

# **CITY OF CORONADO**

## **PHOTOGRAPHY/FILMING REQUIREMENTS**

### **APPLICATIONS**

Film Permits are required for all motion picture, video, and still photography productions. Applications must be submitted five (5) business days prior to proposed date of filming for a basic permit, and 10 days prior to filming for a permit requiring road closures or traffic control. Requests made less than five (5) days prior to filming may be considered and are subject to availability of City facilities and staff. Applications must be canceled 24 hours in advance of shoot or applicant will be charged for personnel costs.

### **FILMING**

All filming activities shall follow the provisions of Section 20.04 of the City Code and the activity shall be conducted in accordance with the description contained in the application.

Railings, scaffolding, generators, or any additional equipment will not be permitted. The total number of personnel involved with the permittee's filming/photography session is limited to nineteen. Alcohol is not allowed on public property in connection with the permittee's filming/photography session and the permittee is responsible with cleaning up any trash or debris arising from the session prior to leaving the area. The permittee may not block or interfere with any pedestrian or vehicular traffic and immediate access must be given to any emergency vehicles/personnel that may be in the area. All persons involved with the filming/photography session must comply with all local, state, and federal laws.

### **NEIGHBORHOOD NOTIFICATION**

A neighborhood letter of notification must be distributed in any neighborhood or business district that will be impacted by film production. Standard distribution is one block in any direction from the set. The letter shall include, but not be limited to the location of filming, noise level, and traffic problems that may be associated in the event a street closure is planned. The letter shall also include the production company name and phone number of a representative for property owners to contact regarding the neighborhood impact. The City will review and approve the letter prior to its distribution.

### **INSURANCE**

The Permittee shall obtain, and during the term of this Permit maintain, policies of comprehensive general liability and property damage insurance from a carrier authorized to be in business in the State of California in an insurable amount of not less than one million dollars (\$1,000,000) per occurrence. These insurance policies must name the City and its elected and appointed officers, officials, agents, and employees as "additional insureds." The City shall be provided with a Certificate of Insurance and Policy Endorsement naming the City and its elected and appointed officers, officials, agents, and employees as "additional insureds."

### **RELEASE OF LIABILITY**

A signed release of liability, waiver, and assumption of risk form must be submitted prior to the event date.

**NOTE:** A \$50.00 non-refundable fee is due upon the completion of this application.

# CITY OF CORONADO

## FILMING FEES

The following charges shall be collected for the use of public property for the purpose of commercial filming or commercial photography as follows:

**Application Processing Fee** \$ 50.00 non-refundable

**Still Photography and Filming Fees Per Day:**

|                               |           |
|-------------------------------|-----------|
| Bayview Park                  | \$ 200.00 |
| Central Beach                 | \$ 200.00 |
| North Beach                   | \$ 200.00 |
| South Beach                   | \$ 200.00 |
| Centennial Park               | \$ 350.00 |
| Coronado Cays Park            | \$ 200.00 |
| Glorietta Bay Park            | \$ 200.00 |
| Glorietta Bay Promenade Park  | \$ 350.00 |
| Spreckels Park without Gazebo | \$ 200.00 |
| Spreckels Park with Gazebo    | \$ 300.00 |
| Star Park                     | \$ 200.00 |

**Still Photography in other locations:**

|                                  |                      |
|----------------------------------|----------------------|
| A Cast and Crew of Ten or Less   | \$25.00 per location |
| A Cast and Crew of More than Ten | \$50.00 per location |

**Filming and Video in other locations:**

|                                  |                            |
|----------------------------------|----------------------------|
| A Cast and Crew of Ten or Less   | \$ 200.00 per day          |
|                                  | \$ 100.00 up to four hours |
| A Cast and Crew of More than Ten | \$ 600.00 per day          |
|                                  | \$ 300.00 up to four hours |

**Use of Public Parking:**

|                     |                               |
|---------------------|-------------------------------|
| Passenger Vehicles  | \$ 25.00 per vehicle, per day |
| Production Vehicles | \$ 25.00 per vehicle, per day |

**NOTE:** Should the photo/film shoot require more than one location per day, then fees applicable to each location will apply.

**NOTE:** Costs for use of City personnel are not included in this fee schedule. This application must be canceled 24 hours in advance of the shoot. If the shoot is not canceled, and personnel were scheduled, applicant will be charged for those services as previously agreed to.

