<input type="checkbox"/>

Date of Application: \_\_\_\_\_

Production Company: \_\_\_\_\_

Title of Film/Program \_\_\_\_\_

# of people \_\_\_\_\_

Billing address

Code	Street	City	State	Zip
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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):

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Description of activities at location:

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Description of construction (sets, props, ramps):

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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

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**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) \_\_\_\_\_

BUSINESS LICENSE FEE \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

Public Safety
<input type="checkbox"/> Blocking public streets
<input type="checkbox"/> Aerial work
<input type="checkbox"/> Standby fire/rescue equipment
<input type="checkbox"/> Special effects (pyrotechnics)

NOTE: Fees: The Application Fees is \$25.00. The Motion Picture or television film permit fee is \$243 per day if 10 or fewer employees at film location/\$326 per day 11 or more employees at film location. A City of Avalon Business License is \$134.75 non-pro-rated. Still Photography permits shall be \$112.00 per day. A temporary City vehicle parking permit is \$31 per day or \$327 per month.

Revised 6/24/19 JL



## City of Avalon

P.O. Box 707

Avalon, CA 90704

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

Website: [www.cityofavalon.com](http://www.cityofavalon.com)

### 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: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner's SS#: \_\_\_\_\_  
Owner Mailing Address: Street: \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Owner Telephone Number: ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Started: \_\_\_\_\_  
Ownership Type: Sole Proprietorship Corporation Partnership  
State EID#: \_\_\_\_\_ Federal EID#: \_\_\_\_\_  
State Sales Tax Number: \_\_\_\_\_ State Contractors Lic#: \_\_\_\_\_

**B. TO BE COMPLETED IF YOU HAVE VEHICLES ASSOCIATED W/ BUSINESS**

Number of Power Vehicles under 20 feet: \_\_\_\_\_, over 20 feet: \_\_\_\_\_  
Number of Non-Power Vehicles under 6 feet: \_\_\_\_\_, over 6 feet: \_\_\_\_\_

**C. TO BE COMPLETED IF FOOD OR ALCOHOLIC BEVERAGES ARE SERVED**

- |                                   |     |                                   |                              |     |    |
|-----------------------------------|-----|-----------------------------------|------------------------------|-----|----|
| • Separate Bar                    | yes | no                                | • Entertainment Provided     | yes | no |
| • Dancing Allowed                 | yes | no                                | • Take-Out Restaurant        | yes | no |
| • Outside Service                 | yes | no                                | • Outside Service After 11PM | yes | no |
| Seating Space less than 100 seats |     | Seating Space more than 100 seats |                              |     |    |

**D. TO BE COMPLETED IF YOU HAVE RENTAL OR DWELLING UNITS**

Number of Units: \_\_\_\_\_

Do you have transient rentals (Less than 30 consecutive days)?      yes    no

Does rental of your unit include use of a vehicle or autoette?      yes    no

If yes, do you have off street parking?      yes    no

Do you have an active Conditional Use Permit for this address?      yes    no

Does a Management Company represent this property?      yes    no

Management Company Name: \_\_\_\_\_

Mailing Address: Street: \_\_\_\_\_ PO Box \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

**E. TO BE COMPLETED IF YOU HAVE AMUSEMENT OR VENDING MACHINES**

• Number of Amusement Machines: \_\_\_\_\_ • Number of Vending Machines: \_\_\_\_\_

**F. PLEASE GIVE A BRIEF DESCRIPTION OF THE BUSINESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Amount Paid:** \_\_\_\_\_

**Receipt No:** \_\_\_\_\_

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

## WORKER'S COMPENSATION INSURANCE

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



## QUESTIONNAIRE

### Request to Use Unmanned Aircraft Systems (UAS) for Filming

CFC PERMIT APPLICATION #:

Date \_\_\_\_\_ Production Company \_\_\_\_\_  
Type of Production \_\_\_\_\_ Production Title \_\_\_\_\_  
Proposed Film Date(s) \_\_\_\_\_ Production Contact \_\_\_\_\_  
Contact's Cell# \_\_\_\_\_ Email Address \_\_\_\_\_  
Location Address \_\_\_\_\_ **Hours of UAS Activity**  
\_\_\_\_\_ From \_\_\_\_\_ [ ] a.m. [ ] p.m. to \_\_\_\_\_ [ ] a.m. [ ] p.m.  
Location Address #2 \_\_\_\_\_ **Hours of UAS Activity**  
\_\_\_\_\_ From \_\_\_\_\_ [ ] a.m. [ ] p.m. to \_\_\_\_\_ [ ] a.m. [ ] p.m.  
UAS Company \_\_\_\_\_ Primary Contact \_\_\_\_\_  
Address \_\_\_\_\_ Cell# \_\_\_\_\_  
\_\_\_\_\_ Email Address \_\_\_\_\_

### UAS / AIRSPACE INFORMATION

Make/Model of Aircraft \_\_\_\_\_ Registration# \_\_\_\_\_  
Make/Model of Aircraft \_\_\_\_\_ Registration# \_\_\_\_\_  
Total Payload Weight (incl. UAS/camera/additional equipment) \_\_\_\_\_

