



FILING INSTRUCTIONS FOR A CITY OF BARSTOW MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PERMIT

The following materials and exhibits are required in order to complete the processing of an application for a City of Barstow Filming Permit:

1. Fax or email a completed Barstow Motion Picture, Television and Photographic *Application Packet* and Permission to Use Property for Filming, to the Barstow Film Office at (760) 256-1750; or email with verification to Lmoraco@barstowca.org. A complete application packet shall be submitted at least (2) working days prior to the activity begin date, (5) working days required if permit requires road closures, pyrotechnics or other special handling.
2. Film Permit Fee in the amount of \$100 must accompany the application.
3. A \$500 Deposit is required to ensure cleanup and restoration of the site and shall be submitted in advance of permit issuance. An applicant must post a refundable deposit at the time application is submitted. The deposit, in full or part thereof, may be returned to the applicant upon completion of filming and inspection of the site by the City. The Request for Refund is available through the Barstow Film Office.
4. Indemnification Agreement and Insurance in the amount of one million dollars (\$1,000,000) naming the City of Barstow, 220 E. Mt. View, Suite A, Barstow, Ca. , as the additionally insured shall be provided and remain on file with the film Office.
5. All filming scheduled to occur (before 6:00 am and/or after midnight in a residential area and filming activity may occur in non-residential areas between the hours of 12:00 a.m. and 11:59 p.m.), require signatures supporting a 75% neighborhood approval. Additionally, signatures and/or permits are required for all special effects, excessive noise and excessive lighting permits. The signature forms will be provided by the Barstow Film Office and circulated by the production company.
6. Production Itinerary must be provided to the Film Office. Traffic Control will be coordinated by the Barstow Film Office; submission of "Plot Plan" assists in expedition of process.
7. Application/permit fees are to be made payable to the "City of Barstow". All fees are due in advance of all filming activities and are to be delivered to the Barstow Film Office.
8. If a film monitor is required, the fees for the monitor are to be made payable to "City of Barstow"; the amount will be provided and calculated at the staff members hourly or overtime rate as is applicable, Fees are to be delivered to the Barstow Film Office prior to the issuance of the film permit.

Barstow Film Office
220 E. Mt. View; Ste. A, Barstow, Ca. 92311
PH: (760) 255-5121 FAX: (760) 256-1750
www.barstowca.org



MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION APPLICATION

Date: _____

Company Name: _____

Address: _____

Applicant's Name: _____ Title: _____

Office # _____ Fax # _____

Cell# _____ Email _____

Secondary Contact _____ Title _____

Cell# _____ Email _____

Production Title/Project: _____

Production Date(s): _____

Type of Production

- | | |
|--|---|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Corporate/Industrial |
| <input type="checkbox"/> TV Series/Movie/Pilot | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> TV Reality | <input type="checkbox"/> Print |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Documentary/Educational | |

City Services Requested

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> City Hall | <input type="checkbox"/> Trash/Recycle Bins |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Park & Recreation/Social Services |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> Police Dept. |
| <input type="checkbox"/> Other | |

CITY OF BARSTOW

Summarized Scenes _____

Posting _____

Permittee Agrees to all the terms and conditions on this permit including provisions listed on any attachments.

Applicant's Name _____

Date _____

Applicant's Signature _____

Permit Granted: ____ Yes ____ No

Barstow Film Permit

Reviewed by: _____ Title: _____

Approved by: _____ Title: _____

Conditions of Approval: _____

Special Approvals Required:

No Special Approvals Required

Other _____

Property Owner Approval

City Council Approval

Police Dept. Approval

Fire Dept. Approval

Public Works Dept. Approval

Parks & Recreation Dept Approval

Traffic / Engineering Approval

Barstow Film Permit No. _____

This Permit will be effective _____ Through _____

FILMING APPLICATION



CREDITS AGREEMENT

I, _____, am duly authorized to represent _____
_____ (Production Company Name), and agree to provide the following to
the City of Barstow:

