



## Photography/Motion Picture Application

A City of Arcata Photography/Motion Picture Permit is required for use of City parks, buildings or grounds for the staging or shooting of commercial motion or television pictures or photography.

News media engaged in broadcasting, tourism productions promoting the City of Arcata, production of local commercials, charitable films, filming for educational purposes, productions for candidates seeking office and/or private/ family video or photography are exempt and do not require this permit *unless the activity requires suspension of any City ordinance, requires City services, or a sidewalk/street encroachment permit.*

*Use the following check list to make sure that your application is complete when submitted.  
A complete application can assist in speeding up the process!*

- ☐ **Confirmed availability of City property or location by calling the Recreation Office at (707) 822-7091.**
- ☐ **Completed and signed Film Permit Application** (Page 1-2)
- ☐ **Attached Location Reservation** (Page 1) with Description of Proposed Shoot for Each Location
- ☐ **Reviewed and Signed Agreement/Waiver** (Pages 3-4)
- ☐ **Attached Insurance Certificates and Endorsements if required** (See page 5 for City insurance requirements)
- ☐ **Attached Application Processing Fee - \$200.00**
- ☐ **Submit completed application to the Recreation Division Office:  
736 F Street Arcata, CA 95521, Phone: (707) 822-7091, Fax: (707)825-2118**

Once completed applications are received, **please allow up to 15 days for the application to be routed** through city departments for comments and conditions. After the department conditions have been specified and attached to the permit, the City Manager will review and sign the application.

**You will be contacted prior to your event** to review the permit and conditions. Permits are effective once all pages have been signed, all fees and deposits have been paid and activities have been approved by the City.

***Copies of the approved Photography/Motion Picture Permit, including all attachments, conditions and provisions, MUST be in possession of the person in charge on-site at all times.***



Revised 06/16

## City of Arcata Photography/Motion Picture Permit

DATE SUBMITTED \_\_\_\_\_ DATE RETURN REQUESTED \_\_\_\_\_

### LOCATION INFORMATION

Additional locations may be attached on a separate piece of paper.

LOCATION	DATES	TIMES	NAME & CELL PHONE # OF PERSON IN CHARGE ON SITE

Please attach a brief statement with a Description of Proposed Shoot, Equipment & Vehicles, Traffic Control Plan, Security Plan, Parking Plan, and a comprehensive map or diagram for **each** shoot date and location.

### APPLICANT / ORGANIZATION INFORMATION

Applicant Contact \_\_\_\_\_ Organization/Title (if any): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Production Type: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Location Manager: \_\_\_\_\_

UPM: \_\_\_\_\_ Asst. Director: \_\_\_\_\_

Total Days: \_\_\_\_\_ Total Personnel: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicles/ Equipment: \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_ FX# \_\_\_\_\_

Technician: \_\_\_\_\_ Lic. # \_\_\_\_\_ Phone: \_\_\_\_\_

Check if requesting	Film Permit Special Requests
<input type="checkbox"/>	<b>Street or Lane Closure:</b> Date: _____ from _____ a.m./p.m. to _____ a.m./p.m. <b>Streets to be closed:</b> _____ (Applicant must attach a map designating which streets are to be closed for the event. City will determine barricade/sign placement. City maps can be obtained from the Engineering Department.)
<input type="checkbox"/>	<b>Organization to set-up barricades/directional signs \$319</b> fee for weekday drop-off. <i>(Applicant will Pick-up and return City barricades to drop-off location behind Fire Department)</i>
<input type="checkbox"/>	<b>Traffic Control Plan Approval Fee \$106</b> (Engineering Department)
<input type="checkbox"/>	<b>Amplified or Acoustic Sound or Music.</b> (Suspension of AMC Sec. 4335(a)(b) & 4340 and Requesting Variance as per AMC Sec. 4360) <input type="checkbox"/> Amplified <input type="checkbox"/> Not Amplified
<input type="checkbox"/>	<b>Police Services.</b> <i>Meet with Police Department to determine.</i> (Cost fully burdened rate)
<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<b>Insurance- Please check one (if required)</b>  Production Agency will purchase special event insurance from HUB International Gales Creek.  Production Agency will provide a Certificate of Insurance of \$2,000,000 liability coverage naming the City of Arcata as an additional insured, with this insurance being primary, and a signed ISO Form. <i>(Request samples of City required forms).</i>  Insurance provided as per Agreement for Use of City Premises with Cal Poly Humboldt.
<input type="checkbox"/>	<b>Suspension of Parking:</b> Date: _____ from _____ a.m./p.m. to _____ a.m./p.m. <b>Street(s) parking to be suspended:</b> _____ (Suspension of AMC Sec. 3542-3555)
<input type="checkbox"/>	<b>Enforcement of No Parking Between 3 a.m. &amp; 5 a.m. on Plaza. Date:</b> _____ (AMC Sec. 3545)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Arcata**  
**Rules and Regulations Governing Film/Motion Picture Permits**

