



CITY OF ROLLING HILLS ESTATES

FILM PERMIT APPLICATION PACKET

Telephone (310) 377-1577
 Fax (310) 377-4468
 www.RollingHillsEstatesCa.Gov

Date _____

Company _____ Fed/State Employer ID _____

Production Title _____ Production Type _____

Address _____
Street City State ZIP

Phone _____ Fax _____ Cell _____
Area Code Area Code Area Code

Location Manager _____

Location: (Provide address and site location on the property. For multiple locations, attach additional page(s).)

Name of Private Property Owner/Representative _____ Phone _____

Activity: (Provide a description of filming activity for each location).

Traffic Control/Activity in Public ROW: No _____ Yes _____ Attach Traffic Control Plan

Prep, Strike, and Filming Schedule (Attach separately):

Date(s) _____ Time(s) _____

Total Personnel (Cast and Crew) _____

Vehicles/equipment _____

Pyrotechnics _____

Technician _____ License # _____

FX # _____ Fire Permit # _____ Other _____

Insurance Company _____ Expiration Date _____

Company Representative

Private Property Representative

By acceptance of this permit, permittee agrees to all the aforesaid conditions, including any attachments to this form.

TO BE FILLED OUT BY CITY STAFF

CHECKLIST

- ___ FILM PERMIT APPLICATION
- ___ HOLD HARMLESS AGREEMENT
- ___ CERTIFICATE OF INSURANCE
- ___ BUSINESS LICENSE APPLICATION
- ___ FEES

TOTAL FEES \$ _____

**MAKE CHECK PAYABLE TO "City of Rolling Hills Estates"
 NO REFUNDS**

RECEIVED BY STAFF _____

Signature

DATE _____



CITY OF ROLLING HILLS ESTATES

INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING AND STILL PHOTOGRAPHY ACTIVITIES IN THE CITY OF ROLLING HILLS ESTATES

FILM PERMIT

An approved film permit from the City of Rolling Hills Estates is required to film, videotape or conduct photography on public and private property for the purpose of producing any motion picture, television production, commercial production, educational production, video production and still photography production.

Permits shall not be required for the following production activities:

- a. The filming, videotaping or other production of current news which includes reporters, photographers and camera persons employed by a newspaper, news service, cable or broadcasting station or similar entity engaged in news events.
- b. The filming, videotaping or other productions solely for one's private, family use.
- c. Commercial still photography and videography on City-owned property for groups of individuals, where no props are being used and where the photographs and/or videos are for the private and non-commercial use of the person(s) being photographed and/or recorded; provided that no group may utilize the property for more than forty-five (45) minutes within a 24-hour period.
- d. Commercial still photography and videography on City-owned property for groups and/or individuals when occurring in conjunction with the authorized use or rental of the City-owned property for an event, pursuant to an approved rental agreement or Park Permit with the City.

FILM PERMIT REQUIREMENTS

Advance Notice

An applicant is required to submit a completed film permit application at least two (2) weeks in advance to conduct an activity for which a permit is required. Additional notice is strongly recommended and may be required for larger productions or productions that involve set construction or special effects or traffic controls.

Hours & Days of Filming

Filming activity is generally limited to the hours of 7:00 AM to 7:00 PM, Monday through Saturday. Filming is prohibited on Sundays, during overnight hours, on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. However, the City may consider exemptions from the hours of filming activity on an individual production basis.

Filming on Private Property

In addition to the terms and conditions specified, an applicant shall obtain the property owner's signature prior to the granting of a permit. Additionally, the applicant may be required to provide advance notice and/or gain approvals from all appropriate residents and homeowners associations located near the proposed film permit activity, as determined by City staff.

Special Effects

Special effects, including gunfire, explosions, helicopter flying, etc., are generally not permitted by the City. However, on rare occasions the City may grant permission with specific restrictions, pending approval by selected residents and/or homeowners associations.

Directional Signs Prohibited

The posting of directional signs in the City’s public rights-of-way is not permitted. Any signs posted within the public right-of-way will be removed at the expense of the permittee. However, the City may permit a single, A-frame or similar sign for larger productions to identify the location.

