



## RIVERSIDE COUNTY FILM COMMISSION

### County of Riverside Film Permit Information

Dear Permit Applicant:

The following is information about the County of Riverside Filming Permit Application. Enclosed you will also find a Filmmakers' Code of Professional Responsibility. Please complete and return the application with a copy of the Thomas Bros. Map (or equivalent) clearly marking the specific location you wish to use. The completed application, the Insurance Certificate(s), the Letter(s) of Endorsement, and map(s) **must** be received in our office before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, vehicles (crew and production), stunts, pyrotechnics, explosive devices, airplanes, or helicopters used in your shoot. **Whoever signs the application (Location Manager, Production Manager, Producer, etc.) MUST be listed on the application with contact information.**

**Film Permit Fee:**

Motion & Stills – Fee Waived

**Film Permit Processing Fee:**

Motion & Stills – Fee Waived

**Film Permit Application Fee:**

Motion & Stills – Fee Waived

**Permit Rider (If requested):**

Motion & Stills – Fee Waived

*A rider is a change or deletion to the permit as determined by the Film Commission*

**Road Encroachment Application Fee (if applicable):**

Motion & Still – Fee Waived per application w/ITCs

– Fee Waived per application w/Road Closures

**Road Encroachment Permit Fee (if applicable):**

Motion & Stills – \$105/day Road Inspection Fee

Minimum 3 full working days' notice required.

In order to process the application in a timely manner, the application, certificate(s) of insurance, Letter(s) of Endorsement, and a Thomas Bros. Map (or equivalent) with the location clearly marked must be received 3 days prior to filming (10 days if filming in a County owned building).

Please contact our office once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive all required documents. If you have any other questions, please contact the Film Commission at (951) 955-2044 or via email at [info@filmriversidecounty.com](mailto:info@filmriversidecounty.com).

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Please provide one (1) copy of the finished product to the Film Commission in one of the following formats: DVD (Film, video, etc.) CD or PRINT (magazine, catalog, etc.)

**ACKNOWLEDGMENT THROUGH THE FILM CREDITS SHALL BE GIVEN TO:**

**“Riverside County Film Commission”**  
for portions of any film or video shot in the Riverside County.

Riverside County Film Commission  
3403 10th Street, Suite 400  
Riverside, CA 92501  
[www.filmriversidecounty.com](http://www.filmriversidecounty.com) | 951-955-2044



Riverside County Film Commission

**PHOTOGRAPHY/FILMING PERMIT APPLICATION**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Co. Phone: \_\_\_\_\_ / \_\_\_\_\_

Co. Email: \_\_\_\_\_

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

Location Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_

Production Manager : \_\_\_\_\_

Phone : \_\_\_\_\_ / \_\_\_\_\_

Other Contact: \_\_\_\_\_

Production Dates ( To be covered by this permit. ): \_\_\_\_\_

1. Production Type:  Still Photography  TV Commercial  TV Movie  
 TV Episodic  Feature Film  Music Video  Corporate Video  Other: \_\_\_\_\_

2. Total Personnel: \_\_\_\_\_ Total Vehicles/Equipment: \_\_\_\_\_

3. Insurance Requirements: See attachment A 4. Use of Animals:  Complete attachment E

5. Equipment Detail ( Supply exact number of each item to be used at filming location(s) ) : Generators: \_\_\_\_\_ Cars: \_\_\_\_\_ Trucks: \_\_\_\_\_ RVs: \_\_\_\_\_ Other: \_\_\_\_\_

6. Location Shoot Specifics: Please give specifics about your shoot below, attach 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

Section below to be completed by County Permit Staff for

7. Property Owner Permission Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Law Enf. Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Road Encroachment Permit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Fire Require	<input type="checkbox"/> Yes <input type="checkbox"/> No

**11. Road Encroachment/Traffic:** If filming is planned on County street(s) and/or County 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.

Site Plan Attached.  Complete Attachment D

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

\_\_\_\_\_

**Pyrotechnics Specifics:** \_\_\_\_\_

Pyro technician: \_\_\_\_\_ license # \_\_\_\_\_

**Hazardous Materials to be used:**  
**Aerial Stunts/Elements:** Please detail any aerial stunts, helicopter landings, hot-air balloons, etc. to be utilized in your shoot: \_\_\_\_\_

**Riverside County Fire Department:** Steve Swarhout - 951-955-2859 or Steve Payne - 951-955-5297

**Riverside County Sheriff's Department:** Dep. Rafael Cuevas - 951-955-1700\*

\*Only contact the Sheriff's if County Fire or the RCFC has requested you to do so.

