



FILMING PERMIT PROCESS

INTRODUCTION

The City of San Marino welcomes any business or individual that wishes to film commercial stills or movies on public or private property within the City. The requirements of the San Marino City Code relating to commercial filming within the City are described herein.

APPLICATION REQUIREMENTS – COMMERCIAL FIRM

I. PERMIT REQUEST

Before any filming may begin the company or the individual undertaking the filming must apply for a film permit from the City. A “Request for Filming Permit” form may be obtained from the San Marino City Manager’s Office (see attached). This form must be completed and returned with the necessary documentation and fees before a permit will be issued. The complete application must be received by the City of San Marino **NO LESS THAN TEN (10) DAYS BEFORE THE FILMING IS TO BEGIN.**

The “Request for Filming Permit” requires specific information on the location, dates and approximate times for the filming. The types of scenes to be filmed must also be indicated (e.g., large crowds, small group, multiple cars, interior shot only, etc.). If vehicles are to be parked or used on public streets as part of the filming operations, or vehicles are to be used in Lacy park, it must be indicated on the form. (The use of any vehicle(s) on public streets shall require the employment of Police Officers. Any interior filming shall require the employment of Firefighters.)

II. NEIGHBORHOOD APPROVAL

At the time a “Request for Filming Permit” is submitted to the City, a written indication from neighboring property owners or residents indicating their consent to the filming must be submitted to the City. Approval must be requested from all property owners or residents within five hundred (500) feet of the perimeter of the property on which the filming is to take place. In no case shall this result in fewer than the two (2) most immediate neighbors on each side property and the three (3) most immediate neighbors on the front and rear property lines being notified for their comments and/or approval.

Should approval not be obtained, an appeal may be submitted to the City Council requesting that the filming be permitted. The appeal will be heard at the next regular meeting of the City Council held on the second Wednesday of each month. The decision of the City Council will be final.

III. CERTIFICATE OF INSURANCE

Prior to the issuance of a Film Permit, the individual or firm shall be required to present to the City a Certificate of Insurance for general liability and “errors and omissions” insurance covering liability for libel, copyright infringement, invasion of privacy, slander, defamation and similar matters. The Certificate should also list the City of San Marino as an additional insured. The Certificate must be in effect for the entire period of the proposed filming. The required minimum amounts of coverage required are stated below.

STILLS	General Aggregate	\$1,000,000.00
	For Each Occurrence	\$ 500,000.00
	“Errors and Omissions”	\$ 500,000.00
MOVIES	General Aggregate	\$2,000,000.00
	For Each Occurrence	\$1,000,000.00
	“Errors and Omissions”	\$1,000,000.00

IV. FILMING PERMIT

Before filming may begin the individual or firm must obtain a Filming Permit from the City of San Marino. This permit is the legal authority for commercial filming within the City. Failure to present a permit upon request from an authorized official of the City shall result in the immediate termination of any filming activity.

The filming permit shall stipulate all special conditions, which shall apply to the filming activities. Failure to comply with any of the state conditions shall be grounds for revoking the permit.

Filming operations, including the arrival of vehicles and set-up of equipment shall not begin before 7:30 a.m. All operations, including the departure of vehicles must be completed prior to 8:00 p.m. May 1st through October 31st, or 6:00 p.m. November 1st through April 30th.

All interior filming shall require the employment of one or more firefighters, as determined by the City. Personnel will be assigned by the San Marino Fire Department. The firm or individual doing the filming shall pay the City at the rate of fifty-five dollars (\$55.00) per hour, or part thereof, for each firefighter required, plus a twenty percent (20%) administrative surcharge. Payment is due within thirty (30) days of receipt of an invoice from the City.

All filming which involves the placement or use of vehicles on public streets or rights-of-way, or the use of vehicles within Lacy park shall require the employment of one or more Police Officers, as determined by the City. The San Marino Police Department will assign personnel. The firm or individual doing the filming shall pay the City at the rate of sixty dollars (\$60.00) per hour, or part thereof, for each police officer required, plus a twenty percent (20%) administrative surcharge. Payment is due within thirty (30) days of receipt of an invoice from the City.

