

INSURANCE REQUIREMENTS (See Examples)

It is recommended the film company contact the Risk Manager to ensure that the insurance requirements are met.

1. **Certificate of Insurance Form :**
 - Minimum requirements are: \$1,000,000 General Liability, \$100,000 Auto Coverage, and statutory limits for Worker's Compensation.
 - Cancellation Clause: **Must be amended to read exactly as follows:** "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT."
2. Endorsement Form as required by the City's Risk Manager.
3. Workers' Compensation coverage with a Waiver of Subrogation.

FEES AND DEPOSITS

1. Non-refundable film permit application fee: \$1,455.00 is required when the application and supporting documents are filed for processing.
2. Per Day of filming: \$112.00 (*See filming definition in municipal code.)
3. Film permit revision/rider: \$250.00 each.
4. Right-of-way permit fee: \$800.00 per day, per area, shall be paid whenever the permittee uses any portion of any public street, road, right-of-way or building, other than a building or property owned or controlled by the City. There are separate fees established for the use of these locations.
5. In addition to the fees and charges hereinabove established, the permittee shall pay all costs and direct overhead of the City for supervising, controlling and managing permittee's operation. This shall include, but is not limited to, all personnel costs, all material and supply costs, and all other direct costs and expenses of the City. These costs and expenses shall be computed at the conclusion of the project and shall be deducted from the deposit hereinafter required.
6. After the film permit application fee is paid and the application approved and before a permit is issued, the applicant shall deposit with the Director of Finance a cash deposit computed as follows:
 - Twice the amount determined by the Director of Finance to be the total cost to the City of El Segundo
 - Plus a sum equal to all permit and license fees.

CANCELLATIONS

If filming is cancelled or a permit denied with less than a 24 hour notice, there will be a four-hour minimum charge for each police and/or fire officer assigned.

GENERAL PERMIT REQUIREMENTS

For safety reasons, and to protect the integrity of the City's neighborhoods, the following general regulations have been established:

- a. Neighbors within a proximity zone must be protected from glare caused by lighting used for filming after sunset.
- b. Written permission will be required from the property owner(s) and/or tenants of each location to be used.
- c. The hours for filming are 7:00 a.m. to 10:00 p.m.

Conditions for filming requests east of Sepulveda Boulevard will be flexible and no stricter than those requests west of Sepulveda Boulevard. Each request will be evaluated on a case-by-case basis.

NO PARKING SIGNAGE POSTING REQUIREMENTS

- No Parking signs must be posted seventy-two hours (72) hours prior to your event start time, including set-up.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the initial placement of the signage **and** a minimum of twelve (12) hours prior to your set-up or arrival time is required. The documentation must be kept on file and provided to City representatives upon request.
- No Parking signs must be posted on the curb (sidewalk) next to the roadway tied to delineator posts.
- No Parking signs must be placed a minimum of every thirty-three (33) feet.
- Missing, collapsed, or damages No Parking signs must be replaced at least daily **and** a minimum of twelve hours prior to arrival time.



NOTE: No permit will be issued if it will result in any address located within a proximity zone having had filming for more than 25 days in the current calendar year.