Fee Schedule

The fees listed below reflect the City’s full cost of processing film permit applications and providing support city services, which directly relate to the actual cost of providing services:

Temporary Use Permit Application Fee (non-refundable):	\$ 600
Motion Picture on Private Property/Residential only:	\$ 500/day
Motion Picture on Public Property & any Non-Residential:	\$1,000/day
Still Photography on Private Property:	\$ 100/day
Still Photography on Public Property:	\$ 200/day
Staff Costs:	Varies
Sheriff Department:	Varies
Fire Department:	Varies
City Business License: Annual Business License is required for all businesses operating in the City.	\$ 20 New \$ 10 Renewal
SB 1186: From January 1, 2013 through December 31, 2018, the State requires cities to collect a \$1.00 fee with the issuance or renewal of each business license to fund Certified Access Specialist (CAsp) programs. See the City’s business license application packet for details.	\$ 1.00
Security Deposit: A refundable security deposit may be required. Deposit may cover any unanticipated staffing costs, clean-up costs, locations fees, or other expenses not included with the initial Film Permit fees.	Varies
Traffic Control Plan Review	Varies

Liability & Insurance Provisions

A certificate of insurance and endorsement is required in the amount of one million dollars (\$1,000,000) naming the City of Rolling Hills Estates, its officers and employees as co-insured for protection against claims of third persons for personal injuries, wrongful deaths and property damage unless greater or lesser coverage is requested and approved by the Film Permit Coordinator. The certificate shall not be subject to cancellation until after thirty (30) days written notice to the City of Rolling Hills Estates. If the applicant is conducting pyrotechnics or other special effects, the amount specified in the certificate of insurance, upon request of the City Manager or designee, may be increased.

An applicant must execute a Hold Harmless Agreement. The Hold Harmless Agreement must be signed by the same individual that signs as the company representative on the permit application (agreement is attached).

Activity in the Public Right-of-Way

Any activity proposed to occur in the public right-of-way (i.e. vehicles, camera stand, “no parking” signs, equipment, stringing cable or generators on the street/sidewalk or driving shots) will be reviewed on a case-by-case basis. Applicants shall submit a Traffic Control Plan indicating the type and placement of traffic controls to scale. The City’s Traffic Engineer will review the Traffic Control Plan. If approved, the applicant will be responsible for supplying, placing, and removing the necessary Sheriff services, traffic safety equipment, etc., as presented in the Traffic Control Plan. Permittee’s failure to comply with an approved Traffic Control Plan shall result in immediate termination of the Film Permit.

Filming in the right-of-way and on major City arterials (Crenshaw Boulevard, Deep Valley Drive, Hawthorne Boulevard, Highridge Road, Indian Peak Road, Palos Verdes Drive North/East, Rolling Hills Road, Silver Spur Road) are generally permitted only during non-peak traffic hours of 9:30 AM to 2:00 PM. The City of Rolling Hills Estates does not allow full road closures for any film, video or still photography activity, however, the City will consider limited traffic control measures (intermittent traffic control) during non-peak

traffic hours.

The posting of "No Parking" signs requires advance warning of at least seventy-two (72) hours. "No Parking" signs shall clearly state the times and dates of parking restrictions and shall be spaced every fifty (50) feet of in front of every house impacted. The signs shall be posted on Type II barricades or orange delineators.

Los Angeles County Sheriff Department Services

The City of Rolling Hills Estates contracts with the Los Angeles County Sheriff's Department for law enforcement services. The Sheriff's Department must always be contacted regarding any film permit application. The Sheriff's Department will determine if any public safety services are necessary, including whether or not a Deputy should be assigned to be on site during film/video/photo or other production activities, as well as any fees to be charged. Generally, public safety services are required for productions with a cast and crew of over 50 persons, driving shots, special effects, or night shots. The Sheriff's Department fees are in addition to City fees and are paid directly by the applicant to the Sheriff's Department. County fees are subject to change without notice. Please contact the Los Angeles County Sheriff's Lomita Substation at (310) 539-1661.

Los Angeles County Fire Department Services

The City of Rolling Hills Estates is served by the Los Angeles County Fire Department for fire safety services. Applicants shall apply directly to the County Fire Department, which will determine if the services of a Fire Safety Advisor or Officer are necessary. Generally, fire safety services are required for productions with a cast and crew of over 25 persons, special effects, generators, and interior shots. The Fire Department fees are in addition to City fees and are paid directly by the applicant to the Fire Department. County fees are subject to change without notice. Please contact the Los Angeles County Fire Department's Public safety and Film Unit at (818) 364-8240 or psfu@fire.lacounty.gov.

