



## One Stop Permitting Information for Photo and Film/Video Shoots

Welcome to the City of Hemet's Photo and Film/Video Permit Service. In collaboration with the Inland Empire Film Commission and the Riverside County Office of Film, we are pleased to assist you in the permitting process and look forward to helping you with this facet of your production. We value your business and will always do our best to accommodate the needs of your production while balancing those needs with the interests of our residents and community.

Anyone interested in doing a commercial photo or film/video shoot within the City of Hemet must first review the following rules and regulations before completing **the attached Photo and Film/Video Shoot Application**.

### 1. General Information

- The City of Hemet offers one stop photo and film/video permitting issuing the permit and coordinating as many internal logistics among City departments such as Police, Fire, and Public Works as possible.
- A photo and film/video shoot permit **is required** for any photo shoot or film/video production, using any private or public property within the City of Hemet's jurisdiction (city limits).
- A Permit is not required if **still** photography is taking place solely on private property.
- Due to security and special circumstances, all photo and film/video shoot requests for the Hemet Ryan Airport or on an Airport leaseholder's property are handled directly by the Riverside County Office of Film. Please contact them at 951-955-2044 or [RCFilm-TV@rivcoeda.org](mailto:RCFilm-TV@rivcoeda.org) You will **not** need to complete the attached Photo and Film/Video Shoot Application as they have their own application, forms and permits.
- We understand the fast moving nature of production and will always endeavor to turn around permits as quickly as we can while still insuring that all permitting requirements are met. However, it is in your best interest to submit your application as early as possible whether your production is complex or not. This allows us sufficient time to clarify answers on your application; check availability of the location; and route your application to City staff who know about construction/maintenance projects, street/sidewalk closures, and other impacts in the area.
- We may also need time to schedule City personnel such as Hemet Police Department or Hemet Fire Department personnel to coordinate or oversee your production if necessary. This will also allow you sufficient time to obtain insurance and obtain any additional permits that might be required.



## 2. Permit Submission Timeframes

We endeavor to issue your permit within three business days following submittal of an application deemed complete. Your assistance in planning accordingly will provide you adequate time in advance to obtain the necessary information you will need to submit a complete application that the City can begin to review and process toward permit issuance.

Examples of industry suggested time frames include:

**STILL PHOTOGRAPHY/DOCUMENTARY (crew size up to 30):**

Submit complete application a minimum of 5 – 7 working days prior to production

**FEATURE/TV/COMMERCIALS/AUTOMOBILE PHOTOGRAPHY/DOCUMENTARY (crew size up to 50):**

Submit complete application a minimum of 20 working days prior to production

**FEATURE/TV/COMMERCIALS/AUTOMOBILE PHOTOGRAPHY/DOCUMENTARY (crew size 51 – 100+):**

Submit complete application a minimum of 30 working days prior to production

- Requests to have street closures or blocking of the public right-of-way may require you to submit a Street Closure Permit to the city for review by Public Works, Hemet Police Department, Hemet Fire Department and for coordination with Riverside County Sheriff and local ambulance providers.

\* Note that this application ideally should be submitted at least 30 days in advance of the production though a shorter time frame may be possible.

- **Sufficient detail should be included on the application to avoid any misunderstandings and the possible suspension or revocation of your permit due to performance of acts not described in the application.**
- If the application is approved, a permit will be issued. A copy of the permit must be maintained at the filming or photo shoot location and presented upon demand to any City of Hemet or government official.
- It is the responsibility of the applicant to obtain any City permit and/or license or pay for any City personnel that may be required in addition to the Photo and Film/Video Shoot permit.
- Providing written notification to residents and businesses affected by a photo and film/video shoot is the sole responsibility of the production company. The written notification should provide information on the shoot such as the date, time and place and outline the impacts the shoot will have on them, such as street closures, limiting parking, noise, etc. The City's Film Permit Coordinator must receive and pre-approve this notification before it is distributed.



- It is the responsibility of the applicant to collect and dispose of any trash, recycling or debris generated by the production and restore public property (street, sidewalk, park, or building) to its original condition. Refuse service is only available through CR&R 951-
- The City may assess penalty fees if permit conditions are violated. Examples of violations include, but are not limited to, exceeding the permit time; unapproved stopping or blocking in the public right-of-way; parking in unauthorized areas; filming/photographing in unpermitted areas; exceeding the size and scope of permit; misrepresenting photo or filming activities; unauthorized use of weapons, pyrotechnics, special effects, hot work, welding; damage to City property.
- The right to revoke permission for use of public property at any time is retained by the City of Hemet. All activities must comply with City Municipal Code and permittee shall comply with requests from Hemet public safety personnel or other authorized City Officials in response to complaints. In the case of a major fire, Act of God or other emergency in which City staff must be pulled from the production site, photography and filming will cease until such time City staff are available again.
- The City shall receive either audio or visual credit in the production unless the City elects to waive such credit.