**PERMITS**

1. A City of Arcata Film/Motion Picture permit is required for use of City parks, buildings or grounds for the staging or shooting of commercial motion or television pictures or photography. Activities exempt from the permit requirement include filming for educational purposes, local business commercial productions defined as advertisements supporting businesses having an office including a home office, commercial, manufacturing or retail space within the city limits of the City of Arcata, and tourism productions that promote the City of Arcata unless these activities are otherwise subject to permit requirements under Arcata Municipal Code section 10006. Non-commercial filming activities that are not required to obtain permits include news broadcasts, charitable films, productions for candidates seeking elective office and private or family photography; however, these activities may also be otherwise subject to permit requirements under AMC section 10006.
2. Organizations must file a Film/Motion Picture Permit a minimum of 7 days prior to proposed use. Changes to Film/Motion Picture Permits less than 7 days prior to event are subject to City approval and may require additional charges.
3. All users must pay a deposit at the time of application to reserve requested facilities. All remaining permit requirements and fees are due and payable prior to the scheduled activities. The deposit is refundable provided all facilities are restored to their original condition. If additional cleanup is required or damage is sustained to City property or equipment, actual costs incurred by the city shall be retained from the deposit. If damage or clean-up exceeds the amount of the deposit additional charges will be billed.
4. All activities must be carried out in compliance with the City Permit and these regulations. Activities not carried out pursuant to the permit are punishable by a fine as set forth in the Arcata Municipal code, section 1200 and may result in forfeiture of the scheduled activity and future City facility/ Park usage.

**PARK & FACILITY USE**

1. Users are allowed to utilize only those areas that are authorized by the permit. Unauthorized use of additional streets, sidewalks, and areas will result in additional forfeiture of security/damage deposit and or possible forfeiture of future City facility /park usage.
2. Agreement for use of parks, streets, sidewalks and /or facilities shall be on an as-is and as-equipped basis.
3. The permit holder is responsible to return public grounds, facilities and equipment to pre-event conditions and ensure return of all equipment.
4. Booth set up on grass surfaces is discouraged and requires special approval. Whenever grass areas are used, grass needs to be protected with a breathable tarp.
5. Special events are restricted to the following hours (unless approved by the City Manager).  
Arcata Plaza and Arcata Community Park: 7:00am – 8:00pm  
Redwood Park: 9:00am – 8:00pm
6. Smoking is not allowed in public areas per AMC Sec. 5703, which specifies that it is unlawful to smoke in City buildings and facilities, enclosed public places, entrances and sidewalks, outdoor sports areas, playgrounds, and the Plaza as defined.

**INSURANCE, INDEMNIFICATION**

1. Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or

legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.

2. Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out below, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:
  - A. A Certificate of Insurance of \$2,000,000 liability coverage. (**General Aggregate & Each Occurrence**)
  - B. An Endorsement naming the "**City of Arcata, its officers, officials, employees, agents and volunteers**" as additional insured.
  - C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
  - D. Each certificate shall contain a 30-day cancellation notice to the City of Arcata.
  - E. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice.
  - F. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company.
  - G. If the applicant or sponsoring organization does not have an insurance carrier or if the insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer "Special Event Insurance" to event a holder which is designed specifically for municipalities.
  - H. Proof of insurance shall be submitted to the City prior to issuance of the permit.
3. If the City Manager reasonably determines that a particular use, event or activity does not present a substantial or significant public liability or property damage exposure for the City or its officers, council members, employees, agents and volunteers, the City Manager may give a written exemption of the insurance requirements for a permit.
4. The insurance requirements for permits shall not be construed to apply to activities or events involving expressive activity which enjoy protection under the United States or California Constitutions unless there is a specific demonstrable history of personal injury or property damage claims being awarded against the applicant or the sponsoring organization attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. Applicants for permits to conduct activities or events involving expressive activity which enjoy protection under the United States or California Constitutions shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents and volunteers against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted activity or event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager as being reasonably foreseeable consequences of the permitted activity or event; or (3) provide insurance coverage as set forth herein.
5. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