City Department Approvals

Approval from the following City departments may be required for some productions:

Planning Department: Department approval is required for any environmental issues, including temporary or permanent construction of sets, grading and the review of the type of filming and its potential impacts on the area. Please contact the Planning Department at (310) 377-1577.

Public Works Department: Department approval is required for any film/photo/video or other related activity that occurs within the City's public rights-of-way (see Public Right-of-Way section). Please contact the Public Works Department at (310) 377-1577.

Community Services Department: Department approval is required for any related film/photo/video activity at any City park. Park staff may be required to be on site for City park locations. Such staffing costs are the responsibility of the applicant and are in addition to the permit costs. Please contact the Community Services Department at (310) 377-1577.

Conditions and Restrictions

No changes to the permit will be allowed after initial permit issuance without the written approval of the City. Additionally, filming may not occur for more than fourteen (14) consecutive days—on public or private property—without approval from the City Manager.

These procedures and guidelines are intended to serve as the minimum regulations under typical filming circumstances. However, the City reserves the right to increase or decrease the requirements on an application-by-application basis. Additionally, the City reserves the right to deny a film permit.

**FINALLY, PLEASE NOTE, THE CITY SHALL RESERVE THE RIGHT
TO WITHDRAW A PERMIT OR STOP PRODUCTION
IN THE EVENT THAT THE APPLICANT DOES NOT ADHERE
TO THESE RULES AND REGULATIONS!**



CITY OF ROLLING HILLS ESTATES

HOLD HARMLESS AGREEMENT

Date: _____

In consideration of the undersigned company being permitted to film in the City of Rolling Hills Estates, it agrees to defend, indemnify and hold the City of Rolling Hills Estates, California, harmless from any and all claims of lawsuits arising out of the production company's activities within the City of Rolling Hills Estates.

The undersigned represents that he/she has the authority to execute this letter agreement.

Date: _____

Signature: _____

Company: _____

Production

Title: _____

Address: _____

Phone No.: _____

Date(s) of Filming: _____

*City of Rolling Hills Estates, Planning Department
4045 Palos Verdes Drive North; Rolling Hills Est., CA 90274
Phone: (310) 377-1577 FAX: (310) 377-4468*

NOTE TO APPLICANT:

**PLEASE INSERT
CERTIFICATE OF
INSURANCE HERE IN
PLACE OF THIS PAGE**



City of Rolling Hills Estates

4045 Palos Verdes Drive North
 Rolling Hills Estates, CA 90274
 310-377-1577 • Fax 310-377-4468
 www.RollingHillsEstatesCA.gov

This Application is for:

New Business
 Renewal
 Change of Owner
 Change of Address

Business License Application

Official Use Only

License No. _____
 License Fee \$: _____
 Amt. Remitted: _____
 Check # _____
 AB 939 (3720) \$ _____
 Date: _____

Business Name: _____

Business Address: _____
Address Suite City State Zip

Mailing Address: _____
 (If Different) Address Suite City State Zip

Business Phone: _____ Business Fax: _____

Business Activity: _____ Email: _____

Ownership: Sole Proprietor Partnership LLC Corporation

Federal ID No. _____ Social Security No. _____ Seller's Permit No. _____

State License (Contractor, Real Estate, etc): No. _____ Type: _____ Start Date In City _____

Owner or Principal Information

Name: _____ Title: _____ Phone(_____) _____

Home Address: _____
Address Suite City State Zip

Name: _____ Title: _____ Phone(_____) _____

Home Address: _____
Address Suite City State Zip

I declare under penalty of making a false statement the information is true and correct to the best of my knowledge.

Signature Print Name Date

• All Licenses Expire on the Thirty-First of December, and license renewals are due by January 31 to avoid penalty.

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:
 The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
 The Department of Rehabilitation at www.rehab.cahwnet.gov.
 The California Commission on Disability Access at www.ccda.ca.gov."