Class of Airspace UAS Activity Will Occur in: ☐ B ☐ C ☐ D ☐ E ☐ G

Restricted Areas or Temporary Flight Restrictions (TFR) Within Proposed Time/Area of Operation? ☐ Yes ☐ No

**REMINDER: if you are flying in Class B, C, D or E airspace, ATC authorization is required for all UAS activity.**

### UAS OPERATING AUTHORITY:

☐ 14 CFR Part 107 ☐ Title 49 ("Hobbyist" Rules) – For Students Only

#### Part 107 Requirements

Name of Remote Pilot in Command \_\_\_\_\_  
Remote Pilot's Phone# \_\_\_\_\_ Remote Pilot's Certificate# \_\_\_\_\_  
If Remote Pilot will not be operating UAS, name of person operating UAS under the direct supervision of Remote Pilot \_\_\_\_\_

Visual Observer: ☐ Yes ☐ No

#### **Please provide the following:**

- ☐ Copy of Remote Pilot Certificate  
☐ Copy of Part 47 or Part 48 Registration Certificate for each UAS listed above  
☐ Description of planned flight operations, including diagrams, charts and maps as applicable  
☐ Certificate of Insurance & Endorsement ☐ Copy/screen shot of ATC approval to operate in restricted airspace

#### For Students Enrolled at an Accredited Educational Institution Operating Under "Hobbyist" Rules

Name of Operator \_\_\_\_\_ Operator's Phone# \_\_\_\_\_  
Name of School \_\_\_\_\_

#### **Please provide the following:**

- ☐ Copy of UAS Registration ☐ Certification letter from school (on school stationery)  
☐ Detailed description of proposed UAS activities ☐ Name of community-based organization's safety guidelines  
☐ Certificate of Insurance & Endorsement under which you will be operating

**WAIVERS:** Please note that students may not apply for FAA waivers. For Part 107 Remote Pilots: if you are requesting any of the following activities, please check all that apply and furnish proof of waiver from the FAA upon submission of this document.

- |  |   |
|--|---|
| <input type="checkbox"/> Flight over non-participants (§107.39)    | <input type="checkbox"/> Night flight (§107.29)                 |
| <input type="checkbox"/> Operating from a moving vehicle (§107.25) | <input type="checkbox"/> Flight altitude restrictions (§107.51) |
| <input type="checkbox"/> Operating multiple small UAS' (§107.35)   |   |

*Remote Pilot in Command is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all Part 107 standards and requirements.*

\_\_\_\_\_  
*Signature of Remote Pilot in Command or Authorized Company Representative*

Print Name \_\_\_\_\_ Title \_\_\_\_\_

*Student enrolled at an accredited educational institution is responsible for the safe operation of all UAS activities and declares that he/she will be in compliance with all community-based safety guidelines.*

\_\_\_\_\_  
*Signature of Student Operator*

\_\_\_\_\_  
*Print Name*

## **Best Practices for UAS Operations**

Although not specified in Part 107 Rules, the CFC suggests the following for optimum safety:

- Use of a visual observer.
- UAS operator should scout location site(s) of proposed drone activity in advance of filming.
- Operator should be at least 21 years of age.
- Operator should possess a Motion Picture & Television Operations Manual.
- Operator should have previous film set experience.

### **\*\*IMPORTANT\*\***

Please allow up to seven (7) business days to process requests for film permits that include the use of drones, and be aware that the process will not begin until all required documentation has been submitted.

Also note that meeting all qualifications required of a Remote Pilot does not guarantee that permission to fly a small UAS over State property will be granted. We will review applications on a case-by-case basis and consent or deny requests based on location conditions and specific agency guidelines.

## Filming & Photo Shoot Economic Activity Report

Please complete and submit to the Catalina Island Chamber of Commerce & Visitors Bureau, PO Box 217, Avalon, CA 90704 or to jluttjohann@catalinachamber.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:					
<b>TRANSPORTATION EXPENDITURES</b>					
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					\$
<b>LODGING EXPENDITURES</b>					
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					
<b>CATERING, FOOD &amp; BEVERAGE EXPENDITURES</b>					
Amount spent with local catering businesses:					\$
Amount spent at local restaurants:					\$
Amount spent on food & beverage at retail stores					\$
TOTAL CATERING, FOOD & BEVERAGE					\$
<b>LOCAL CAST &amp; CREW EXPENDITURES</b>					
Number of locals residents hired as cast		Local cast payroll:	\$		
Number of local residents hired as crew		Local crew payroll:	\$		
TOTAL CAST & CREW:					\$
<b>OTHER EXPENDITURES</b>					
Local office rent:					\$
Supplies & materials purchased locally					\$
Other (explain):					\$
TOTAL OTHER EXPENDITURES:					\$
<b>TOTAL LOCAL SPENDING:</b>					\$
Name of person submitting this report	Date	Phone	Fax	Email	