#### **SAFETY & SECURITY**

1. The permittee is responsible to maintain sufficient control of the event. This includes participants, the facility, and the surrounding area. Where the City determines there is insufficient control, an event may be cancelled.
2. The City reserves the right of full access to all activities at anytime to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using City facilities and property if their behavior is

determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event with a full refund.

3. Applicants for permits requiring street closure, or estimating 50 or more people must submit security and traffic plans with their application.
4. At the discretion of the City Manager and/or his designee the City may require outside security services at users expense. However, an applicant or permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event.
5. The Fire Department requires that all decorations be fire-retardant per se. 1103.3.3 of the Uniform Fire Code, and no open flame or pyrotechnics are allowed without written approval from the Fire Department.
6. Amplified Sound: Amplified sound on the Plaza is only allowed by variance pursuant to AMC Sec. 4360, and in other parks and facilities pursuant to AMC Sec. 10013.
7. To comply with the Federal Americans for Disability Act, the event holder will maintain a public walkway minimum clearance of 48 inches. All public areas of the event will be handicapped accessible. \*Handicapped parking spaces on 8<sup>th</sup> Street (Between F & G Streets) must be open and accessible during downtown events. If not possible, event holder must meet with the Public Works Director to discuss alternate sites and appropriate signage to redirect patrons.
8. Animals are not allowed within the boundaries of special events unless approved through the application process. This prohibition shall not apply to service animals and police service dogs.
9. Glass beverage containers are not allowed at special events unless approved through the application process.
10. All booths in which food is prepared are to be equipped with a portable fire extinguisher of type ABC in a minimum 5-pound size, with a current State Fire Marshal tag. Corner of 9th and "G" Streets will not be blocked in order that the Arcata Fire Station will have an egress route westerly from the station. A 10-foot clearance must be maintained around each fire hydrant.
11. Building plans for stages, bleachers and similar structures must be approved by the City Building Inspector prior to construction.
12. Emergency call-out of City personnel will be billed at the actual rate.
13. Additional bicycle parking and/or lock-up space must be provided for all events.

**FILM/MOTION PICTURE PERMIT:** Copies of the approved Photography/Motion Picture Permit and all attachments, City department conditions and provisions must be in possession of person in charge on site at the event at all times. All departmental conditions attached and laws and ordinances of the State of California and City of Arcata shall be observed during the event. Any permit for use of City facilities may be revoked without previous notice where conflicting dates have resulted or where need of property for City purposes has subsequently developed.

**AGREEMENT/WAIVER:** A permit is not valid unless the permit holder has signed the following statement of indemnification:

The undersigned agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, officials, agents, employees or volunteers in connection with the permitted event or activity; and permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit

***I have read the Policies for Photography/Motion Picture Permit. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause this reservation or the activity/event to be canceled at any time. (AMC Sec. 10006(d))***

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Signature of Applicant / Authorized Representative/Agent

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Date

# Photography/ Motion Picture Insurance Requirements

Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out in Resolution 112-36, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:

Production Agency must have liability insurance for **no less than two million dollars (\$2,000,000)** naming the City of Arcata as additionally insured, with an endorsement stating that the event holders insurance is **primary**. This insurance can be met using one of the 3 options listed below.

1. **Certificate of Insurance & Endorsement** The required insurance certificate and endorsements executed by your insurance carrier on the City approved ISO forms or, your carrier may submit their company forms as long as they contain the language below and are completed as indicated on the City enclosed sample forms.
  - a. **Additionally Insured Language:** "The City of Arcata, its elected or appointed officers, officials, employees and volunteers – 736 F Street, Arcata, CA 95521".
  - b. **Description of Operations / Premises:** Provide a description of the operations, location and dates of the event. "Operations" includes the named insured's products.
  - c. **Primary Language on Endorsement:** This insurance shall be primary as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured schedule above shall be in excess of this insurance and shall not be called upon to contribute with it.
  - d. **Cancellation Language:** The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the entity.