The issuance of a Filming Permit to an individual or firm shall constitute the complete and unconditional acceptance by the individual or firm to hold the City and its officers harmless from all liabilities and charges resulting from the filming operations. The individual or firm also agrees to be liable for all damages resulting to public property from the filming operations.

The permit will be issued only for those days indicated on the "Request for Filming Permit." If an extension of the permit is required, a written request indicating the length of extension being applied for, accompanied by a check in the amount covering the filming fees for the additional days and a Certificate of Insurance covering the additional days, shall be submitted to the City Manager's Office no less than twenty-four (24) hours prior to the expiration of the existing permit.

APPLICANT REQUIREMENTS RESIDENT OR PROPERTY OWNER

SECTION I. LICENSE REQUIREMENT

Any property owner or resident within a residential zoned area of the City of San Marino is required to obtain a filming license before any commercial still or movie filming may take place on the property. This license is in lieu of any other license, which may be required by the owner or resident to conduct commercial filming on their property. A license application may be obtained from the City Manager's Office.

This license does not replace the need for the commercial enterprise conducting the filming from obtaining a Filming Permit from the City of San Marino. The City may issue the filming license and filming permit at the same time.

SECTION II. LIMITS ON NUMBER OF LICENSES

No residential property within the City may have more than four (4) licenses issued within a single calendar year for commercial filming on that property. Each license may be for more than one (1) day, but cannot exceed the number of

days for which a filming permit is being issued for filming on the particular property. A property's street address shall be used to determine the location of the filming and to record the number of licenses issued within a calendar year.

There is no limit to the number of filming which may occur solely on public property.

SECTION III. LICENSE FEES

The following fees shall be paid for each license issued to an owner or resident of a residential property within the City of San Marino.

- STILLS \$100.00 for each day of filming
- MOVIES \$500.00 for each day of filming

SECTION IV. APPROVAL OF NEIGHBORING RESIDENTS

All filming which will use the public right-of-way or public property (except Lacy Park), or which involves any activity outside a structure shall require the written consent of all property owners residing within five hundred (500) feet of the filming location, with a minimum of ten neighbors being contacted. Signatures of the residents are to be attached to this permit application.

SECTION V. COMPLIANCE WITH CITY CODE

All filming within the City of San Marino shall be undertaken in compliance with the requirements of Section 11.48 of Chapter 11 of the San Marino City Code, which is made a part of this application.

SECTION VI. FILMING PERMIT FEES

Prior to the issuance of a Filming Permit, the individual or firm shall pay to the City the full filming fee required. The filming fee is in addition to any other charges for personnel, which may be required. The fees are as follows for each and every day of filming:

- STILLS Private property only \$ 0.00
 Public property \$ 1,000.00
 Lacy Park \$ 1,000.00
- MOVIES Private property only \$ 500.00
 Public property \$ 2,500.00
 Lacy Park \$ 2,000.00

These fees shall be in lieu of any business license for the individual or firm, which may be required by the City of San Marino.

**CITY OF SAN MARINO
REQUEST FOR FILMING PERMIT**

This request is for the issuance of a permit for the right to film still and/or motion pictures within the City of San Mario, California.

SECTION I. APPLICANT

Name of applicant _____

Address of applicant _____

Telephone number _____

Name of representative _____

SECTION II. FILMING INFORMATION

Location(s) _____

Date(s) _____

Time(s) _____ to _____

No activity is permitted prior to 7:30 a.m. or later than 8:00 p.m. May 1st through October 31st, 6:00 p.m. November 1st through April 30th.

Type of filming/scenes _____

Interior filming to be done Yes No

SECTION III. USE OF PUBLIC RIGHT-OF-WAY AND/OR PUBLIC PROPERTY

Vehicles be parked on public street YES NO

Vehicles be used within Lacy Park YES NO