



FILM PRODUCTION PERMIT APPLICATION

Quick Reference Guide

1. **WATER METER:** Folsom Water Treatment Plant (916-351-3361).
2. **BUILDING PERMIT:** Building Permit Counter (916-461-6201).
3. **DUMPSTER:** Solid Waste Division (916-461-6730, Extension 3).
4. **ENCROACHMENT PERMIT:** Community Development Engineering Division (916-461-6215).
5. **TRAFFIC PLAN:** Public Works Department, Traffic Engineering (916-461-6710).
6. **GENERATORS:** Public Works Department (916-461-6712).
7. **USE OF CITY FACILITIES:** For Parks and Recreation facilities contact Folsom Parks and Recreation Department (916-461-6601). For other City facilities, contact the City Manager's Office (916-461-6010).
8. **USE OF PRIVATE PROPERTY:** Requires completion of "Owner's Authorization" form included with film permit application.
9. **HAZARDOUS OPERATIONS:** Folsom Fire Department (916-461-6300).
10. **USE OF SPECIAL AND/OR PYROTECHNICAL EFFECTS/STUNTS:** Folsom Fire Department (916-461-6300).
 - a. Safety Control Protocol required if filming includes animals, special effects/stunts, and/or pyrotechnics.
 - b. Use of pyrotechnical efforts requires California State Fire Marshal Pyrotechnical Operator License No.
11. **SERVING ALCOHOL IN PARKS AND PUBLIC PLACES:** Folsom Parks and Recreation Department (916-461-6601).
12. **SITE/LOCATION MAP:** Required attachment to film permit application.
13. **PROOF OF INSURANCE COVERAGE:** Proof of insurance coverage required. Requirements for proof of insurance are described below:
 - i. Applicant will provide certificate of insurance showing proof of coverage and separate endorsements naming the City of Folsom, its officers, employees, and agents as **additional insured**.
 - ii. Endorsement also will stipulate that the applicant's policy will operate as **primary and non-contributory** insurance for activities associated with this film permit.
 - iii. Coverage shall be provided by a comprehensive commercial, general liability and automobile insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence and shall be maintained for the duration of the filming activity in Folsom.
 - iv. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Services Office (ISO) Comprehensive General Liability Insurance Coverage.
 - v. Satisfactory insurance or evidence of permission to self-insure in full compliance with Workers' Compensation Law of California.
 - vi. A copy of the insurance certificate and endorsement must be attached to the film permit application.

FILM PRODUCTION PERMIT APPLICATION

PERMIT REQUIRED – It is unlawful to conduct a filming activity as defined in Chapter 5.80 of the Folsom Municipal Code without first obtaining a film permit. A copy of the City approved film permit must be made available at primary film location at all times. Completed applications for a filming permit shall be submitted to the City as far in advance of the proposed production time as practicable. Depending upon the scale of filming, 30-45 days ahead of production would be preferred. Please submit completed application either in person to the Community Development Department Planning Counter or by e-mail to planningepc@folsom.ca.us. Please confirm City receipt of e-mailed application by calling 916-461-6202. Applicants are encouraged to contact the Folsom Film Office (916-985-2698) for guidance and assistance in preparing a City of Folsom film permit application.

1. Film Production Start Date/End Date: (_____ / _____).
2. Production Company/Applicant Information:
Company Name: _____
Address: _____
City, State, Zip Code: _____
Office Phone & Fax: _____
E-mail: _____
3. Information for Film Production Field Representative:
Contact Type: () Location Mgr/Scout () Production Mgr () Other
Name: _____
Office phone & Fax.: _____
Cellular Phone: _____
E-mail: _____
4. Requirements/Checklist/Key Information (To be reviewed and completed by Film Permit Applicant).
 - a. **Do you plan to use City facilities as part of the planned film production?** ____ YES ____ NO
If yes, use of city facilities will require advance reservations and payment of a fee(s). Use of city park areas and facilities requires a facility use permit. Please contact the City of Folsom Parks and Recreation Department at (916) 461-6620 for Parks and Recreation's facility use permit.
 - b. **Do you plan to use private property as part of the planned film production?** ____ YES ____ NO
If yes, use of private property requires completion of "Owner's Authorization" form included with this film permit packet. Also attach a draft of courtesy notice and/or public relations release that will be used to notify neighbors adjacent. Submit completed Owner's Authorization form and draft of courtesy notice and/or public relations release with film permit submittal.
 - c. **Have you provided proof of insurance coverage protecting against loss from liability imposed by law for damages on account of bodily injury, wrongful death, and property damage arising from the filming activity.** ____ YES ____ NO
Failure to provide acceptable proof of insurance will delay approval of your film permit application. An example of an acceptable proof of insurance including endorsement naming the City as additional insured is included with this film permit packet. Requirements for proof of insurance are described below:
 - i. Applicant will provide certificate of insurance showing proof of coverage and separate endorsements naming the City of Folsom, its officers, employees, and agents as **additional insured**.