**Certificates and Endorsements may be faxed to The Recreation Division Office,**  
Fax # (707) 825-2118.

**Mail original documents to the City of Arcata-Recreation Division, 736 F Street, Arcata, CA 95521**

2. **Insurance from HUB International or Gales Creek:** If your agency does not have an insurance carrier or if your insurance carrier cannot meet the City's insurance requirements, HUB International and Gales Creek offers insurance to event holders designed specifically for municipalities. Depending on the size of the event, issuance of this insurance can take one week or more to process.
3. **Cal Poly Humboldt Clubs or Sports Organizations:** The City of Arcata has agreements with Cal Poly Humboldt, which includes insurance coverage for the use of City premises and sports fields by Cal Poly Humboldt student clubs and sports organizations. To apply for this coverage contact Cal Poly Humboldt Office of Contracts, Procurement and Risk Management (707) 826-5174, to find out if your club or group qualifies for this coverage and if so, request a letter of permission for the use City premises per agreement with the City of Arcata.

**Insurance Exemption:** If the City Manager reasonably determines that a particular use, event or activity does not present a substantial or significant public liability or property damage exposure for the City or its officers, council members, employees, agents and volunteers, the City Manager may give a written exemption of the insurance requirement for a permit. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

✓**Smart Tip:** Do not wait to contact your insurance carrier. **It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and copies of the City's sample insurance forms and requirements for use of public property. The City cannot accept certificates without the exact wording as indicated on the sample forms and the "Primary" language on the endorsement.** It is the event organizers responsibility, not the City department processing the application, to work with your insurance carrier to ensure these requirements are met.

## **PHOTOGRAPHY / MOTION PICTURE PERMIT FEES**

*Fees set annually by Council per Fee Resolution*

<b>SERVICE PROVIDED:</b>	<b>FEES</b>	<b>AMT PAID</b>	<b>DATE PAID</b>
Permit Application Processing Fee** ( <i>accompanies application</i> )	<b>\$200</b>		
<b><i>The following when applicable:</i></b>	<b><i>For City Use</i></b>		
Park/Facility Rentals for Exclusive Use: Park \$312 - \$564/day Arcata Ball Park \$312 - \$564/day Building Rental Hourly Rates (Various)			
Police Services: _____ Officers x _____ per hour x _____ hours = \$_____			
Barricade Fee \$319.00 (Event Holder Set-up)			
Traffic Control Plan \$106			
Electrical and Water Fees \$ each/day			
Engineering Services: Encroachment Permit Fee \$_____ Other Services x _____ per hour x _____ hours = \$_____			
Deposits (refundable) Key: \$ 25.00 Clean-up / Damage: \$500-\$2,000 Water Quick Coupler Deposit for Plaza Events \$125.00			
<b>TOTAL TO BE PAID TO CITY PRIOR TO EVENT</b>	<b>\$</b>		

**\*\*NOTE:** Processing fee is non-refundable. Other fees are refundable if the activity is cancelled and the City has not expended funds in preparation for the activity.

***I/We agree to meet the conditions for photography/ motion picture as described in the application and agree to pay the total amount due prior to the event.***

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

For City Use  
.....

***Authorization to shoot film identified in this application is approved pursuant to the application information, city policies, and conditions.***

\_\_\_\_\_  
Signature of Merritt Perry, City Manager

\_\_\_\_\_  
Date

*This completed application includes the following attachments:*

- 1) Conditions from:**
- |  |                                  |  |                                  |
|--|----------------------------------|--|----------------------------------|
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Finance | <input type="checkbox"/> Parks         | <input type="checkbox"/> Streets |
| <input type="checkbox"/> Building            | <input type="checkbox"/> Police  | <input type="checkbox"/> Arc Fire Dept | <input type="checkbox"/> AMRTS   |
| <input type="checkbox"/> E/S-Waste Diversion |                                  |  |                                  |
- 2) Signed:**
- |  |   |
|--|---|
| <input type="checkbox"/> Agreement/ Waiver             | <input type="checkbox"/> Copy of Insurance Policy & Endorsement |
| <input type="checkbox"/> Fees and Conditions Agreement | <input type="checkbox"/> Authorization from City Manager        |