### 3. Insurance Requirements (Mandatory)

- Permits will not be issued without appropriate insurance coverage in effect.
- All photo and film/video shoots occurring on City property are required to submit a Certificate of Insurance prior to the first day of shooting. For shoots requiring NO closure of a sidewalk and/or NO partial or full closure of a street, please refer to **Category 1** below.

For shoots requiring a full closure of the sidewalk and/or a partial or full closure of a street, please refer to **Category 2** below.

Both categories must adhere to the requirements in the “Other Insurance Provisions” section. Note that the certificate of insurance should cover the entire time that you will be using City property including prep and/or strike if these activities fall outside of the production days.

- The insurance requirements may be waived on a case-by-case basis if a film/video shoot occurs completely on private property and does not use any City property or City-owned right-of-way.

#### **CATEGORY 1 – MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

#### **CATEGORY 2 – MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.



2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

### **OTHER INSURANCE PROVISIONS (applies to Category 1 and Category 2)**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The "City of Hemet, its officers, employees and agents" shall be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the permittee. General liability coverage can be provided in the form of an endorsement to the permittee's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

#### ***Primary Coverage***

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the permittee's insurance and shall not contribute with it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

#### ***Waiver of Subrogation***

Permittee hereby grants to the "City of Hemet, its officers, employees and agents" a waiver of any right to subrogation which any insurer of said permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.



#### 4. Fee Information

##### **Film Permits:**

The City of Hemet has adopted a program of **no fee** film permits as an inducement for film production in the City.

##### **Facility Use Fees:**

As an added incentive, there is **no charge** to film on City property or at / in City-owned buildings once approved by the City.

##### **Staffing and Miscellaneous Fees:**

The table below does include estimate for fees charged associated with City involvement in film production.

Description	Fee	Special Notes
Police Officer, if required	\$80 - \$120/hour (depends on pay rate of person assigned)	This will be invoiced separately after the shoot. Note that other Police resources such as a police vehicle or motorcycle may be required and are charged separately from the officer.
Public Works personnel, if required	Approx. \$55 per hour (depends on pay rate of person assigned)	This is at the discretion of City whether a shoot requires staffing for the entire duration or "spot checking" at the start, mid-day and wrap times.

The City requires a good faith deposit, in advance of filming towards the estimated costs associated with City support of film production.

#### 5. Cancellation Policy:

We expect that your production has given prior thought as to how weather and personnel issues might affect your shoot schedule. While we generally do not refund money if a shoot has been cancelled, we will work with you to reschedule the date if it is needed. If the production cancels less than 24 hours prior, due to non-weather related reasons, no fees will be refunded because personnel were already scheduled,



## 6. The Next Step:

Please submit the following:

- Completed Photo and Film/Video Shoot Application – To:
  - City of Hemet Permit Office – Fax Number: 951-765-2359
  - Deliver to Cityhall, Planning Department 445 E Florida Avenue - Hemet, CA 92543
  
- Certificate of Insurance for the appropriate insurance limit
  - The “*City of Hemet, its officers, employees and agents*” should be named as additional insured.
  - Do not delay in submitting the application while waiting for your insurance certificate. That can be submitted separately.

The City of Hemet Planning Department will contact you about other possible requirements once your application is reviewed. You may also be required to submit a site map showing where actors/models, camera, lighting, other equipment, etc. will be placed so that staff has an accurate understanding of the proposed layout of your shoot.

If you have questions before you submit the application, please phone the Planning Department at 951-765-2375 or



## City of Hemet Photo and Film/Video Shoot Application

### 1. Type of Production

\_\_\_\_\_ Still Photography      \_\_\_\_\_ Educational / Documentary / Industrial / 2<sup>nd</sup> Unit  
\_\_\_\_\_ TV Commercial      \_\_\_\_\_ TV Series / Music Video      \_\_\_\_\_ Feature Film / TV Movie  
\_\_\_\_\_ Student Still Photography      \_\_\_\_\_ Student Film

### 2. Production Title / Name

Title \_\_\_\_\_  
\_\_\_\_\_

### 3. Applicant Information

Applicant \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Company Website \_\_\_\_\_





#### 4. Location Information

##### LOCATION #1

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Private Property \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Park \_\_\_\_\_

Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) ***Attached Separate Sheets as needed.***

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Requesting exclusive use of location?

