



City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240
Telephone (760) 329-6411 www.cityofdhs.org

PHOTOGRAPHY & FILMING PERMIT APPLICATION

PHOTOGRAPHY & FILMING PERMITS are required in the City of Desert Hot Springs for the use of any public or private property for the purposes of filming motion pictures, television shows, videos or still photography. A Photography & Filming Permit Application must be submitted for review prior to the issuance of a permit. Please contact Daniel Porras, P.E., Public Works Manager, (760) 329-6411 ext. 216, dporras@cityofdhs.org

___ Check here if requesting a Photography permit ___ Check here if requesting a Filming Permit

Application Information

Please print

CLIENT/COMPANY: _____
MAILING ADDRESS: _____ Phone No. _____
CITY, STATE, ZIP: _____ Fax No. _____

Project Information

(Circle preferred communication method)

1. PROJECT TITLE: _____
2. PROJECT MANAGER: _____ Phone No. _____ E-mail _____
3. PRODUCTION MANAGER: _____ Phone No. _____ E-mail _____
4. PHOTOGRAPHER: _____ Phone No. _____ E-mail _____
5. LOCATION MGR _____ Phone No. _____ E-mail _____

(OR LOCATION SCOUT OR APPLICATION ASSIST IF APPLICABLE)

6. PRODUCTION TYPE: Still Photography TV Commercial TV Movie TV Episode Feature Film

Music Video Corporate Video Other: _____

7. TOTAL PERSONNEL: _____ WHERE LODGING: _____

8. EQUIPMENT : # of generators ___ ; # of cars ___ ; # of trucks ___ ; # of RVs ___ ; Other: _____

9. LOCATION SHOOT SPECIFICS: Please give specifics about your shoot below; attach separate sheets if more space is needed. You must include the name(s) of property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also, describe all scene(s) to be filmed (including animals, pyrotechnics, and stunts).

Date	Time	Location and Activity	P/F/S (Prep/Film/ Strike)

10. Traffic: If filming is planned on City streets or City property, please submit a Site Plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene. Check if plan attached
Describe you plan for controlling traffic (i.e., personnel and devices to direct traffic): _____

If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production: _____

11. Stunts/Special Effects: If your project will involve stunts or special effects, please provide detailed information about the specifics planned: _____

- Pyrotechnic specifics: _____
- Hazardous materials to be used _____
- Domestic/Wild animals to be used: _____

12. Aerial Stunts/Elements: Please detail any aerial stunts, helicopter landings, hot air balloons, etc. to be utilized in your shoot: _____

13. After review of this application City Staff may have other requirements such as insurance and Home Owner Association approvals, fees to cover cost of Police or street closures, etc. These requirements will be listed in Section A following your signature below.

14. Other points of agreement:

1. Permittee waives all claims against City, its officers, agents, and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify and defend City its officers, agents, and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, and employees, caused by arising out of or in any way connected with exercise by Permittee of the rights hereby permitted, except those arising out of the sole negligence of City.
2. City shall have the privilege of inspecting the premises covered by the permit at any and all times.
3. This permit shall not be assigned.
4. City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided.
5. City agrees it will not unreasonably exercise this right of termination.
6. The parties hereto agree that the Permittee, its officers, agents, and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City.
7. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by all parties hereto.
8. Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof.
9. The Permittee hereby agrees to comply with all rules and regulations of the facility or institution subject to this permit.
10. Permit must be kept on site at all times.
11. City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.

Permittee agrees to all terms and conditions of this permit including provisions listed above and in any attachments.

15. The Desert Hot Springs Film Fee structure is attached. A check covering the entire amount is required prior to issuing the permit. If the amount cannot be determined until the shoot completion, an upper limit estimate is used and any over payment will be refunded.

NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION
SHALL BE GROUNDS FOR DENIAL

NAME OF APPLICANT _____ (please print) TITLE _____ (Or basis of representation)

SIGNATURE OF APPLICANT: _____ DATE: _____

REPRESENTATIVE OF: _____ client/company

Mail this application and relevant attachments, along with a check , to Daniel Porras, P.E., Public Works Manager, at above address. Or, you may e-mail the application to dporras@cityofdhs.org and mail the check. (If time is of the essence, please phone Daniel at (760) 329-6411 ext. 216, after submitting this application to confirm permit can be granted before schedule date of shoot.)

To be Completed by Staff only

Section A. Additional requirements of Permittee: Date Permittee notified of add'l requirements _____

INSURANCE: If checked by staff, before a film permit is issued, a certificate of insurance must be submitted. Insurance certificate must issued by insurance underwriter's "admitted" by the California Insurance Commission and rated "A" or "B+" by Best's Key rating Guide for \$1,000,000 or more of General Liability with the City of Desert Hot Springs named as "Additional Insured." Proof of Workman's Compensation Insurance \$10,000,000 Aircraft Liability

- Certificate of Insurance required Rec'd Date _____
- Property Owner Permission Required: Rec'd Date _____
- Home Owner Association Approval Required: Rec'd Date _____
- FAA Approval: Rec'd Date _____
- PM-10 Permit Approval Required: Rec'd Date _____
- Fire Department Approval Required: (Private Prop) Rec'd Date _____

Calculate total fee required: Amount \$ _____ Rec'd Date _____

Section B. Responsibilities of Staff:

- Public Right-of-Way Encroachment Permit Required: Request Date _____ Rec'd Date _____
- Police Department Approval Required: Request Date _____ Rec'd Date _____
- Fire Department Approval Required: (City Prop) Request Date _____ Rec'd Date _____

Permit# Granted: _____	Permit Effective Date: _____	through _____
Approved by _____	Date: _____	Date Permittee notified: _____
Conditions of Approval: _____		

Note to Staff: If it appears that there will be some difficulty in issuing the permit in three days (for a simple, short duration, shoot,) or it appears that it will be difficult to issue permit before Permittee's target date of filming (which is: _____,) please immediately contact the Film Commissioner by phone. Also, please e-mail him and attach this *Application for Permit* to the e-mail.

Exhibit A

Filming Fee Structure – Desert Hot Springs

- | | | |
|--------------------------|-----------------|-----------|
| A. Motion pictures/film: | Application Fee | \$140 |
| | Location Fee | \$ 50/day |
| B. Still photography: | Application Fee | \$ 75 |
| | Location Fee | \$ 15/day |
- C. Service Fee: Fees will be charged to cover expenses to the city for personnel, equipment and vehicle expenses incurred by the city to assist a film project. The fees will reflect actual costs to the city and are applied in addition to Application and Location Fees.
- Police Department: location security, traffic and noise control. (Charge for services: \$71/hour with an 8-hour minimum)
 - Fire Department: fire safety check, especially for indoor locations and outdoor areas of high fire danger, and pyrotechnics. (Charge for services: Charges vary depending upon services requested.)
 - Traffic and Engineering Divisions: street closures, traffic control (Charges vary depending upon complexity of street closure)
 - Streets and Facilities Maintenance Divisions: traffic control equipment, labor (Charges vary depending upon complexity of street closure)