

## **Film Permit Requirements and Process**

The County of Ventura requires a Special Use Film Permit obtained through GSA Special Services for all filming activities within the County of Ventura owned or operated facilities and/or grounds. Film activities include: feature films, TV series, photo stills and student films. Daily site fee for commercial filming is \$1,500.00.

The Special Use Film Permit application will be processed once all the required documentation has been acquired:

- A completed Special Use Film Permit application
- A completed Indemnification and Hold Harmless Clause application
- All fees have been paid. Completed payment authorization form.
- All insurance documents as listed on attached Insurance Document

### Instructions for Film Permit County Owned and/or Operated Facilities and Grounds.

A Security Escort may be required to protect the access of secure areas within the facility. The Special Services Manager will determine the impact to the facility and deem if an escort is necessary. Additional documentation and fees will be imposed in support of the Security Escort. Escort services are provided at the quoted price per hour.

The Special Services Coordinator will review the application, questionnaire and insurance documents for completeness. Once approved, the Special Services Coordinator will contact all departments impacted by the film project to inform them of the intent of the applicant and to ensure there are no other issues or concerns that need to be addressed.

Upon completion of the review process, the application will be approved and a Special Use Permit will be issued to the applicant. A permit may be denied if the proposed activity impacts the primary purpose of the County Government Center, employees, and/or visiting public or if the proposed activity poses a threat to public safety or impedes pedestrian/vehicular traffic.

County employees are exempt from the Special Use Permit application fee.

RMA Planning Department issues Film Permits for all unincorporated areas within Ventura County.

Please contact the Special Services Coordinator at (805) 477-7187 for more information and assistance.

**SPECIAL USE FILM PERMIT APPLICATION**

APPLICANT INFORMATION

Production Title: \_\_\_\_\_ Film Category: \_\_\_\_\_  
 Production Company: \_\_\_\_\_ Tax ID/BU #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Location Manager: \_\_\_\_\_ Phone / Cell: \_\_\_\_\_  
 Location Assistant: \_\_\_\_\_ Phone / Cell: \_\_\_\_\_  
 Representative/Agent: \_\_\_\_\_ Phone / Cell: \_\_\_\_\_  
 Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

There is a \$64.00 non-refundable fee for the processing of this application, which does not cover the permit fee, or any other charges that may be incurred by the above event. All other fees and charges (if any) will be established after the further review of this application. For questions on charges call: (805) 477-7187

**\$ 64.00 Application Fee Attached for Processing:**  Yes  No

ACTIVITY INFORMATION

**PROPOSED LOCATIONS**

Proposed Locations:	Date:	Times:	
			to
			to
			to

Estimated Attendance (including crew) \_\_\_\_\_

Estimated Production Parking (total # of vehicles) \_\_\_\_\_

Brief Description of Filming Activities:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you would like to mail in the application please list the following address: GSA - Special Services L# 3030  
 800 South Victoria Ave.  
 Ventura, CA 93009

OFFICE USE ONLY

Insurance Certificate received and reviewed by \_\_\_\_\_ Approved  Denied

GSA Representative Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative Approval: \_\_\_\_\_ Approved  Denied

**Application for Filming Approved** Total charges for Permit - \_\_\_\_\_

**Application for Filming Denied**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_





## Indemnification and Hold Harmless Clause

All activities as respects the \_\_\_\_\_ to be held at the  
Title of Film  
 County of Ventura Facility / Parking located at \_\_\_\_\_  
Address of Use  
 Ventura County, California, from \_\_\_\_\_ to \_\_\_\_\_ shall be at the  
Begin Date Ending Date  
 risk of \_\_\_\_\_. The \_\_\_\_\_ agrees  
Organization Name / Person Applying Organization Name / Person Applying  
 to defend, indemnify and save harmless the County of Ventura, including all of its boards,  
 agencies, districts, departments, officers, employees, agents and volunteers, against any and  
 all claims, lawsuits – whether against the \_\_\_\_\_, County  
Organization Name / Person Applying  
 of Ventura or others, judgements, demands and liability, including those arising from injuries or  
 death of persons and for damages to property arising directly out of the  
 \_\_\_\_\_ activities sponsored or conducted in whole or in part by the  
Title of Film  
 \_\_\_\_\_, save and except claims or litigation arising through  
Organization Name / Person Applying  
 the negligence or wrongdoing and/or willful misconduct of County of Ventura or of third parties  
 who are not members of \_\_\_\_\_, nor its employees, agents, guests, or  
Organization Name / Person Applying  
 invitees.

Agreed to By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Group Parking Event: Please have the owner of each vehicle that will be utilizing County Facility / Parking for the above event, complete below. Please use the blank side of this form if more space is required. Thank you.

Printed Name	Vehicle Description	License Plate Number	Initials

**SPECIAL USE PERMIT APPLICATION**

**\*\* NON COUNTY \*\***

**PAYMENT INFORMATION**

Type of Payment:  Cash  Check Enclosed  Charge Amount Charged: \_\_\_\_\_

Please charge my:  Visa  Master Card

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Payment is due at time of submission.

**INSURANCE DOCUMENT INSTRUCTIONS FOR FILM PERMIT  
COUNTY OWNED AND/OR OPERATED FACILITIES AND GROUNDS**

***If your production includes Special Effects or Other Unusual Filming Activities,  
PLEASE ensure your insurance forms provide these details***

- I. Applicants must provide the following insurance documents for all productions filming. Filming activities include: feature films, TV series, videos, photo stills, and student films:
- a. Certificate of Liability Insurance (ACCORD 25 (2001/08))
  - b. Waiver of Transfer Rights of Recovery Against Others (CG24-04)
  - c. Additional Insured-Designated Person or Organization (CG20-26)
  - d. Additional Insured State or Political Subdivisions- Permits (CG20-12)
  - e. Waiver of Right to Recover from Others Endorsement- California Workers' Compensation and Employers' Liability Insurance Policy (WC252)

**The Certificate Holder is:  
County of Ventura, GSA Special Services Division  
800 S. Victoria Ave. #3030  
Ventura, CA 93009**

II. Use of Forms:

- If your General Liability Policy has a "general aggregate limit" of \$1,000,000 this will meet the required minimum "general aggregate limit" of \$2,000,000 with inclusion of \$1,000,000 under the Excess Liability coverage of the Certificate of Liability Insurance (ACCORD 25) form.
- If you have company owned autos which will be used during the filming, check the "All Owned Autos" box under the Automobile Liability coverage section of the Certificate of Liability Insurance (ACCORD 25) form.
- If you are utilizing an employment agency to provide some of your filming crew, also attach a Certificate of Liability Insurance (ACCORD 25) form.
- If you have NO employees, do not fill out the Workers' Compensation coverage section of the Certificate of Liability insurance (ACCORD 25) form OR the Wavier of Right to Recover from Others Endorsement- California Workers' Compensation and Employers' Liability Insurance Policy (WC252) form.
- If your Insurance Company uses its own form instead of the Additional Insured State or Political Subdivisions- Permits (CG20-12) form, their form MUST include the exact wording as shown on the Additional insured State or Political Subdivisions- Permits form.