Section below to be completed by issuing agency.

<b>Permit # Granted:</b> _____	<b>Agency Issuing Permit:</b> _____
<b>Approved by:</b> _____	<b>Title:</b> _____
<b>Application Fee:</b> \$ _____ <b>Location Fee ( _____ days x \$ _____ /day):</b> \$ _____ <b>TOTAL DUE:</b> \$ _____	
<b>Conditions of Approval:</b> _____	
<b>Special Approval/Permits Required:</b>	
<input type="checkbox"/> No Special Approval/Permits Required	<input type="checkbox"/> Road Encroachment Permit
<input type="checkbox"/> Sheriff's Department Approval	<input type="checkbox"/> Fire Department Approval
<input type="checkbox"/> CHP Approval	<input type="checkbox"/> Homeowner Association
	<input type="checkbox"/> Property Owner
<b>Attachments:</b>	
Conditions of Approval/Clearances/Fees Paid/Check # _____	
_____	
_____	
<b>This permit will be effective</b> _____	<b>through</b> _____
(Date & Time)	(Date & Time)

**GENERAL CONDITIONS:**

**Permitee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.**

Permitee waives all claims against County, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of the permit and permittee agrees to hold harmless, indemnify and defend County, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by County, 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 the County. County shall have the privilege of inspecting the premises covered by the permit at any or all times. This permit shall not be assigned. County 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. County agrees it will not unreasonably exercise this right of termination. The parties hereto agree that the permittee, its officers, agents and employee, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the County. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto. Permittee agrees to comply with the terms and conditions contained in the attachments Exhibit(s), which terms and conditions are by this reference made a part thereof. The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. County 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 facilities.

**Applicant's Name:** \_\_\_\_\_ **Representative of:** \_\_\_\_\_  
 (Company Name)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **RIVERSIDE COUNTY FILM COMMISSION FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY**

**TO THE INDUSTRY:** You are guests and should treat this location, as well as the public, with courtesy. We all need to work toward improving our relationship with the local communities in which we work, so that filming stays in California. The follow are a few guidelines to abide by to help ensure your return to this region:

1. It is **HIGHLY RECOMMENDED** that a Location Manager is on location at all times during filming.
2. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the production company (i.e. parking, base camps, meal areas, noise, etc.). The filming notice should include:
  - a. Name of Company
  - b. Company Contact Information
  - c. Name of Production
  - d. Kind of Production
  - e. Type of Activity
  - f. Date, Time, and Duration of Activity
3. Production, cast, and crew vehicles arriving on location in or near a residential neighborhood should:
  - a. Not enter the area before the time stipulated on the permit
  - b. Observe designated parking areas
  - c. Park one at a time (production vehicles only)
  - d. Turn off engines as soon as possible
4. Do not trespass onto neighbors' or merchants property. Please remain within the boundaries of the property that has been permitted for filming.
5. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction of the owner of said vehicle.
6. Cast and crew meals should be confined to the area designated on the permit. All catering, craft service, construction, strike and personal trash must be removed from the location **BEFORE** the permit expires.
7. Removing, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. All signs erected/removed for filming purposes will be removed/replaced upon expiration of the permit unless otherwise stipulated on the permit.
9. Please keep all noise levels as low as possible.
10. Observe designated smoking areas and **always** extinguish cigarettes in butt cans.
11. The cast and crew should not bring guests or pets to the location, unless expressly authorized, in advance, by the permit authority, property owner and the company.
12. All sets and props should be removed upon completion of their use or before the permit expires – whichever comes first.

**Attachment A**

**INSURANCE REQUIREMENTS**

Without limiting or diminishing APPLICANT'S obligation to indemnify or hold the COUNTY harmless, APPLICANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additionally Insured.

A. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of APPLICANT activities hereunder. Policy shall name the COUNTY as Additionally Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

The Insurance Certificate must read in the "Certificate Holder" Box *verbatim*: **County of Riverside et al & its Special Districts, 3403 10<sup>th</sup> Street, Suite 400, Riverside, CA 92501-3658.**

In the "Description of Operations" box the following must read verbatim: **The County of Riverside and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations hereunder.**

The Letter of Endorsement *must* read *verbatim*: **County of Riverside et al & its Special Districts, 3403 10<sup>th</sup> Street, Suite 400, Riverside, CA 92501-3658 and The County of Riverside and its officers, employees, agents and volunteers are additionally insured with respect to liabilities arising out of the performance of operations hereunder.**

**Proof of Workers' Compensation Insurance at state statutory limits with Waiver of Subrogation Endorsement and \$1 million minimum Automobile Insurance is also required.**

B. Vehicle Liability:

If vehicles or mobile equipment are being used, then APPLICANT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additionally Insured.

C. Aircraft Liability:

If Aircrafts are being used, then APPLICANT shall maintain Aircraft Liability with limits of not less than \$5,000,000 per occurrence with no sub-limits. Policy shall name the COUNTY as Additionally Insured.

D. Unmanned Aircraft Systems:

If an Unmanned Aircraft (Drone) are being used, APPLICANT must submit proof of Unmanned Aircraft Systems (UAS) insurance with a limit not less than \$2,000,000 per occurrence. Policy shall name the COUNTY as Additionally Insured (See attachment A).

**General Insurance Provisions - All lines:**

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- 2) The APPLICANT must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, APPLICANT'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- 3) APPLICANT shall cause APPLICANT'S insurance carrier(s) to furnish the County of Riverside with a properly executed Certificate(s) of Insurance and copies of Endorsements effecting coverage as required herein. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed Certificate of Insurance and copies of endorsements thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. APPLICANT shall not commence operations until the COUNTY has been furnished the requested Certificate(s) of Insurance and copies of endorsements.
- 4) APPLICANT shall pass down the insurance obligations contained herein to all tiers of subcontractor's working under this Agreement.
- 5) The insurance requirements contained in this section may be met with a program(s) of self-insurance acceptable to the COUNTY.
- 6) APPLICANT agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

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**NO HAND-WRITTEN CERTIFICATES OF ENDORSEMENTS WILL BE ACCEPTED.**

Please email a copy of all Insurance Certificate(s) and Letter(s) of Endorsement to [info@filmriversidecounty.com](mailto:info@filmriversidecounty.com).



RIVERSIDE COUNTY  
FILM COMMISSION

# CREDITS AGREEMENT

I \_\_\_\_\_ am duly authorized to represent \_\_\_\_\_  
(First and Last Name – Please Print) (Production Company Name – Please Print)

and agree to provide the following to the Riverside County Film Commission:

- ❖ One (1) copy of the finished product in one of the following formats:
  - DVD for motion (i.e. feature, TV, video, commercial, etc.)
  - CD and/or PRINT COPY for stills (i.e. digital photos, issue of magazine, issue of catalog, etc.)
  
- ❖ Acknowledgement through the film credits for portions shot in the Riverside County. This includes, but is not limited to:
  - Feature Films
  - TV
  - Documentaries
  - Videos (all types)
  - Short Films
  - Student Productions
  
- ❖ The Acknowledgments shall be given as follows:
  - Riverside County Film Commission

\_\_\_\_\_  
Permitee Signature

\_\_\_\_\_  
Production Company Address

\_\_\_\_\_  
Permitee Name (please print)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell Phone Number



RIVERSIDE COUNTY  
FILM COMMISSION

## CREDIT CARD PAYMENT FORM

Name (as printed on card): \_\_\_\_\_

Company (if applicable-as printed on card): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax \_\_\_\_\_

Number: \_\_\_\_\_

VISA MC AMEX DISC DINERS JCB Expiration Date: \_\_\_\_\_  
(circle one)

Credit Card Number:

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

For RCFC Use Only		Permit #:
Permit Fee:		
Application Fee:		
Processing Fee:		
Rider Fee:		
Other A:		
SUB-TOTAL A:		
Road Permit Fee:		
Fire Permit Fee:		
County Parks Fee:		
County Airports Fee:		
Other B:		
SUB-TOTAL B:		
GRAND TOTAL:		