



Film & Production Application Procedure

1. Complete Film Production Application.
2. If City of Napa parks and/or facilities will be utilized, complete Parks Reservation Form. Deliver this form to Parks and Recreation Services Department, Attn: Kelly Abernathy, 1850 Soscol Avenue, Suite 201, Napa, CA 94559. Rental fees must be included.
3. Insurance for \$1,000,000.00 per occurrence naming the City of Napa, its officers, employees and agents will be required.
4. Deliver complete Film Production Application, application fee and insurance requirements to the attention of Kelly Abernathy, Parks and Recreation Services Office at 1850 Soscol Avenue, Suite 201, Napa, CA 94559. Monday-Friday from 9:00 a.m. to 5:00 p.m., by fax to 707-257-9532 or by email to kabernathy@cityofnapa.org
5. The Application fee is \$250.00. Event fees are determined by Policy Resolution #16 based on the application request.
6. If an Alcohol and Beverage Permit is required, request a letter from the City of Napa at this time. If your request to serve/sell alcohol has been approved, a letter will be issued to accompany your request to licensing.
7. After your application has been received and approved, a Film Production Permit will be issued by the Director of the Parks and Recreation Services Department. This process takes approximately 14 days. If a permit is needed inside of the 14- day turn-around period, contact Kelly Abernathy at 707-257-9259 ASAP. You will be contacted to pick up your approved film permit.

Updated July 6, 2015