- ii. Endorsement also will stipulate that the applicant's policy will operate as **primary and non-contributory** insurance for activities associated with this film permit.
- iii. Coverage shall be provided by a comprehensive commercial, general liability and automobile insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence and shall be maintained for the duration of the filming activity in Folsom.
- iv. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Services Office (ISO) Comprehensive General Liability Insurance Coverage.
- v. Satisfactory insurance or evidence of permission to self-insure in full compliance with Workers' Compensation Law of California.
- vi. A copy of the insurance certificate and endorsement must be attached to the film permit application.

d. By initialing here ____ applicant agrees to acknowledge, through film credits, the City of Folsom for those portions of the movie filmed on or using City of Folsom property or resources.

e. Does your planned filming activity include special and/or pyrotechnical effects/stunts? ____ YES ____ NO

If yes, provide details in the following narrative section of this film permit for any special and/or pyrotechnical effects/stunts including aerial, aircraft/helicopter, animals, candles, explosion, fire, gunfire, open campfire, propane, smoke, sparks, vehicle chases, stunts, tent/canopy, real/simulated firearms, simulated violence, and any other special and/or pyrotechnical effect not specially listed here. These activities may require a special pyrotechnical permit. To apply for a City of Folsom Pyrotechnical Permit, contact the Folsom Fire Department at 916-984-2280. Attach Safety Control Protocol if filming includes animals, special effects/stunts, and/or pyrotechnics.

If planning to use pyrotechnical efforts in the planned filming activity, please provide the following additional information:

_____ California State Fire Marshall Pyrotechnical Operator License No.

_____ Folsom Fire Department Pyrotechnical Permit No.

f. Are any street closures planned? ____ YES ____ NO (Street closures require advance approval from the City. A traffic plan may be required.)

g. Is a Site/Location Map attached to the film permit application? ____ YES ____ NO

Failure to provide a site map could delay review and approval of your film permit application. Site map must identify any of the applicable: location of planned street closures, sound amplification (i.e., location of amplifier and all speakers), generators, air compressors, catering and craft service locations, first aid facilities, portable toilets, film crew parking area(s) including entrances, exits, and traffic circulation, film vehicles parking areas, crew and cast food/dining areas, access and parking for disabled, Production Manager's location, temporary structures including tents, pyrotechnics site, utility connection locations (i.e., power, water, etc.), trash containers, animal housing, hazardous materials, propane tanks, and real or simulated firearms including storage.

h. Will alcoholic beverages be served during the film production? ____ YES ____ NO

If yes, a permit from Alcoholic Beverage Control (ABC) must be attached to this film permit application. ABC may be contacted at 916-227-2002.

i. By initialing here ____ applicant acknowledges responsibility for providing the following: barricades, cones, "no parking" signs, electrical power banks, power cords, tables and other furniture, traffic control, and crowd control. The City of Folsom is not responsible for providing these items or services.

- j. **(Information Only) Police and Fire Vehicles.** The City of Folsom Police and Fire Departments reserve the right to review all requests for public safety vehicles, facilities, and personnel on a case-by-case basis to determine the availability and conditions under which their usage and portrayal may be granted.

5. **Please describe your post-production clean-up plan (Attach additional sheets if necessary):**

6. **Applicant certifies that the foregoing application and any attachments are true and correct representation of the proposed filming activity, and agrees to comply with all terms and conditions of the City of Folsom approved film production permit.**

Date:_____

Name:_____

Phone Number:_____

Signature:_____

7. **Narrative**

Please use this section of the film production permit to describe, in further detail, information relating to film production activities in chronological order from prep through filming to wrap. Attach additional sheets if necessary.