(One) 1 copy of the finished product in one of the following formats:

- DVD for motion (i.e. feature, TV, video, commercial, etc)
- CD or PRINT COPY for stills (i.e. digital photos, issue of magazine, Issue of catalog, etc.)
- Acknowledgement through the film credits for portions shot within the City of Barstow. This includes, but is not limited to:

Feature Films, Television, Documentaries, Videos (All types), Short Films, Student Productions

The acknowledgements shall be given as follows:

City of Barstow

Inland Empire Film Commission

Permittee Signature

Production Co. Address

Permittee Name (please print)

City, State, Zip

Title

Office Phone Number

Date

Cell Phone Number

LOCATION CONSENT FORM



FILMING ON PRIVATE PROPERTY IN THE CITY OF BARSTOW

Date : _____

Name: _____ Phone: _____

I own the property located at
(address): _____

I am aware that on (date/s) _____ from the hours of
_____, the (Production Co.) _____

will be filming a (production) _____ with my full
knowledge and permission.

I understand that the City of Barstow is exempt from liability arising from any property damage or injury to myself, family, employees or any other personnel or livestock on my property during the time of film production, including set-up and removal of props and equipment and operation of vehicles.

Any arrangements for special conditions or restrictions relating to film production activity will be made strictly between the private property owner (or agent) and the production company directly. The City of Barstow is solely the licensing agency for film activities within City boundaries and though knowledge of all film related activities must be presented to the Film Permit Officer prior to issuance of permit, is not involved either implied or stated with the production itself.

Signature _____

(Property Owner)

(Print Name)

NEIGHBOR NOTIFICATION



Filming activity is generally permissible from 6AM to Midnight, Monday through Sunday and requires advance notification of neighbors within 500 feet from film location a minimum of (72) hours prior to filming. Neighborhood must be aware of parking for all vehicles associated with filming (both personal and production) which might affect either city or private roadways and shoulders. Parking of any vehicle must not block drive-ways at any time or impede emergency vehicle access.

Dear Resident:

We are planning to film scenes of _____ at _____
(Project Title) (Filming Address)

Proposed Date (s) _____ Hours From _____

Description of Scenes & Parking _____

We have applied for the necessary permit and maintain all legally required Liability Insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time. Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this request, please contact us at the production office or by cell/pager. Please do not hesitate to contact us.

