



Dear Permit Applicant:

The following is information about the **Perris Filming Permit Application**. Please complete and return the application with a copy of a clear map marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, and map **must** all be received before the application can be processed. It is important to list all props to be used, and to submit a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, weapons (firing and non-firing), or aircraft used in your shoot. The lead person who is responsible for the shoot must sign the application.

Fire Requirements: Fire Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Fire Department resources, Fire Department personnel will charge for their hourly wage (within a two-hour minimum). A bond will be issued to cover all personnel fees and Fire Department Equipment costs (as needed), payable in advance. If there are any funds remaining after the shoot, the Production Company will receive a refund.

Police Requirements: Police Department resources are assigned to shoots on a case-by-case basis. If it is determined that your shoot requires Police Department resources, Police Department personnel will charge for their hourly wage (within a two-hour minimum). A bond will be issued to cover all personnel fees and Police Department Equipment costs (as needed), payable in advance. If there are any funds remaining after the shoot, the Production Company will receive a refund.

Insurance Requirements: The Applicant shall, at its sole expense, provide the City with evidence of insurance for general liability and workers' compensation benefits for accidents or injuries which occur or are sustained in the course of carrying out this activity. The application must provide insurance with a minimum of \$1,000,000 combined single limit. The Certificate of Insurance and the Letter of Endorsement must name the City as an additional insured. (See specific verbiage below).

When deemed necessary by the City, the Applicant shall maintain one million dollars (\$1,000,000) per occurrence in automobile liability insurance for bodily injury and property damage including coverage for owned, non-owned, and hired vehicles in a form and with insurance companies acceptable to the City.

All policies shall contain a provision stating that the Applicant's policies are PRIMARY insurance and that the insurance of City or any named Additional Insureds will not be called upon to contribute to any loss.

You must provide *proof of liability insurance* (via Certificate of Insurance) and a *Letter of Endorsement* (ISO form #CG-20-12-07-98 or equivalent) naming the City of Perris, its officers, agents, employees, and/or volunteers as an additionally insured in the amount of \$1 million. The Insurance Certificate and Letter of Endorsement *must read verbatim:* **City of Perris, 101 North D Street, Perris, CA 92570 and its officers, City Council, agents, employees, and volunteers are named additional insured with respect to liabilities arising out of the performance of service hereunder.**

An additional Insurance Certificate and Letter of Endorsement is required in the event of the use of airplanes or helicopters in the amount of \$10 million, using the same verbiage above.

FAA approval, in writing, is required.

Workers' Compensation Requirements: Proof of workers' compensation insurance is required.

Please email a copy of the Certificate(s), along with the Letter(s) of Endorsement to the City of Perris at mogawa@cityofperris.org **and** mail a hard copy of the Insurance Certificate(s) and Letter(s) of

Endorsement to: City of Perris
 Attn: Michele Ogawa
 135 North D Street
 Perris, CA 92570

An electronic copy directly from the Insurance agent will also be accepted if emailed to: mogawa@cityofperris.org.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance, and Letter(s) of Endorsement and a clear map must be received five days prior (minimum) to filming. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact the City of Perris at (951) 943-6100.

The City of Perris Film Permit is free of charge.

Riders: Minor additions, corrections, or alterations to a permit shall be made available by way of a rider which shall be attached to the original permit in writing. However, a permit cannot be extended or amended by rider after the completion of the filming activity. Significant changes to the original permit shall require a new permit application.