Dates & Times	Location including Owner/Address	Describe Number of Vehicles, Types of Vehicles, and Number and Size of Generators	Number of Crew Members	Description of Film Activity	P=Prep F=Film W=Wrap	Explanations/Special Notes including proposed street closures, special and/or pyrotechnical effects, crowd control, and amplified sound

Dates &Times	Location including Owner/Address	Describe Number of Vehicles, Types of Vehicles, and Number and Size of Generators	Number of Crew Members	Description of Film Activity	P=Prep F=Film W=Wrap	Explanations/Special Notes including proposed street closures, special and/or pyrotechnical effects, crowd control, and amplified sound

City of Folsom
Film Production Permit
Private Property Utilization
Owner's Authorization

I authorize the applicant, _____ to conduct the event described above on my property at the following location. Please specify exact location. .

Owner's name: _____

Owner's address: _____

City and Zip: _____

Daytime phone: _____ Evening phone: _____

Cell/Pager: _____

Owner's signature of approval: _____

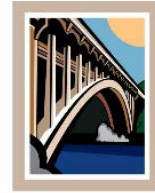
Date: _____



FOLSOM FIRE DEPARTMENT

535 Glenn Drive Folsom, CA 95630
Office (916) 461-6300 Fax (916) 984-7081

www.folsom.ca.us



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

MOTION PICTURE AND FILMING PERMIT REQUIREMENTS

In accordance with State law and the Folsom Municipal Code, the Fire Department has the responsibility to regulate fire, life, and panic safety associated with filming activities. Section 105.6.49 of the Folsom Fire Code states: A permit shall be obtained from the Fire Prevention Division prior to engaging in the following ...to conduct activities related to the production of motion pictures, televisions, commercials, and similar productions.

For most productions, the Fire Department will verify compliance with State Fire Marshal regulations, Folsom Fire Code requirements, and City of Folsom permit requirements by conducting spot inspections throughout the course of the production. The City recovers costs associated with these inspections by charging a Fire Code Inspection Fee.

If these inspections reveal significant or repeated fire and life safety violations, or non-permitted activities are discovered, all filming activity will be temporarily suspended and will not be resumed until all violations are corrected and a Fire Safety Officer is assigned and on location. The Fire Safety Officer will be required for the duration of the filming. The current Fire Safety Officer fee is \$94.10/hour. This fee must be paid at the time the Fire Safety Officer is assigned for the production.

NOTE: Complex or hazardous productions may require a Fire Safety Officer during a portion or the duration of the production.

Below is a non-inclusive list of general Fire Department condition required during filming activities (There may be other conditions dependent on the specific production):

1. A call sheet containing call times, shooting schedule, production company contact information, and crew assignments shall be provided to the Fire Department the day before the day of filming.
2. The required width of fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles.
3. Fire hydrants shall remain unobstructed at all times.

4. Means of egress shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous.
5. Smoking is prohibited within any building used for filming and "NO SMOKING" signs shall be posted. An approved smoking area outside the building shall be identified for cast and crew use and noncombustible ash containers provided.
6. The filming location shall be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard; or would add or contribute to the spread of fire.
7. Combustible litter or waste shall not be allowed to accumulate in the building used for filming or around the exterior. Combustible waste and rubbish shall be stored in approved containers.
8. Internal combustion power sources, including generators, lighting units and similar equipment shall be isolated from contact with the public by either physical guards, fencing or an enclosure. Generators shall be kept 10 feet (3,048 mm) or more from combustible vegetation. An approved spark arrestor shall be provided on internal combustion power equipment when it is located within 200 feet of a hazardous vegetation area.
9. Electrical equipment and installations shall comply with the California Electrical Code. Cords, cables, lighting, and other electrical equipment shall be maintained so they do not obstruct the means of egress or cause a trip hazard. Cables subject to damage from vehicles shall be protected by cable ramps or bridges.
10. Manufacturer's recommended clearance shall be maintained between set lighting and combustible materials or construction.
11. Portable fire extinguishers shall be provided on location as required by the Fire Marshal. The maximum travel distance to a portable fire extinguisher shall not exceed 75 feet (22,860 mm). Portable fire extinguishers shall be rated for 2A-10BC protection coverage. Said portable fire extinguisher shall have a current maintenance tag affixed to it from a California State Fire Marshal licensed technician showing annual servicing. Portable fire extinguishers shall be visible and remain unobstructed at all times.
12. Tents and temporary membrane structures shall be composed of flame resistant material approved by the California State Fire Marshal. Tents shall have a permanently affixed label bearing proof of State Fire Marshal compliance with the flame resistant material standards of California. Tents having an area in excess of 200 square feet (18.6 m²) and canopies in excess of 400 square feet (37.2 m²) may require a separate Fire Department permit and shall be maintained in accordance with the Fire Code. Contact the Fire Marshal for permit requirements.