Production Company _____ Location Manager _____

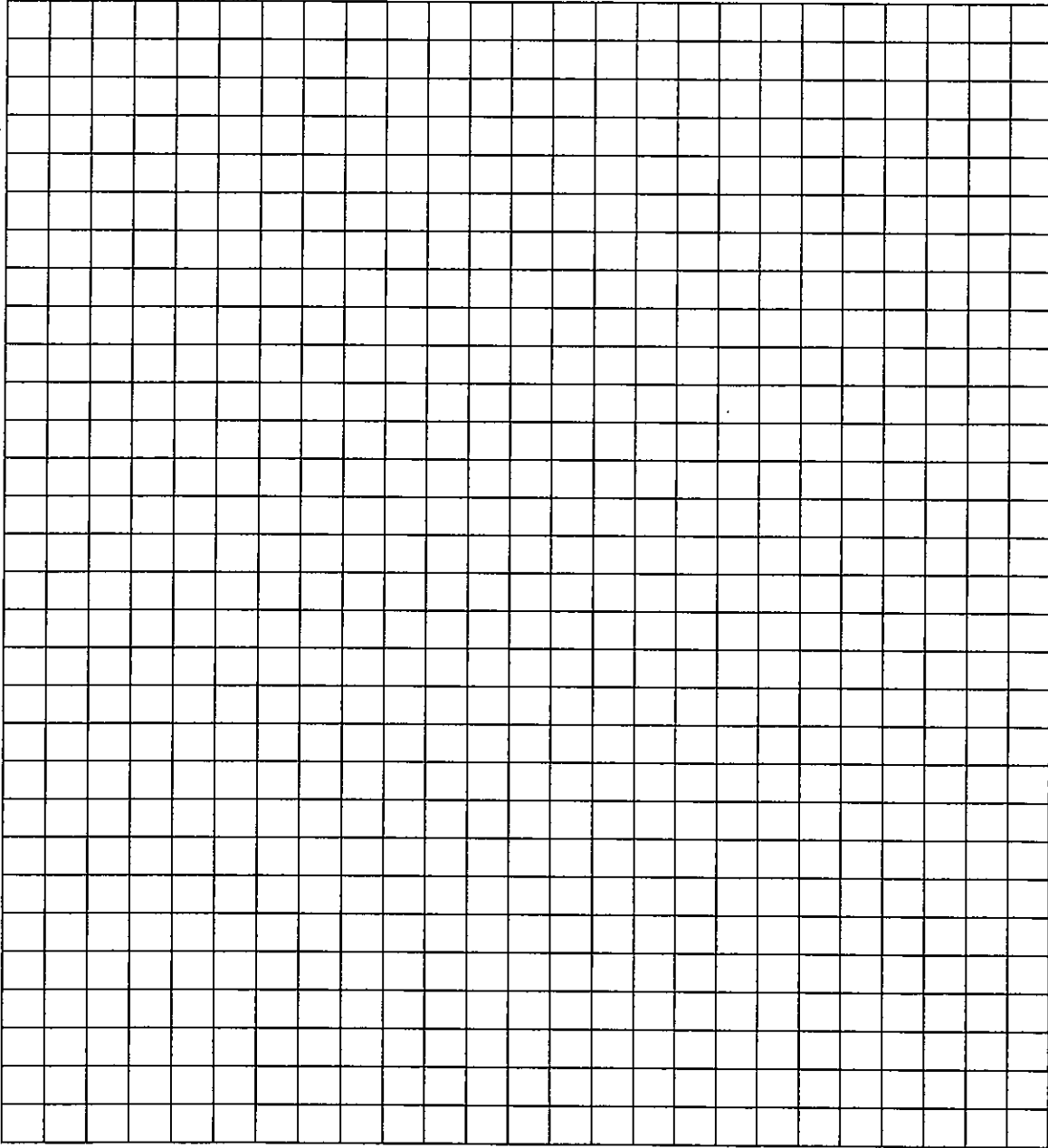
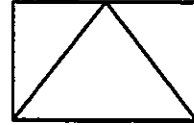
Production Office Phone _____ Production Manager _____

Production Contact Cell # _____ Pager # _____

OR YOU MAY CONTACT CITY OFFICES

City of Barstow 220 E. Mt. View, Ste. A, Barstow, Ca. 92311 (760) 255-5121 Fax (760) 256-1750

PLOT PLAN



Show Plot Plan Here

Note: Additional exhibits, site plans or floor plans may be required as deemed necessary to ensure adequate fire exiting, emergency access, security, etc.



CITY OF BARSTOW
INDEMNIFICATION AGREEMENT

The Applicant, _____ (company) _____, acting through its authorized agent, _____ (name) _____, hereby releases the City of Barstow from any and all liability for personal and property damages, loss of goods by fire, theft or destruction and from any injury to its personnel arising from the Applicants acts or omissions under the motion picture, television and photographic production permit or resulting from the filming/photography to be held on the locations, times and dates named in the attached film permit.

_____ (company) _____ also agrees to hold the City of Barstow harmless for any damages to the _____ (Project) _____ from any cause whatsoever or from any action of any nature by _____ (company) _____.

_____ (company) _____ further agrees to indemnify and hold the City of Barstow harmless from all liability arising from the acts of the City of Barstow, its employees, and agents. It is understood that _____ (company) _____ will indemnify and hold the City of Barstow harmless for any and all claims of loss, injury or damage to persons or property arising out of the activities of the _____ (project) _____.

Authorized Signature

Authorized Signature

Date

Date