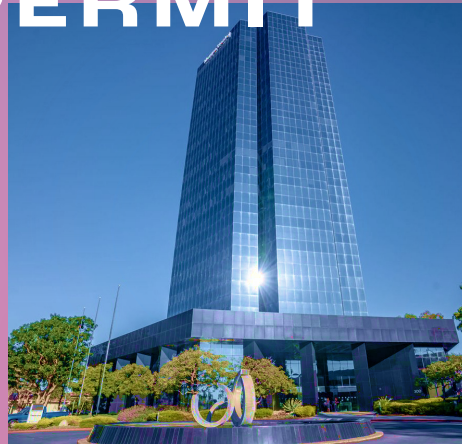


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CITY OF OXNARD FILM PERMIT

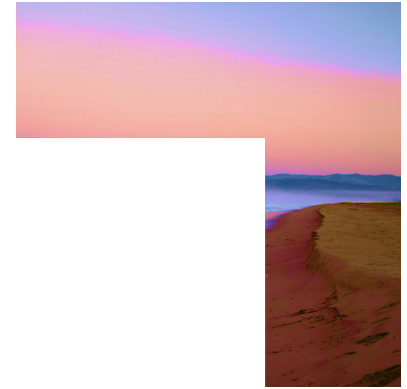


Application Packet

LOCATION FILMING PERMIT APPLICATION PACKET

Thank you for choosing to locate your production in the City of Oxnard. We look forward to working with you throughout the production process. This packet outlines information that is required in order to obtain a film permit.

A. Location Filming Permit Application	2
B. Hold Harmless and Indemnification Agreement	3
C. Insurance Form, with Instructions	4
D. Oxnard Fire Department Questionnaire and Fire Permit for Filming	5
E. Sample Site Plan, with Instructions	7
F. Location Filming Permit Fees	8



Items A – E are required for all requests and must be submitted with the application. Property owner permission and insurance must be submitted with the application packet in order to begin processing the request. Location Filming Permit Fees are listed in Item F.

Depending on the location and impact of your production, notifications of proposed filming may be required for any impacted residents or businesses within 72–96 hours of proposed filming. The City’s Filming staff will inform you if this is required for your production. A notice of filming template and certification of notifications form is available for use at: filmoxnard.com.

For information about location filming and film permitting in the City of Oxnard, including detailed submittal instructions, please visit: filmoxnard.com or contact Samantha Shapiro at samantha.shapiro@oxnard.org or **805-385-7447**.

A completed application packet with required supplementary attachments (e.g. property owner permission, insurance forms, site plan) must be submitted at least **seven (7) business days prior** to the proposed start date. If your project includes ITC, street closures, or any other special requests, applications must be received at least **fourteen (14) business days prior** to the proposed start date. All required items must be submitted along with the completed application in order to begin the approval process. Film Permit fees must be received before a permit will be issued.

Please send completed applications to the City via one of the following methods:

OPTION 1:

Email the application to samantha.shapiro@oxnard.org

OPTION 2:

Mail or hand-deliver the application to the City Manager’s Office, Attn: Samantha Shapiro at 300 W. 3rd Street, 4th Floor, Oxnard, CA 93030.

CITY OF OXNARD FILM PERMIT APPLICATION

Company Name: _____ Fed Tax ID: _____

Company Address: _____

Contact Person: _____ Phone: _____ Email: _____

Name of Production: _____ Type: _____

LOCATION 1 NAME/ADDRESS: _____

Type of Location (Private/Public): _____ Set-up Date(s)/Time(s): _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

LOCATION 2 NAME/ADDRESS: _____

Type of Location (Private/Public): _____ Set-up Date(s)/Time(s): _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

LOCATION 3 NAME/ADDRESS: _____

Type of Location (Private/Public): _____ Set-up Date(s)/Time(s): _____

Date(s): _____ Time(s): _____ # of Cast: _____ # of Crew: _____ # of Vehicles: _____

Description of Filming Activities: _____
(Interior/Exterior, Describe Scene)

Total number of days filming: _____ Basecamp: Yes No Basecamp Location: _____

Types/Numbers of Oversized Vehicles: _____
(e.g. Cranes, Trailers, Craft Services, etc. Please identify which locations have those items)

Location of where vehicles will be parked: _____

WILL YOUR PRODUCTION INCLUDE ANY OF THE FOLLOWING:

- | | | |
|--|---|--|
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Special Effects | <input type="checkbox"/> Road Closures |
| <input type="checkbox"/> Intermittent Traffic Control | <input type="checkbox"/> Aircraft/Drone | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Firearms/Simulated Firearms | <input type="checkbox"/> No Parking Signs | <input type="checkbox"/> Road Closures |
| <input type="checkbox"/> Catering/Craft Services (if yes, please describe: _____)
(food truck, hot food, pre packed items, etc) | | |
| <input type="checkbox"/> Tents (if yes, please indicate size and quantity: _____) | | |