# CITY OF CORONADO

## APPLICATION FOR FILM PERMIT

1825 Strand Way, Coronado, CA 92118  
 (619) 522-7335 | [filming@coronado.ca.us](mailto:filming@coronado.ca.us)

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Production Type: \_\_\_\_\_

Describe Scenes/Photo Shoot:

Location Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Filming/Photography Information:**

| Dates | Times | Location & Activity |
|-------|-------|---------------------|
|       |       |                     |
|       |       |                     |
|       |       |                     |
|       |       |                     |
|       |       |                     |

| Personnel                   | Vehicles                   | Special               |
|-----------------------------|----------------------------|-----------------------|
| ____ Cast                   | ____ Personal              | ____ Police Requested |
| ____ Crew                   | ____ Production            | ____ Fire Requested   |
| ____ <b>Total Personnel</b> | ____ <b>Total Vehicles</b> | ____ Generator        |

**Additional Information/Equipment:**



# CITY OF CORONADO

## Release of Liability, Waiver, and Assumption of Risks

Upon approval of the attached *City of Coronado Application for Permit for Use of City Facilities, Property or Personnel* by the City, the undersigned named organization, through its duly authorized representative, does hereby indemnify, defend (with counsel acceptable to City) and hold harmless the City of Coronado, its elected and appointed officers, officials, agents, employees and volunteers (“City Indemnitees”) from and against any and all causes of action, claims, liabilities, obligations, judgments, losses, or damages, including, but not limited to reasonable attorneys’ fees and costs of litigation, (“Claims”) arising out of, or in connection with, the attached approved *Permit for Use of City Facilities, Property or Personnel* (“Permit”), including, but not limited to, the activities, use or conduct in connection with the Permit, or any act or omission related thereto by the named organization or its officers, directors, members, agents, employees, contractors, representatives, guests, invitees, customers or volunteers.

The named organization shall provide a defense to the City Indemnitees or, at the City’s option, reimburse the City Indemnitees their costs of defense, including reasonable attorneys’ fees, incurred in defense of such Claims; and the named organization shall promptly pay any final judgment or portion thereof rendered against the City Indemnitees with respect to claims determined by a trier of fact to have been the result of the named organization’s negligent or wrongful acts, errors, or omissions, provided.

The named organization’s obligation herein does not extend to liabilities, claims, demands, causes of action, losses, damages, or costs that arise solely out of the City’s intentional wrongful acts, City’s violations of law, or gross negligence.

This *Release of Liability, Waiver and Assumption of Risk* shall not be limited by any provision of insurance coverage the named organization may have in effect, or may be required to obtain and maintain, during the term of the Permit.

The named organization assumes the risk of inspecting the City property to assure that it is safe for the purposes intended in the Permit. The named organization assumes the risk of any injury to the named organization or to the named organization’s guests, invitees, or customers, or to property resulting or arising from or in connection with the Permit or the use of the City facilities or property.

The provisions of this document shall survive the expiration or termination of the Permit.

The person executing this document on behalf of, and duly authorized by, the named organization, represents and warrants to the City of Coronado that he or she has the authority to execute this *Release of Liability, Waiver, and Assumption of Risks*, and that he or she has read and understands the above statements fully, freely agrees to them and thereupon affixes his or her signature below.

**THE CITY OF CORONADO PROHIBITS SMOKING ON ALL PUBLIC PROPERTY**

**Signature of Authorized Representative**

*Must be handwritten or an official digital signature.*

**Date**

**NAME OF SIGNER:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_



## CITY OF CORONADO

The person(s) requesting use of City property, facilities or personnel shall obtain, and during the term of this Permit shall maintain, a comprehensive general liability and property damage insurance policy covering all activities and all liabilities from a carrier authorized to do business in the State of California in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate and, if applicable, Commercial Automobile Liability Insurance for all any automobiles (any auto) providing coverage for bodily injury and property damage of at least one million dollars (\$1,000,000) per occurrence.