13. The use of pyrotechnic materials requires a separate Fire Department permit and shall be performed under the regulations established by the California State Fire Marshal. Contact the Fire Marshal for permit requirements.
14. The use of flame, fire or other special effects requires a separate Fire Department permit and shall be performed in accordance with the Fire Code. Contact the Fire Marshal for permit requirements.
15. The use of refueling vehicles requires a separate Fire Department permit and shall be accordance with the Fire Code. Contact the Fire Marshal for permit requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER United Agencies, Inc. (Burbank) 100 N. 1st Street, Ste. 301 Burbank, CA 91502 Phone No. (800) 800-5880 Fax No. (877) 901-5522		CONTACT NAME: Luke Gelineau PHONE (A/C, No, Ext): (818) 295-2266 FAX (A/C, No): (877) 901-5522 E-MAIL: lgelineau@unitedagencies.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: NAS - North American Specialty Insurance Company NAIC # 29874 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Authors, LLC 2601 Adeline St. Unit 199B Oakland, CA 94607 Phone No. (415) 830-7930 Fax No.			

COVERAGES

CERTIFICATE NUMBER: 782109

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
NAS X	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	EKG3000820-03	08/27/2018	08/27/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
NAS	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	X		EKA3000335-03	08/27/2018	08/27/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ Included BODILY INJURY (Per accident) \$ Included PROPERTY DAMAGE Max per Auto (Per accident) \$ 125,000 Max Aggregate \$ 500,000
NAS X	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			EKN3001111-03	08/27/2018	08/27/2019	EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
NAS	Inland Marine			EKN3001111-03	08/27/2018	08/27/2019	See Attached

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

The City of Folsom, its officials, employees, agents and volunteers are named as an Additional Insured and Loss Payee as their interests may appear. Primary and non-contributory wording and waiver of subrogation applies.

All coverages expire at 12:01 a.m. Standard Time.

CERTIFICATE HOLDER

CANCELLATION

City of Folsom 50 Natoma Street Folsom, CA 95630 United States Of America Phone No. Fax No.	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

**NORTH AMERICAN
SPECIALTY INSURANCE COMPANY
MANCHESTER, NH**

Policy Number: EKG3000820-03

Effective Date of Endorsement: 08/27/2018

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED OWNERS OR LESSEES
SCHEDULED PERSON OR ORGANIZATION
PRIMARY AND NONCONTRIBUTORY ENDORSEMENT**

This endorsement modifies insurance provided under the following:
GENERAL LIABILITY

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
As per schedule on file with company.

- EXAMPLE**
- A. **Section II Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations.
- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
- This insurance does not apply to "bodily injury" or "property damage" occurring after:
1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 2. That portion of "your work" out of which the injury or damage arises has been put to its intended **use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.**
- C. This insurance is primary insurance as respects our coverage to an additional insured person or organization, where the written contract or written agreement requires that this insurance be primary and non-contributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured person or organization is a Named Insured.

All other terms and conditions of this policy remain unchanged.

Policy Number: EKA3000335-03

Effective Date of Endorsement: 10/29/2018

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS OR LESSEES
SCHEDULED PERSON OR ORGANIZATION
PRIMARY NON-CONTRIBUTORY ENDORSEMENT**

This endorsement modifies insurance provided under the following:
AUTOMOBILE

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

As per schedule on file with company.

EXAMPLE

- A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations.
- B. This insurance is primary insurance as respects our coverage to an additional insured person or organization, where the written contract or written agreement requires that this insurance be primary and non-contributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured person or organization is a Named Insured.

All other terms and conditions of this policy remain unchanged.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right To recover our payments from anyone liable For an injury covered by this policy. We will Not enforce our right against the person Or organization named In the Schedule. (This agreement applies only To the extent that you perform work under a written contract that requires you To obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration Of your employees While engaged In the work described In the Schedule.

The additional premium For this endorsement shall be 2% Of the California workers' compensation premium otherwise due on such remuneration.

Schedule**Person or Organization****Job Description**

Any person or organization as required by written contract.

EXAMPLE

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	6/27/2018	Policy No.	TWC3725200	Endorsement No.	1
Insured	Authors, LLC			Premium \$	1208
Insurance Company	Technology Insurance Company, Inc.				

Countersigned by _____