



Film Permit Application

FP# _____

PERMIT REQUIRED – It is unlawful to conduct filming activity as defined in Section 5.74.030Bof NMC without first obtaining a film permit (Ord. No. 998-002, Enacted 03.04.1998).

APPLICANT & CONTACT INFORMATION

Applicant Name			
Contact Type	Location Manager/ Scout	Production Manager	Other
Production Company			
Production Title			
Applicant Address			
City, State, Zip Code			
Location Manager (if different from above)		Alternate Contact	
Cell Phone		Cell Phone	
Email Address			

FILMING INFORMATION

Description of shoot			
Filming Date(s)			
Filming Location(s)	<i>Use of City facilities will require a minimum of 15 days advance reservations and an additional rental application & fees. Use of private property requires completion of the attached "Property Owner's Authorization" form. Courtesy notices and/ or public relations releases should also be submitted with a completed application.</i>		
Type of Production	COMMERCIAL PRINT AD	TV SERIES MOTION PICTURE	B-ROLL OTHER
Start Time		End Time	
Set Up Time		Clean Up Completion	
# of Crew & Actors (including extras)		# of spectators	
# of Cars/ Vans		# of Trucks/ Trailers/ RV's	
# of Cranes/ Condors		# of Generators	
# of Picture Cars		Other Vehicles	

Parking Required YES NO	<i>Please describe the specific location of the proposed parking spaces required for equipment trucks & vans, crew vehicles and any other vehicles. *Additional fees apply</i>
	<i>Please describe where cast & crew will park; base camp location and any other information with regard to vehicles & staging for the shoot.</i>
Road Closures YES NO	<i>Please note specific location of street and/or sidewalks requested to be closed.</i>
Traffic Control	<i>Describe proposed method of handling vehicular & pedestrian traffic:</i>
Use of Roadways	<i>If your shoot requires use of roadways, please describe usage, safety measures, & traffic control measures being taken:</i>
Filming Security	<i>Please describe your plans for security & crowd control:</i>
	<i>If your shoot includes vehicles and/ or animals, describe what you will do to ensure safety for the public, participants & animals:</i>
Temporary Structures YES NO	<i>Please describe the type, size and location of any temporary structures that will be used.</i>
Pyrotechnics and / or Firearms YES NO	<i>Please describe plans for use of any pyrotechnics and/or firearms including exact location. Explain safety measures being taken; additional permits may be required.</i>
Animals YES NO	<i>Please describe any animals that will be on site for the shoot (domesticated, trained, number, type, etc.)</i>
Food & Beverage YES NO	<i>Please describe the food and beverages to be distributed. If you plan to serve beverages with alcohol a separate permit will be required through the Alcohol Beverage Control (ABC), 707.576.2165 or 50 "D" Street, Santa Rosa, CA. A copy of approved permit will be required.</i>
Lighting	<i>If you plan to film at night, please describe how you plan to light the shoot, parking and any other adjacent areas.</i>
Amplified Sound	<i>Please describe the type of noise and/ or amplified sound, loudspeakers that will be used for your shoot. Include the :</i>
Restroom Facilities	<i>Please identify the location of the restroom facilities to be used.</i>
Emergencies	<i>Please identify your emergency plan including onsite personnel trained in CPR/ 1st Aid and type of facilities available.</i>
Notification	<i>Describe your methods for notifying affected businesses and residents of your shoot.</i>
Impact to Others	<i>How do you plan to mitigate the impact your shoot has on neighboring businesses, churches, residents, motorists, pedestrians, etc?</i>
Accessibility for Disabled	<i>Access for disabled shall not be impeded. If filming requires temporary obstruction to ADA facilities, please indicate where alternative access will be located.</i>

AGREEMENT: The undersigned, as the representative for the _____,
(Person/Organization holding the event)

agrees to take full responsibility for use of City premises as stated in approved Film Application Permit and all individuals/parties/organizations participating in this activity will hold the City of Napa, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or in connection with the use of the facilities, equipment or premises caused by any source whatsoever.

I have read the below Policies for Filming in the City of Napa. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause this reservation or the activity/event to be canceled at any time.

 Signature of Applicant/ Authorized Agent

 Date

For office use only:

App Received				
Property Owner Approval			Insurance	
Cc to Public Works				
Entered in Active			Fees	\$ Date:
Entered in Outlook			Deposit Paid	\$ Date:
Scanned to Sp Event Folder			Site Map Received	
		Safety Plan Received		

PRIVATE PROPERTY UTILIZATION

PROPERTY OWNER'S AUTHORIZATION

I authorize the applicant, _____, to conduct the event described above on my property at the following location:

Name of business or location: _____

Owner's Name: _____

Address: _____

City & Zip: _____

Phone: _____ Email: _____

Owner's Signature: _____ Date: _____