



City of Torrance
FILM PERMIT APPLICATION

Complete the first two pages of this form, print the entire form, sign and bring completed form to:
 City of Torrance City Manager's Office
 3031 Torrance Blvd.
 Torrance, CA 90503
 310 618-5880

1. CONTACT INFORMATION

APPLICANT CONTACT		PHONE
ADDRESS		
CITY	STATE	ZIP CODE
PRODUCTION COMPANY		PHONE
ADDRESS		
CITY	STATE	ZIP CODE

2. PROJECT INFORMATION

PROJECT TITLE				
PROJECT TYPE	TELEVISION	MOVIE	COMMERCIAL	VIDEO
	NONPROFIT	STUDENT FILM	STILL PHOTO	EDUCATION
	OTHER (PLEASE DESCRIBE)			

BRIEFLY DESCRIBE PLOT

IF YOU DO NOT WANT YOUR PROJECT INFORMATION POSTED TO THE PUBLIC, PLEASE INITIAL HERE:

3. LOCATION ONE INFORMATION

LOCATION 1

DATE(S)

TIME(S)

NUMBER OF CAST & CREW

NUMBER AND TYPES OF VEHICLES

TYPES OF EQUIPMENT USED

DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION

Include special effects (i.e. pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary.

4. LOCATION TWO INFORMATION

LOCATION 2

DATE(S)

TIME(S)

NUMBER OF CAST & CREW

NUMBER AND TYPES OF VEHICLES

TYPES OF EQUIPMENT USED

DESCRIBE PROPOSED FILMING ACTIVITY AT THIS LOCATION

Include special effects (i.e. pyrotechnics, car crashes), driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary.

EACH OF THE FOLLOWING DEPARTMENTS IS REQUESTED TO INDICATE TERMS AND CONDITIONS THAT MUST BE MET BEFORE ANY FILMING PERMIT IS ISSUED.

5. POLICE DEPARTMENT CONDITIONS

6. PRIVATE SECURITY INFORMATION		
WILL PRIVATE SECURITY BE USED?	Yes	No
NAME OF FIRM	CONTACT PERSON	
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	LICENSE NUMBER	
NUMBER OF GUARDS AT EACH LOCATION	WILL SECURITY BE ARMED?	
LOCATION 1	LOCATION 2	YES NO

Signature _____	Date _____
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7. ADDITIONAL POLICE CONDITIONS	
<p>THE FOLLOWING CONDITIONS AND RULES APPLY:</p> <ol style="list-style-type: none"> 1. THERE IS A MINIMUM 72 HOUR NOTICE REQUIRED FOR ANY CHANGES IN PERMIT CONDITIONS 2. MINIMUM STAFFING IS 6 HOURS PER OFFICER SHIFT 3. THERE WILL BE A NON-REFUNDABLE MINIMUM CHARGE OF 6 HOURS PER OFFICER SHIFT FOR CANCELLATIONS WITHIN 48 HOURS OF PERMIT START TIME 4. OFFICER STAFFING MAY BE REQUIRED AT <u>ALL TIMES</u> WHILE PRODUCTION EQUIPMENT OR PERSONNEL ARE ON LOCATION AND ONLY WITHIN THE TIMES APPROVED ON THE PERMIT 5. THE POLICE DEPARTMENT HAS THE RIGHT TO DENY A PERMIT REQUEST OR CANCEL A PERMIT WITHIN 48 HOURS OF THE PERMIT START TIME IN CASES OF UNEXPECTED STAFFING SHORTAGES OR CITY EMERGENCIES 	
I HAVE READ AND UNDERSTOOD THESE CONDITIONS	
SIGNED	DATE

8. FIRE DEPARTMENT CONDITIONS

CONDITIONS

SIGNED

DATE

9. COMMUNITY DEVELOPMENT CONDITIONS

CONDITIONS

SIGNED

DATE

10. COMMUNITY SERVICES CONDITIONS

CONDITIONS

SIGNED

DATE

11. AIRPORT CONDITIONS

CONDITIONS

SIGNED

DATE

12. CITY MANAGER APPROVAL

SIGNED

DATE

13. FINANCE DEPARTMENT

CONDITIONS MET AND FEES PAID

SIGNED

PERMIT NUMBER

DATE

14. AGREEMENT

I HEREBY CERTIFY THAT (1) I THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE; (2) I HAVE READ AND AGREE TO THE CITY OF TORRANCE FILMING POLICY; (3) I WILL ENSURE COMPLIANCE WITH THE CONDITIONS OF THE PERMIT, INCLUDING ANY ATTACHMENTS, AND OBTAIN APPROVAL FOR CHANGES IN THE ORIGINAL PERMIT; AND (4) FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN THE IMMEDIATE CANCELLATION OF THIS AGREEMENT.

NAME

TITLE

SIGNED

DATE

PRINT
SAVE
RESET

Instructions

FILM PERMIT INSTRUCTIONS

- STEP 1: Complete pages one and two of the Film Permit Application at the City of Torrance WEB page located at www.TorranceCA.Gov/SEFO.htm or contact the Special Events & Filming Office (SEFO) at (310) 618-2456. Application can be filled out on-line and printed for submittal.
- STEP 2: Submit application with appropriate supporting documents to the Special Events and Filming Office (SEFO) by fax or in person. Fax to (310) 618-5891 Attn: Brian Sunshine. If the filming project has complicated elements, special effects, or use of public streets or facilities, the application must be submitted two (2) weeks prior to the requested filming date. All other permits require at least one week notice.
- STEP 3: The SEFO Manager will review the application and determine if it requires additional processing. If it does not, the application will be approved at that time and applicant will proceed to STEP 4. If the SEFO Manager determines that the application requires additional conditions, the applicant will be directed to proceed to STEP 5.
- STEP 4: Pay fee at Business License.
- STEP 5: Route application to the appropriate departments for approval. Applicants can choose to have the application processed by the Special Events and Film Office for a processing fee of \$35. If the application is processed by SEFO, the applicant still needs to come to the City to pay the appropriate fees and pick up their permit. Please visit the website or contact SEFO for more information.
- STEP 6: Pay fee at Business License.
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INSURANCE REQUIREMENTS

- A. Filming applicant must provide, at its sole expense, the following insurance:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
 - a) Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
 - b) Property Damage of at least \$250,000 per occurrence; or
 - c) Combined single limits of at least \$1,000,000 per occurrence
 2. General Liability including coverage for premises, products and completed operations, independent contractors and vendors, personal injury and contractual obligations with combined single limits of at least \$1,000,000 per occurrence.
 3. Workers' Compensation with limits as required by the State of California and Employers liability with limits of at least \$1,000,000.

- B. The contractors insurance must be primary and non-contributory.

The City of Torrance, City Council, members of boards and commissions, every officer, agent, official, employee and volunteer must be named an additional insured under the automobile and general liability policies.

Each insurance policy must contain a provision that no termination, cancellation or change of coverage can be made without 30 days prior notice to the City.

The insurers must be admitted to do business in California and rated B+ or better in the most recent addition of the Best's Key Rating Guide and only if they are a financial class of VII or better.