Insurance Certificate Attached: Yes No Property Owner Consent Attached: Yes No

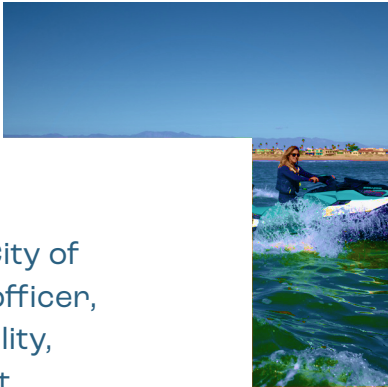
Anyone coming to Oxnard to do business in relation to this film permit other than the permittee and its employees is required to obtain a Business License from the City of Oxnard (City Code Sec. 16-4). Please list all independent contractors who will be working in connection with the film (i.e. caterers, security, electrician, etc).
NOTE: FILM PERMIT WILL NOT BE ISSUED WITHOUT APPROVAL FROM person(s) on location responsible for applicants adherence to all terms and conditions of film permit:

NAME: _____ TITLE: _____ PHONE: _____

I hereby state that the above information is correct and true to the best of my knowledge, and I will immediately notify the City should any of this information change.

APPLICANT SIGNATURE: _____ DATE: _____

INDEMNITY AGREEMENT



1. Permittee agrees to indemnify, hold harmless and defend the City of Oxnard, its City Council, and each member thereof, any every officer, employee, representative or agent of City, from any and all liability, claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and expenses and fees of litigation or arbitration, that arise directly or indirectly from any acts or omissions related to this Permit, by Permittee or its agents, employees, contractors, consultants and other persons acting on Permittee's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product or active negligence, passive negligence, willfulness or acts for which Permittee or its agents, employees, contractors, consultants and other persons acting on Permittee's behalf would be held strictly liable.
2. Permittee's obligation to defend shall arise when a claim, demand or action is made or filed, whether or not such claim, demand or action results in a determination of liability or damages as to which Permittee is obligated to indemnify and hold harmless.

PRINT NAME OF AUTHORIZED AGENT: _____

SIGNATURE OF AUTHORIZED AGENT: _____



INSURANCE REQUIREMENTS

All film productions within the City of Oxnard are required to obtain the outlined insurance requirements per Exhibit INS-P. Proof of insurance meeting the requirements of the City of Oxnard must be provided with the application packet **at least seven (7) business days prior** to the start of filming.

The City of Oxnard requires the following:

- Certificate of Insurance
- Additional Insured Endorsement on the General Liability
- Primary & Non-Contributory Endorsement on the General Liability
- Additional Insured Endorsement on the Auto Liability
- Waiver of Subrogation Endorsement for Workers Compensation

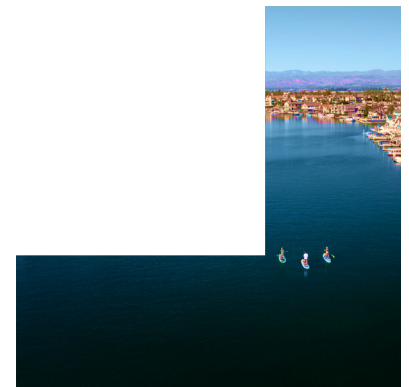
The policy limits should not be less than \$1,000,000.00. The certificate and endorsement forms must be addressed as follows:

City of Oxnard
Risk Manager
300 W. Third Street, First Floor
Oxnard, CA 93030

The following wording must be included on the Certificate of Insurance under “Description of Operations” and on the endorsement forms under “Schedule”:

City of Oxnard, its City Council, officers, employees and volunteers.

If pyrotechnics or explosives used on set: Commercial General Liability (CGL) or Business Liability insurance minimum limits of liability increased to **\$2,000,000** CSL and coverage shall not exclude such perils.



QUESTIONNAIRE FOR FILMING



Production Company: _____

Name Of Production: _____

Location Of Filming: _____

Date/s Of Filming: _____

FIRE DEPARTMENT FILM REVIEW FEE FOR FILMING: \$150.00

INSPECTIONS AFTER HOURS & HOLIDAYS \$280.00

If any of the following will be present at the production site or base camp area a Fire Code Permit, Fire Standby, and a Fire Safety Officer may be required.

- | | |
|--|----------|
| <input type="checkbox"/> Outdoor Assembly Event | \$180.00 |
| <input type="checkbox"/> Temporary Membrane Structures and Tents | \$180.00 |
| <input type="checkbox"/> Production Facilities | \$180.00 |
| <input type="checkbox"/> Live Audiences | \$180.00 |
| <input type="checkbox"/> Pyrotechnics and Special Events | \$260.00 |
| <input type="checkbox"/> Open Flames and Candles | \$115.00 |

ADDITIONAL ACTIVITIES:

- | | | |
|---|-----------------------------|------------------------------|
| Interior Set Construction | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Construction of structures | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Operation or landing of aircraft or helicopters | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Stunts | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

The Fire Safety Officer is paid by the production company to the City. Current rate is \$129.00 an hour with a 2 hour minimum.

The Standby is paid by the production company to the City (if applicable). Current minimum rate is \$317.00 an hour per crew with a 2-hour minimum. Additional rates may apply.

