



Dear Permit Applicant:

The following information is related the Barstow Filming Permit Application. Please complete and return the application with a copy of the Thomas Bros. Map (i.e. Thomas Guide) indicating the specific location you wish to use, please provide map coordinates if possible. The completed Application, Insurance Certificate, Letter of Endorsement and Map must be received in the Inland Empire Film Commission Office before the Application can be processed. It is important to list all props that will be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, airplanes or helicopters used in your shoot. The applicant who is responsible for the shoot must sign the Application.

Fire Requirements: Fire Department resources are assigned on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will charge their hourly wage (with a 2-hour minimum) and a bond will be issued if there is a need for Fire Department Equipment.

Insurance Requirements: Contractor / Vendor shall maintain at all times during the term of the Film Permit a \$1,000,000 per occurrence in Commercial General Liability Insurance for bodily injury, personal injury and property damage. All such policies shall name the City of Barstow, its officers, officials, departments, employees and agents as Additional Insured under such policies.

When deemed necessary by the City, Contractor / Vendor shall maintain \$1,000,000 per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Contractor / Vendor policies are PRIMARY insured and that insurance of City or any named Additional Insured will not be called upon to contribute to any loss.

All insurance policies are to be placed with Insurers with a current A. M. Best rating to no less than "A-" policyholder rating and a financial rating of not less than Class VII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide proof of liability insurance (via Certificate of Insurance) and a Letter of Endorsement (ISO form #CG-20-12-07-98 or equivalent) naming the City of Barstow, its officers, agents, employees and/or volunteers as a additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement must read verbatim: **The City of Barstow, 220 East Mountain View Street, Ste "A", Barstow, CA 92311 and its officers, officials, departments, employees and agents are named Additional Insured on General and Auto liability policies.**

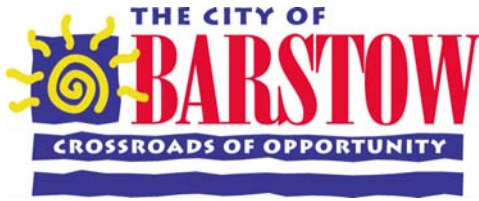
An additional Insurance Certificate and Letter of Endorsement are required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the verbiage above. **FAA approval, in writing, is required.**

Workers Compensation Requirements: Proof of workers compensation insurance is required.

Please fax a copy of the Certificate, along with the Letter of Endorsement to the Inland Empire Film Commission at 909-382-6060 and a hard copy of the Certificate of Insurance and Letter of Endorsement must be mailed to: City of Barstow, c/o Margaret Carter, Barstow Film Office, 220 East Mountain View Street, Barstow, CA 92311.

In order to process the application in a timely manner, the application, certificate of insurance, a Thomas Bros. Map (or equivalent), with page and location clearly marked and must be received 2-4 days prior to filming.

Please contact the Inland Empire Film Commission once a location has been chosen to determine the availability of the location. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact the Inland Empire Film Commission at 951-232-1271 or via email at info@filminlandempire.com.



Permit #: _____

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Date: _____	Project Title: _____
Company: _____	Location Mgr.: _____
Address: _____	Cell #: _____
_____	Email: _____
_____	Prod. Mgr.: _____
Co. Phone: _____	Cell #: _____
Co. Fax: _____	Other Contact: _____
Prod. Dates: _____	Cell #: _____

Prod. Type: Still Photography Commercial TV-Reality TV-Episodic TV-Other Music Video
 Documentary Industrial Corporate Feature Other _____

Total Personnel (cast, crew, etc): _____ **Total Vehicles / Equip.:** _____
(Provide exact number of each item to be used at filming location(s))

Vehicle / Equip. Detail: **Sm. Vehicles:** _____
Lg. Vehicles: _____ **RVs:** _____ **Generators:** _____ **Lifts:** _____

Other (describe): _____

Insurance: See attached Insurance requirement - Permit will not be issued without proper insurance.

Insurance Certificate & Endorsement will be submitted by _____ am / pm on _____.

Insurance Certificate & Endorsement attached - Insurance Co. _____.

Location Detail: Please give specific detail about your shoot below (Use provided addendum sheet if more space is needed). You must include the following: 1) property owner(s) name(s); 2) property owner(s) contact information; 3) address of location(s); 4) day(s) & time(s) of prep, film & strike & 5); a storyboard and/or detail list of filming activity.