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On-Site Representative & his/her title

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On-Site Representative's Cell Phone

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##### LOCATION #2

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Private Property \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Park \_\_\_\_\_

Date \_\_\_\_\_



Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) ***Attached Separate Sheets as needed.***

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Requesting exclusive use of location?

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On-Site Representative & his/her title

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On-Site Representative's Cell Phone

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### LOCATION #3

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Private Property \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Park \_\_\_\_\_

Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) ***Attached Separate Sheets as needed.***

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Requesting exclusive use of location?

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On-Site Representative & his/her title

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On-Site Representative's Cell Phone

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**5. Personnel**

# of Crew \_\_\_\_\_

# of Actors / Models \_\_\_\_\_

**6. Equipment**

# of cameras \_\_\_\_\_

**6. Sound Equipment**

Describe \_\_\_\_\_

# of Generators \_\_\_\_\_

# of Lights, Reflectors \_\_\_\_\_

Playback Area on-site? \_\_\_\_\_

Craft Service on-site? \_\_\_\_\_

**7. Vehicles**

# of motorhomes and their length  
\_\_\_\_\_

# of production vehicles and their length  
\_\_\_\_\_

# of on-camera vehicles \_\_\_\_\_

# of crew vehicles \_\_\_\_\_

**8. Props, Production Details and Support**

A. Planning on bringing in sets, dressings or props? \_\_\_\_\_ No \_\_\_\_\_ Yes,  
description below.

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B. Expecting any continuous or intermittent sounds that could be considered excessive or irritating when compared to normal noise levels in the area? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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C. Any weapons used in the production? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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D. Any pyrotechnics or special effects in the production? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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E. Will production need to remain on-site overnight? \_\_\_\_\_ No \_\_\_\_\_ Yes, please indicate how overnight security will be handled.

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F. Will portable toilets be brought in? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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G. Planning to block sidewalks or stop traffic in street? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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H. Need to post "no parking" on streets or nearby parking lot for production vehicles or crew vehicles? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below

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I. Need to pre-reserve parking spaces in one of the City's parking lots?

\_\_\_\_\_ No \_\_\_\_\_ Yes, describe below

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J. Is any aircraft being used?

\_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

Include the "N" number of each, whether it will be a camera mount aircraft or action aircraft, minimum altitude of each aircraft and whether it will be crashed/damaged or landing outside the Hemet Ryan Field. Note that FAA clearance must be verified.

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FAA Officer contacted

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K. Request for Hemet Police Officers, vehicles or other police equipment? \_\_\_\_\_ No \_\_\_\_\_ Yes, please indicate the number you are requesting of each.

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**Please sign and email completed application to: [filminhemet@cityofhemet.org](mailto:filminhemet@cityofhemet.org)**

*Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



## Economic Benefit Reporting:

In support of the no fee permit program, the City requires you to provide information about the economic impact of local media production.

Please fill out section "A" with the submission of the application for a permit. Follow up with completed sections "B" and "C" no more than 10 (ten) business days after wrap of your Hemet shooting. Email or fax this form to the Hemet Film Permit Service at 951-765-3785 or [filminhemet@cityofhemet.org](mailto:filminhemet@cityofhemet.org). Reported information will remain confidential.

### A) Contact Name for Final Economic Impact Reporting

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

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

E-Mail: \_\_\_\_\_

### B) Economic Reporting (USD)

#### 1. Lodging

# Room Nights in Hemet Motels (# of crew x number of nights): \_\_\_\_\_

Name of Hemet Motels(s): \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

Rate Paid at Motel(s): \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

#### 2. Hiring

Hemet Crew Hires:

Total # Hires: \_\_\_\_\_

Total # Days worked: \_\_\_\_\_

Hemet Cast Hires:

Total # Hires: \_\_\_\_\_

Total # Days worked: \_\_\_\_\_

Post Production costs to be spent in Hemet: \$ \_\_\_\_\_



## C) Feedback

Please let us know if you had a positive experience filming in Hemet, or how we can better serve your next Production. Thank you.

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***The End....roll credits.***