The insurance policies must name the City and its elected and appointed officers, officials, agents and employees as “additional insureds.” The City must be provided with a Certificate(s) of Insurance and Policy Endorsement(s) naming the City and its elected and appointed officers, officials, agents, representatives, employees and volunteers as “additional insureds” and reflecting that the policies are primary and noncontributory to any insurance that may be carried by the City. If applicable, the same person(s) shall obtain, and during the term of this Permit shall maintain, Workers’ Compensation Insurance in an insurable amount of not less than one million dollars (\$1,000,000) or statutory minimum amount, as required by California law with a blanket waiver of subrogation. The Risk Management Department may require additional verification, different coverages or higher limits depending on the nature of activities.

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Applicant’s Signature

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Date

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# CITY OF CORONADO

## Sample Certificate of Insurance and Additional Insured Policy Endorsement

### Required Coverage:

- Comprehensive General Liability
- Property Damage
- Commercial Automobile Liability
- Proof of Workers Compensation

### Minimum Limits:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

The Insurance Company must be licensed to do business in California.

### Additional Details:

- City of Coronado, its elected and appointed officers, officials, agents, representatives, employees, and volunteers must be listed as additional insured.
- If the policy contains a “blanket” additional insured, then the certificate must note:
  - “City of Coronado is additional insured by blanket endorsement.”
- The Risk Management Department may require additional verification, different coverages or higher limits depending on the nature of activities

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRM OR DENY THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE IS NOT A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OF PRODUCER(S), AND THE POLICYHOLDER.

**IMPORTANT: If the certificate holder is not the policyholder, the policyholder must endorse this certificate to confer rights to the certificate holder in lieu of such endorsement(s).**

**IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy.**

PRODUCER: INSURANCE AGENT NAME, INSURANCE AGENT ADDRESS

INSURED: INSURED NAME, INSURED ADDRESS

CONTRACT NUMBER, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAC#

INSURER A: INSURANCE COMPANY NAME(S), INSURER B, INSURER C, INSURER D, INSURER E, INSURER F

COVERAGES: CERTIFICATE NUMBER, REVISION NUMBER

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| TYPE OF INSURANCE                            | INSR. WORD | POLICY NUMBER | CURRENT POLICY PERIOD | LIMITS          |
|--|------------|---------------|-----------------------|-----------------|
| GENERAL LIABILITY                            |            |               |                       |                 |
| COMMERCIAL GENERAL LIABILITY                 |            |               |                       | \$ 1,000,000.00 |
| CLAIMS MADE                                  |            |               |                       |                 |
| PERSONAL & ADV. LIABILITY                    |            |               |                       | \$ 2,000,000.00 |
| GENERAL AGGREGATE                            |            |               |                       | \$ 2,000,000.00 |
| MEDICAL EXPENSE                              |            |               |                       | \$              |
| ADDITIONAL COVERAGE                          |            |               |                       | \$              |
| AUTOMOBILE LIABILITY                         |            |               |                       | \$ 1,000,000.00 |
| SOBODIC BODILY INJURY                        |            |               |                       | \$              |
| SOBODIC PROPERTY DAMAGE                      |            |               |                       | \$              |
| SOBODIC PERSONAL & ADV. LIABILITY            |            |               |                       | \$              |
| SOBODIC MEDICAL EXPENSE                      |            |               |                       | \$              |
| SOBODIC ADDITIONAL COVERAGE                  |            |               |                       | \$              |
| UMBRELLA LIAB.                               |            |               |                       | \$ 1,000,000.00 |
| EXCESS LIAB.                                 |            |               |                       | \$              |
| DEF. SETTLEMENT                              |            |               |                       | \$              |
| WORKERS COMPENSATION AND EMPLOYERS LIABILITY |            |               |                       | \$ 1,000,000.00 |
| WORKERS COMPENSATION                         |            |               |                       | \$              |
| EMPLOYERS LIABILITY                          |            |               |                       | \$              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if it is in Spanish or required)

THE CITY OF CORONADO AND ITS ELECTED AND APPOINTED OFFICERS, OFFICIALS, AGENTS, REPRESENTATIVES, EMPLOYEES AND VOLUNTEERS AS ADDITIONALLY INSURED.

CERTIFICATE HOLDER: CITY OF CORONADO, 1825 STRAND WAY, CORONADO, CA 92118-3099

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

| Name Of Additional Insured Person(s) Or Organization(s)                      | Location(s) Of Covered Operations    |
|--|--------------------------------------|
| City and its elected and appointed officers, officials, agents and employees | All insured premises and operations. |

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of your operations or premises owned by or rented to you.

**SAMPLE**

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