Contact Stephen McNaughten, Fire Marshal, with any questions
805-385-7722 / stephen.mcnaughten@oxnard.org

Company Representative / Location Contact Name: _____

Contact Number: _____

CITY OF OXNARD FIRE DEPARTMENT FILM PERMIT



Fire Prevention Division

360 West Second Street, Oxnard, CA 93030
(805) 385-7722 Fax (805) 385-8009

To maintain, store, use, handle, or other disposition of highly flammable, combustible, or explosive materials, or to conduct processes which produce conditions hazardous to life or property, to install equipment used in connection with such activities, as stated below:

APPLICATION FOR SPECIFIC ACTION OR PROJECT PERMIT

LOCATION INFORMATION

Address: _____ Date(s) of Use: _____
 Name: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____

CONTRACTOR INFORMATION

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Email: _____
 Print Name: _____ Signature: _____ Title: _____

PROPERTY OWNER/SPONSORING ORGANIZATION IF NOT OWNED BY THE CITY OF OXNARD

Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 First Name: _____ Last Name: _____ Title: _____

Do not write below this line

Inspector Signature: _____
 Date: _____ Unit: Prevention Phone: (805) 385-7722

Item	QTY	Fee
Fire Film Permit		\$150.00
Inspections After Hours And Holidays		\$280.00
Fire Operational Permit		\$180.00
Pynotechnics And Special Events		\$260.00
Open Flames And Candles		\$115.00
Stand By Safety Officers (2 Hour Minimum)		
Fire Marshal		\$192.00 Per Hour
Deputy Fire Marshal		\$145.00 Per Hour
Fire Inspector		\$129.00 Per Hour
Fire Suppression/EMS		\$317.00 Per Hour
Total Fees		

Fire Marshal
 Permit will not be valid unless signed
 by Fire Marshal.

FIRE MARSHAL SIGNATURE

This Permit is issued and accepted on condition that all Regulations now adopted, or that may hereafter be adopted, shall be complied with.

THIS PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERRABLE.

ANY CHANGE IN THE USE OR OCCUPANCY OF PREMISES SHALL REQUIRE A NEW PERMIT.

THIS PERMIT MUST AT ALL TIMES BE KEPT POSTED ON THE PREMISES MENTIONED ABOVE.

Effective 02/22/2022

CITY OF OXNARD LOCATION FILMING— SAMPLE SITE PLAN

A site plan is required as part of your film application. Please include as much detail in your site plan as possible to ensure we have all the necessary information.

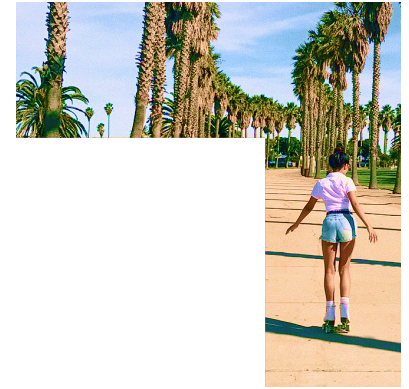
YOUR SITE PLAN MUST SHOW THE FOLLOWING:

- Film location(s)
- Crew parking (if applicable)
- Base camp (if applicable) including types of vehicles, space needed, etc.
- Number of vehicles/parking spaces you will be using
- Any proposed street closures or Intermittent Traffic Control needed
- No Parking Signage requested

Sample Site Plan



LOCATION FILMING PERMIT FEES



BASE FEE:

Film Permit Application	\$100.00
Fire Film Permit	\$150.00
Public Property Location Use: One Day	\$300.00
Public Property Location Use: Multiple Days	\$200.00 per day

BUSINESS TAX CERTIFICATE FEES:

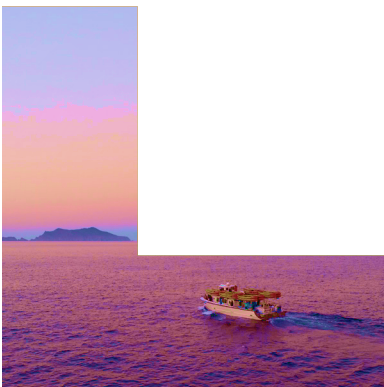
A business tax certificate shall be obtained before a filming permit is issued unless the person, organization, or entity applying for the film permit is exempt from paying business tax fees pursuant to section 11-9 or section 11-208(B) of the City code. [Click here to download a Business Tax Certificate application.](#) Completed applications must be submitted to ctlicensing@oxnard.org for processing.

***Business tax fees are waived if location use fees for public property are collected by the City.**

Business Tax Certificate:	\$37.00 per day
	\$85.00 per week
	\$182.00 per month
	\$242.00 per quarter
	\$362.00 per six (6) months (max.)
Processing Fee:	\$48.00
State-Mandated Disability Access Compliance Fee:	\$4.00

ADDITIONAL FEES (IF APPLICABLE):

Paid Parking (City Parks)	\$5.00/car per day
Fire Operational Permits	\$180.00 each
Fire Inspections	Varies (see page 11)



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