



## Photography & Filming Permit Application

Please take time to review the Photography & Filming permit application and instructions **before** you begin completing the application form.

A Photography & Filming Permit Application can be picked up at one of three recreation facilities or downloaded at: <https://rosevilleparks.com> under the Events menu.

Maidu Community  
Center 1550 Maidu Dr.  
Roseville, CA 95661  
(916) 772-7529, x4

Roseville Sports Center  
1545 Pleasant Grove Blvd.  
Roseville, CA 95747  
(916) 775-7529, x3

Park & Rec Admin Office  
316 Vernon St, Suite 400  
Roseville, CA 95678  
(916) 772-7529, x1

All special events are required to adhere to the requirements contained in Chapter 6.08 of the Roseville Municipal Code, which can be found online at [www.roseville.ca.us](http://www.roseville.ca.us) in **Government** dropdown menu.

For additional information please contact Jeff Nereson at [jnereson@roseville.ca.us](mailto:jnereson@roseville.ca.us) or (916) 774-5974.

**PLEASE ALLOW A MINIMUM OF 14 BUSINESS DAYS FOR THE PROCESSING OF THE PHOTOGRAPY & FILMING PERMIT APPLICATION. 60 DAYS FOR STREET CLOSURES**

### INSTRUCTIONS

Completed Photography & Filming Permit Applications must be received no later than 14 days prior to the event start date, 60 days for street closure. Application may be submitted as early as twelve months prior to the event start date.

## PERMIT APPLICATION PROCESS

Once you have fully completed and submitted the Photography & Filming Permit Application and paid the non-refundable application fee and refundable deposit, the special events coordinator will review the application and distribute it to all affected city departments and any applicable third party organizations for comment. This may take up to one week.

\*Note: Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your event based on the availability of services or other circumstances. Therefore, **you are encouraged not to advertise your event until approval from the City has been received.**

Throughout the Permit Application Process you will be notified if your event requires any additional information, clarifications, permits, etc. Delays in providing the requested items could delay the ability to complete the Permit Application Process and approve a permit in a timely manner thus resulting in denial of the application.

If street closures are requested, the city will provide you an approximate quote for the costs of the closure. Once the applicant has approved the approximate quote, a Street Closure Agreement is drafted. The Agreement will be sent to the applicant for signature. Two original hard copies are required to be returned ***no later than 5 days from receipt of agreements.***

Once the applicant has submitted the proper insurance, two original copies of the Street Closure Agreement and all required permits, the Agreement goes before the City Council for approval. The process takes approximately 3-4 weeks, from submittal to approval.

## CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. Written notice of cancellation must be received no later than 5 calendar days prior to the event start date. The Photography & Filming Permit Application fee is non-refundable and non-transferable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.

## FEES

Payments can be made by credit card, check, cash or money order made payable to the "City of Roseville".

Permit Application Fee Non-Refundable	<b>\$100:</b> Cast and Crew totaling one to three persons.  <b>\$200:</b> Cast and Crew totaling four or more persons.	Fees due once event coordinator deems the event can move forward after initial review.
Refundable Deposit	\$250	Fees due once event coordinator deems the event can move forward after initial review.
City Department Service Charges	TBD based on City services and resources requested and utilized	Due 30 days after receipt of invoice
*Park/ Facility Rental Fee	TBD based on park, space or facility request	Fees due once event coordinator deems the event can move forward after initial review.

## EVENT INFORMATION

**Project Title:** \_\_\_\_\_

**Production type:** *(check all that apply):*

Still Photography

Commercial

TV Movie

TV Episode

Feature Film

Music Video

Corporate Video

Documentary

PSA/ Government Agency

Student

News Purposes

**Description of Activity:**

**Production Date(s):** \_\_\_\_\_

**Production Start Time: From:** \_\_\_\_\_ **a.m./p.m. To:** \_\_\_\_\_ **a.m./p.m.**

**Set up time begins:** \_\_\_\_\_ **Clean-up completed by:** \_\_\_\_\_

**Location(s) requested:**

Will your location need exclusivity?    Yes    No

**Total number of people on location (include actors, crew members, etc.)** \_\_\_\_\_

**Description of Equipment (number):**

Generators \_\_\_\_\_    Cars \_\_\_\_\_    Trucks \_\_\_\_\_    RV's \_\_\_\_\_    Caterer vehicle \_\_\_\_\_    Cameras \_\_\_\_\_

List other equipment:

**Special Effects/ Stunts Proposed:**

Pyrotechnics

Firearms

Hazardous Materials

Simulated Violence

Animals

Open Flame

Amplified Sound

Vehicle Crashes

Unmanned Aircraft

**PRIVATE PROPERTY OWNER'S AUTHORIZATION (if you are using any private property related to the event)**

I authorize the applicant, \_\_\_\_\_ to conduct the special event described above on my property at the following location: \_\_\_\_\_

Property Owner's name: \_\_\_\_\_

Property Owner's address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Property Owner's signature of approval: \_\_\_\_\_

**PERMIT APPLICANT INFORMATION**

**Representative Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**Representative email:** \_\_\_\_\_

**Telephone Numbers:**            Organization: Day \_\_\_\_\_ Evening \_\_\_\_\_

Representative: Day \_\_\_\_\_ Evening \_\_\_\_\_

**Organization web site:** \_\_\_\_\_

**Name(s) of representatives on Location:**

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Is this a Nonprofit Corporation?** Yes      No      **If yes, please provide Nonprofit number** \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

**FOOD, DRINK & VENDORS**

**Yes      No**      Will food/ drinks be served? *If yes, contact the Placer County Environmental Health Division at (530)745-2300. Please describe:*

