



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 www.roseville.ca.us

Maidu Community Center
1550 Maidu Dr.
Roseville, CA 95661
(916) 772-7259, x4

Roseville Sports Center
1545 Pleasant Grove Blvd
Roseville, CA 95747
(916) 772-7259, x3

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

All photography and filming activities 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 in the **e-Services** menu.

Please submit the application and/or for additional information please contact Jeff Nereson at jnereson@roseville.ca.us or (916) 774-5974.

PLEASE ALLOW A MINIMUM OF 10 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 10 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 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. It is possible that fees related to pre-arranged 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".

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? _____ **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. Also, 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://www.roseville.ca.us/eu/stormwater_management/essential_business_tips.asp**

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 Opened _____

2) Street Name: _____

From (cross street): _____ To (cross street): _____

Time Closed: _____ Time Opened _____

3) Street Name: _____

From (cross street): _____ To (cross street): _____

Time Closed: _____ Time 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: _____

Exhibit A

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