Date(s)	Time(s)	Details	Prep/Film/Strike

Traffic: Will this project require traffic control? No (skip to Stunts/special Effects) Yes (continue)

Road Encroachment Permit Attached

Section below to be completed by City Permit Staff ONLY.

Police Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Dept. Required: <input type="checkbox"/> Yes <input type="checkbox"/> No City Parks Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Stunts: Will this project involve Stunts? No Yes (continue)

Weapons: Will this project involve firing or non-firing Weapons? No Yes (Continue)

SFX: Will this project involve SFX / Pyro? No (if no to all three, skip to animals) Yes (continue)

Stunts & Special Effects Worksheet Attached

Animals: Will this project require the use of exotic or domestic animals? No (skip to Aircraft) Yes (continue)

Animal Stipulations Attached

Aircraft: Will this project require the use of any aircraft? No (skip to Aircraft) Yes (continue)

See attached Insurance requirement - Permit will not be issued without proper insurance.

Additional Aircraft Insurance attached

Additional Aircraft Insurance will be submitted by: _____ **am/pm on** _____.

FAA Approval attached

FAA Approval will be submitted by: _____ **am/pm on** _____.

Section below to be complete by City Permit Staff ONLY.

Permit #: _____	Approved by: _____
Processing Fee: \$ <u>100.00</u>	Name: _____
Road Permit Fee: \$ _____	Title: _____
Fire Permit Fee: \$ _____	Attachments: <input type="checkbox"/> Road Encroachment Permit
Fire Bond: \$ _____	<input type="checkbox"/> Fire Permit / Weapons Permit (circle one)
Police Fee: \$ _____	<input type="checkbox"/> General Liability Insurance Documents
Police Bond: \$ _____	<input type="checkbox"/> Aircraft Insurance Documents
Other (explain): \$ _____	<input type="checkbox"/> FAA Approval
_____	<input type="checkbox"/> Animal Stipulations
TOTAL: \$ _____	<input type="checkbox"/> Property Owner Permission Form(s)
Other Provisions: _____	<input type="checkbox"/> Neighborhood Notification(s) / Sign-off(s)
_____	<input type="checkbox"/> Other: _____
_____	_____

GENERAL CONDITIONS:

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

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify and defend City, its officers, agents, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers 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 City. • City shall have the privilege of inspecting the premises covered by the permit at any or all times. • This permit shall not be assigned. • City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the manner herein provided. City agrees it will not unreasonably exercise this right of termination. • The parties hereto agree that the Permittee, its officers, agents, employees and volunteers, in the performance of this permit shall act in an independent capacity and not as officers, agents, employees and volunteers of the City. •

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 attached 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. • City 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 or facilities.

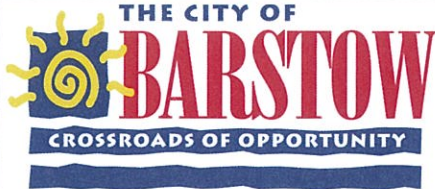
Permittee's Signature: _____

Representative of: _____

Permittee's Name: _____

Title: _____

Date: _____



BARSTOW FILM OFFICE
ROAD ENCROACHMENT PERMIT APPLICATION

Administrative Fee: \$85.00

PLEASE PRINT OR TYPE

COMPANY NAME			DATE(S) OF ACTIVITY
NAME			ACTIVITY START TIME
TITLE			ACTIVITY END TIME
MAILING ADDRESS			OFFICE NUMBER
CITY	STATE	ZIP	CELL NUMBER

AUTHORIZED SIGNATURE _____
PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A TRAFFIC CONTROL PLAN OF YOUR LOCATION(s):

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

Issuance of permit WILL be in conjunction with an approved City Film Permit Number:

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (circle one) YES NO
WILL THERE BE ANY STUNTS/WEAPONS? YES NO
If yes to either of the above, an approved **SPECIAL EVENT FIRE PERMIT** is **REQUIRED**.

FOR CITY USE ONLY

----- Officers needed as follows: _____

Traffic Control Devices recommended: _____

BARSTOW ENGINEERING OFFICE:		
_____	_____	()
AUTHORIZED SIGNATURE	PRINT NAME	PHONE NUMBER
BARSTOW POLICE DEPARTMENT:		
_____	_____	()
AUTHORIZED SIGNATURE	PRINT NAME	PHONE NUMBER