**Yes      No**      Will alcohol beverages be sold or served?  
***If beverages will be sold, contact Alcohol Beverage Control for a permit at (916) 263-3575. Additional liquor insurance is required, contact Risk Management at (916)-774-5202 for specifics.***

*How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?*

Alcoholic beverages will be served from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m.

by: \_\_\_\_\_

in the following location(s):

**Yes No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, contact the Roseville Fire Department for a permit at (916) 774-5805.*

**HEALTH, SAFETY & SECURITY**

**Yes No** Are on-site restroom facilities adequate for this event

**Yes No** Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

**Yes No** Will the Production require any work, signs or traffic control in the State's right of way (i.e. freeways, freeway on or off ramps)? If yes contact Caltrans at (530) 741-4403, <http://www.dot.ca.gov/hq/traffops/developserv/permits/>

**Yes No** Will the Production utilize temporary diesel power generators, idling of equipment and vehicles and and traffic speeds on unpaved surfaces over 15 miles per hour? If yes, you are advised to review the Placer County Air Pollution Control District's Rules at <http://www.placer.ca.gov/departments/air/rules>

**Security:** Please describe your procedures for security and crowd control and identify the name of the security company you intend to use. To obtain security services from the Roseville Police Department, contact (916) 774-5095.

**Medical Services and/ or First Aid will be provided by:**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Clean-Up Procedures:** Please identify who will be responsible for clean-up and all signage removal.

Name: \_\_\_\_\_ Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

**\*\*For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at <http://roseville.ca.us/stormwater>.**

## CITY SERVICES

**Yes No** Will you be requesting the use of the City of Roseville's water system? *Please explain:*

**Yes No** Will you require electricity? *Please explain:*

**Yes No** Will you require dumpsters or extra trash containers for waste disposal? *If yes, contact the Solid Waste Division at (916) 774-5780. (Dumpster: 1 yard for every 250 people/ Trash containers: 30 gallons for every 100 people)*

**Yes No** Will you be requesting city services such as Police, Fire, Refuse, street closures, traffic control, city barricades, cones, no parking signs, etc.? *Please describe:*

**If you are requesting street closures, please list the streets, from intersection to intersection, which will be closed.**

1) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

2) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

3) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

### Notice of Temporary Street Closure

**The City of Roseville requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.**

## APPLICATION AGREEMENT

### INDEMNIFICATION

Event sponsor agrees to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Photography & Filming Permit and Chapter 6.08 of the Roseville Municipal Code may result in cancellation or early termination of the event and forfeiture of any and all fees.

Event sponsor agrees to abide by the City of Roseville Insurance Requirements attached hereto as Exhibit A.

Event sponsor agrees to pay all city department service charges specified in Roseville Municipal Code Section 9.36.080 incurred as a result of the event.

Event sponsor agrees, upon request, to pay the refundable deposit.

Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/or amplified sound.

Event sponsor agrees to pay to the City of Roseville all costs the city may incur as a result of any failure to fully comply with all of these conditions.

Event sponsor understands that the City of Roseville reserves the right to photograph facilities, activities and participants for its own use.

Event sponsor agrees to abide by all of the terms and conditions contained in this application, any permit(s) issued in connection with the event, and Chapter 6.08 of the Roseville Municipal Code.

Event sponsor understands and agrees to abide by the terms and conditions of the Noise Ordinance found in Chapter 9.24 of the Roseville Municipal Code.

Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

Issuance of a Photography & Filming Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits.

Applicant's signature below signifies that applicant has read and understands ALL the rules and regulations outlined in the Photography & Filming Permit Application and Chapter 6.08 of the Roseville Municipal Code.

***In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:***

**Group One**

Chairman of the Board  
President or Vice President

**Group Two**

Secretary  
Assistant Secretary (any)

Chief Financial Officer  
Assistant Treasurer (any)

*If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.*

BY: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

its: \_\_\_\_\_

and

BY: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

its: \_\_\_\_\_

**For Office Use Only**

***Application Received on:*** \_\_\_\_\_

***Fees Submitted:*** \_\_\_\_\_

***Insurance on file date:*** \_\_\_\_\_

***Date Event was Approved/ Denied:*** \_\_\_\_\_

***Special Event Permit Number:*** \_\_\_\_\_



## INSURANCE REQUIREMENTS

### HUMAN RESOURCES/RISK MANAGEMENT DIVISION INSURANCE REQUIREMENTS FILM PERMIT

#### **Required Coverage:**

General Liability:                   \$1,000,000 per occurrence  
  \$2,000,000 aggregate

Personal Injury:  
  \$1,000,000 per occurrence  
  \$2,000,000 aggregate

\*Policies must be primary and non-contributory

\*Policies must contain a waiver of subrogation

\*A 10 day notice of cancellation must be provided

\*The policies may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible

\*All Self Insured Retentions must be listed on the certificate

#### **Required Documentation:**

- A certificate(s) of insurance listing the required coverage and naming the City of Roseville as Certificate Holder. The Certificate should be addressed to:

City of Roseville  
Attn: Risk Management  
311 Vernon St., Roseville, CA 95678

- Additional Insured Endorsement- General Liability policy: CG 20 12 07 98 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured
- Waiver of Subrogation Endorsements
- Primary and Non-Contributory Coverage Endorsement – CG 20 01 04 13 or an equivalent

**\*NOTE: statements on the certificate of insurance in lieu of the documentation required above will not be accepted.**

Questions concerning any of the above should be directed to the Risk Management Division:  
Phone: 916-774-5202/fax 916-774-5461 or email: riskmanagement@roseville.ca.us