I. Are You (fee is non-proratable)

<input type="checkbox"/> Contractor	\$40.00	_____
<input type="checkbox"/> Delivery	\$100.00	_____
<input type="checkbox"/> Gardener	\$100.00	_____
<input type="checkbox"/> Horse Trainer	\$400.00	_____
<input type="checkbox"/> Maintenance	\$100.00	_____
<input type="checkbox"/> Performing Arts Theatre	\$25.00	_____
<input type="checkbox"/> Seasonal Business	\$100.00	_____

Mailing Label

Penalty	_____
Subtotal	_____
New License \$20 or Renewal \$10	_____
SB 1186 State Mandated Fee	1.00
TOTAL	_____

II. Photography (fee is non-proratable)

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Motion Picture Location Shooting in Areas is \$500 per day | Days _____ x \$500 = _____ |
| Shooting in Commercial Area or Public Property is \$1000 per day | Days _____ x \$1000 = _____ |
| <input type="checkbox"/> Still Photography on City Property is \$200 per day | Days _____ x \$200 = _____ |
| Still Photography on Other Properties is \$100 per day | Days _____ x \$100 = _____ |

*Amusement Games (game, alley, and/or device) add \$200 per game.
 *Juke Box add \$25 for first machine & \$10 for each additional machine.

Enter New License \$20 or Renewal \$10

TOTAL

III. All Other Businesses - Please Select Your Category and Complete the Form.

Gross receipts shall be based upon the gross receipts for the Previous Calendar Year or Estimate if new

<input type="checkbox"/>	Retail & Restaurant	Base fee \$25 = _____ Enter Additional (if over \$25,000) = _____	Plus \$.25 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
<input type="checkbox"/>	Alarm Companies	Base fee \$100 = _____ Enter Additional = _____	Plus \$3.00 per \$1,000 for all Gross Receipts = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
<input type="checkbox"/>	Landfills	Base fee \$150 = _____ Enter Additional (if over \$30,000) = _____	Plus \$.50 per \$100 for all Gross Receipts in excess of \$30,000 = Total Receipts (a) _____ less \$30,000 = (b) _____ (b) _____ divided by 100 = (c) _____ times .50 = _____
<input type="checkbox"/>	Private School	Base fee \$25 = _____ Enter Additional = _____	Plus \$.60 per \$1,000 for Tuition Revenue = Revenue (a) _____ divided by 1,000 = (b) _____ times .60
<input type="checkbox"/>	Realtor	Base fee \$150 = _____ Enter Additional = _____	Plus \$15 per Employee plus Owners = No. of Employees _____ times 15
<input type="checkbox"/>	Ready Mix Plants	Base fee \$500 = _____ Enter Additional (if over \$250,000) = _____	Plus \$2 per \$1,000 for all Gross Receipts in excess of \$250,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
<input type="checkbox"/>	Recreational Business	Base fee \$25 = _____ Enter Additional = _____	Plus \$3.00 per \$1,000 for all Gross Receipts = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
<input type="checkbox"/>	Commercial Property Rental	Fee \$25 = _____ Enter Additional (if over 5,000 ft ²) = _____	Plus \$4 per 1,000 ft ² of all floor space in excess of 5,000 ft ² = Floor Space (a) _____ less 5,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 4 = _____
<input type="checkbox"/>	Vending Machines	Base fee \$75 = _____ Enter Additional (if over \$25,000) = _____	Plus \$2 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 2 = _____
<input type="checkbox"/>	Wholesale	Base fee \$25 = _____ Enter Additional (if over \$25,000) = _____	Plus \$.15 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .15 = _____
<input type="checkbox"/>	Professional/Semi	Base fee \$150 = _____ Enter Additional = _____	Plus \$15 per Employee plus Owners = No. of Employees _____ times 15 (Include Owner, Partner, Family Members, etc.)
<input type="checkbox"/>	Home Occupation	Base fee \$25 = _____	
<input type="checkbox"/>	Other*	_____	
		Total from Above= _____	
		*Prorated Total= _____	(*if applicable 100%, 75% or 50% of box Total Above)
		**Penalty= _____	
		Subtotal= _____	
		AB 939 (Subtotal x 10%)= _____	-Excluding Home Occ, Alarm Co or Vending Machines
		SB 1186 State Mandated Fee 1.00	January 1, 2013, and continues until December 31, 2018
		Enter New License \$20 or Renewal \$10= _____	Required
		TOTAL _____	(TOTAL=Subtotal + AB 939 + Permit + New or Renewal)

*Proration Schedule for New Business Starting after March 31 • April 1 to August 31 pay 75% • Sept 1 to Dec 31 pay 50%
 **Late Fee/Penalties: Add a penalty of 10% of the license tax on the last day of each month after the due date with a maximum annual penalty of 50% of the annual fee. Licenses are due and payable on the first day of doing business within the City for new businesses and license renewals are due by January 31 each year to avoid penalty.