



CITY of NAPA

**CITY OF NAPA
Film & Production
Permit Application
Application No. _____**

THIS IS NOT A PERMIT

1. Filming Information

Description of shoot: _____

Filming date(s): _____

Rain date(s): _____

Time(s): from _____ a.m./p.m. to _____ a.m./p.m.

If filming production is more than one day, list times for all days below:

Production Area: (Describe street closures, and sidewalk and park area usage, etc.): _____

**★ Note: 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. Contact Parks and Recreation Services Dept. at 257-9529.
★ Use of private property requires completion of "Owner's Authorization," form included in this packet.
★ Please attach a draft of courtesy notice and/or public relations releases.**

Site setup begins: Day/date _____
Time: _____ a.m./p.m.

Site breakdown completed by: Day/date _____
Time: _____ a.m./p.m.

Anticipated number of crew & actors: _____

Anticipated number of extras: _____

Anticipated number of spectators (if any): _____

PERMIT REQUIRED – It is unlawful to conduct a filming activity as defined in Section 5.74.030B of NMC without first obtaining a film permit. (Ord. No. 998-002, Enacted 03/04/1998.

2. Applicant information and authorization

Production Company: _____
 Production Title: _____
 Production Type: _____
 Address: _____ City & Zip: _____
 Phone/Fax/Pager _____
 Cell: _____ Fax: _____ Pager: _____
 Daytime Phone: _____ Evening Phone: _____
 Location Manager: _____
 Other Contacts: (Name and phone number) _____

<p>★ A completed application and applicable fees must be paid before your film and production permit will be issued. ★ Upon receipt of the completed application and applicable fees, the Film & Production Permit will be reviewed and approved or denied by the Director of Parks and Recreation Services.</p>

3. Insurance – NMC 5.74.100

A. The applicant for a film permit shall possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the filming activity. Such insurance shall name on the policy or by endorsement as insured the City of Napa, its officers, employees and agents. Insurance coverage must be maintained for the duration of the filming activity
 Coverage shall be provided by a comprehensive general liability insurance policy in the amount of one million dollars (\$1,000,000) per occurrence. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Services (ISO) Comprehensive General Liability Insurance coverage.

B. A copy of the policy or a certificate of insurance along with all necessary endorsements must be filed with the City not less than fourteen (14) business days prior to the filming activity unless filing deadline is waived for good cause.

C. Proof of insurance coverage as specified in subsections A and B above must be verified by the City Clerk prior to issuance of a film permit. (Ord. No. 098-112, Enacted 03/04/1998).

4. Food/non-alcoholic beverage service

Will food/non-alcoholic drinks be served?
 Yes _____ No _____

Attached are guidelines established by the Napa County Health Department (707.253.4471) for food handling, sanitation, and health and safety requirements.

If you plan to cook food, describe the area to be used and the fuel or power source to be used.

Alcoholic beverage service

Will alcoholic beverages be served?

Yes _____ No _____

If yes, describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older.

Alcohol will be served in the following location(s):

ALCOHOLIC BEVERAGES MAY NOT BE SERVED WITHOUT PERMIT
Attach copies of required permits

- ◆ Alcoholic Beverage Control (ABC) permit contact ABC at 576-2165 (50 D St. Santa Rosa)

6. Filming

Please describe the time, location, sound amplification and noise which will be part of your shoot, and what hours this sound will be amplified.

Will you use temporary structures at your filming location? If yes, please describe.

Will you use temporary structures at other locations? If yes, please describe.

Will you have animals on your shoot? _____ Yes _____ No

If so, please describe, (i.e., domesticated, trained, number of animals, etc.):

Will pyrotechnics an/or use of real or simulation firearms be used? _____ Yes _____ No

If so, please explain use and safety measures being taken .

Are there other requirements or needs for the shoot not mentioned above? _____ Yes _____ No

If so, please describe.

7. Health, Safety, and Security Procedures

Identify the location of your restroom facilities.*

*Please see restroom and washroom facility requirements enclosed in the Parks Fee Schedule Section.

Describe your proposed procedures for setup and operation.

Describe your proposed procedures for security and crowd control.

If your shoot includes automobile use of the roadways, please describe usage and safety and traffic control measures being taken.

Describe your proposed procedures for security at any support location.

How will you publicize and direct people to your location? List any promotional or directional signage that you will use.

If your event occurs at night, explain how you will light the activity and parking areas.

If your event includes vehicles and/or animals, describe what you will do to ensure safety for the public, participants and animals.

How do you plan to accommodate emergencies (first aid)?

Name three (3) contact persons at the shoot:

Location of first aid facilities during shoot:

Type of first aid facilities:

8. Mitigation of impacts on others

Describe how you will notify affected businesses and residents of your shoot (see attached sample "Courtesy Notice").

Describe how you and your organization will mitigate the impacts of your use on neighboring businesses, churches, residents, motorists, and others.

Will you need additional parking for equipment, vehicles, and/or staging? If so, please explain.

9. Equipment/Services

It is the responsibility of the applicant/production company to provide equipment such as barricades, cones, "no parking" signs, electrical power banks, power cords, tables and other furniture, and traffic control. The City does not have the ability to provide these items or services.

The City of Napa does not have resources available to provide crowd control for filming. If complaints are received on the day of the shoot, you will be notified via our Police Department to the noise level. If we need to make a second visit, you will fall under our ordinance, which requires that you pay for the Police to come out to investigate a complaint related to noise.

10. Accessibility for Disabled

Access for the disabled shall not be impeded. If filming requires temporary obstruction to ADA facilities, please indicate where alternative access will be located.

11. Cleanup Procedures

Who is responsible for clean up?

Name: _____

Address: _____

Phone #: Day: _____ Evening: _____ Cell ph/pager: _____

Receptacles are available for beverage container (aluminum cans, plastic bottles, and glass bottles) and cardboard recycling. As a minimum, beverage containers must be recovered if allowed or used on site. Please provide the following information:

Are beverage containers allowed or used on site? _____ Yes _____ No
(Recycling containers are available through the City of Napa Material Diversion Administrator at 258-7800, extension 7291. Recycling containers are free if waste is planned to be removed through the Napa Recycle and Waste Services.)

Please identify how recycling of containers will be achieved.

Who will take signs down?

Name: _____ Phone: _____ Cell/Pager _____

Who will be responsible for the removal of Street barricades/cones?

Name: _____ Phone: _____ Cell/Pager _____

12. **Event map**

Check **ALL** items listed below that apply to your filming and **ATTACH A LOCATION MAP** including designated staging areas.

STREET CLOSURES REQUIRE APPROVAL. PLEASE CLEARLY MARK STREET CLOSURES ON EVENT MAP.

Be certain that the following items are shown clearly on your event map:

- ___ Street closures
- ___ Sound amplification - location of amplifier and all speakers (sound permit required)
- ___ Catering and craft services location
- ___ First aid facilities
- ___ Portable toilets (indicate number) _____
- ___ Permanent restroom facilities available
- ___ Crew parking area(s), including entrances, exits, and traffic circulation
- ___ Filming parking area(s)
- ___ Production manager's location
- ___ Temporary structures
- ___ Pyrotechnics site (fire department permit required)
- ___ Utility connection locations (power, water, etc.)
- ___ Trash containers:
trash cans ____; # dumpsters ____; # recycle cans/bins _____
- ___ Access and parking for disabled
- ___ Animal Housing
- ___ Hazardous materials
- ___ Propane tanks
- ___ Real or simulated Firearms, (please describe) _____
- ___ Other (please describe) _____

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: _____