



Dear Permit Applicant:

The following is information about the **Corona Filming Permit Application**. Please complete and return the application with a copy of a map (i.e. Google Maps) marking the specific location you wish to use. The completed application, Insurance Certificate(s), Letter(s) of Endorsement, Property Owner Authorization, Processing Fee in the amount of **\$1,385.00** and map **must** all be received before the application can be processed. It is important to list all props to be used, and a detailed description of all your activities. You must list all equipment, stunts, pyrotechnics, explosive devices, weapons (firing & 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 (with a 2-hour minimum) and a bond will be issued if there is need for Fire Department Equipment.

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 (with a 2-hour minimum) and a bond will be issued if there is a need for Police Department Equipment.

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 applicant must provide insurance with a minimal limit of one million dollars (\$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 on page 2).

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 insurance of city or any named additional insured's will not be called to contribute to any loss.

All insurance policies are to be placed with insurers with a current A.M. Best rating of no less than an "A" policyholder rating and a financial rating of not less than Class VIII. All insurers shall be licensed by the State of California to issue insurance in the State of California.

You must provide *proof of liability insurance* (via Certificate of Insurance) and a *Letter of Endorsement* (ISO form #CG-20-23-07-98 or equivalent) naming the City of Corona, its City Council, agents, employees and volunteers as an additionally insured in the amount of one million dollars (\$1,000,000). The Insurance Certificate and Letter of Endorsement must read verbatim: **City of Corona, 400 South Vicentia Avenue, Corona, CA 92882 City Council, agents, employees and volunteers are additional named insured's with respect to liabilities arising out of the performance of services 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 ten million dollars (\$10,000,000), using the same verbiage above. **FAA approval, in writing, is required.**

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

Please fax a copy of the Insurance Certificate(s), along with the Letter(s) of Endorsement, to the City of Corona at 951-279-3550 and a **hard** copy of the Insurance Certificate(s) and Letter(s) of Endorsement **must** be mailed to: City of Corona, 400 South Vicentia Avenue, Corona, CA 92882.

In order to process the application in a timely manner, the application, Certificate(s) of Insurance and Letter(s) of Endorsement, and a Thomas Bros. Map (or equivalent) with page and location clearly marked, must be received two (2) days prior (minimum) to filming. Should filming activities involve special effects, stunts or interference with vehicular traffic, applications must be received four (4) days prior (minimum) to filming and ten



(10) days if road closures are involved. All reservations are tentative until we receive confirmation of property owner approval. If you have any other questions, please contact the City of Corona at 951-736-2262.

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 completion of the filming activity. Significant changes to the original permit shall require a new permit application.

PLANNING & DEVELOPMENT DEPARTMENT



Fee: _____

ROAD ENCROACHMENT PERMIT APPLICATION

PLEASE PRINT OR TYPE

COMPANY NAME _____

DATE(S) OF ACTIVITY _____

PERMITTEE NAME _____

ACTIVITY START TIME _____

TITLE _____

ACTIVITY END TIME _____

MAILING ADDRESS _____

OFFICE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

CELL NUMBER _____

PERMITTEE SIGNATURE _____

PLEASE INDICATE WHICH CITY ROAD(S) YOU WILL UTILIZE DURING THIS SHOOT (INCLUDE A MAP SHOWING YOUR LOCATION):

PLEASE INDICATE SPECIFIC ACTIVITIES TO BE PERFORMED: _____

Issuance of permit WILL be in conjunction with an approved City Film Permit

PERMITTEE AGREES TO INDEMNIFY THE CITY, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS AGAINST AND HOLD THEM HARMLESS OF AND FROM ALL CLAIMS AND LIABILITIES OF ANY KIND ARISING OUT OF, IN CONNECTION WITH OR RESULTING FROM NEGLIGENCE ON PART OF PERMITTEE, ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS IN CONNECTION WITH WORK UNDERTAKEN UNDER THIS PERMIT, AND DEFEND CITY AND ITS OFFICERS, AGENTS, CONTRACTORS, EMPLOYEES AND VOLUNTEERS FROM ANY SUITS OR ACTIONS AT LAW OR IN EQUITY FOR DAMAGES, AND PAY ALL COURT COSTS AND COUNSEL FEES.

WILL THERE BE ANY PYROTECHNICS? (Type) YES NO

WILL THERE BE ANY STUNTS? (Type) YES NO

If yes to either of the above, an approved Special Effects and Hazardous Conditions Worksheet is required

FOR CITY USE ONLY

_____ Officers needed as _____

Traffic Control Devices recommended: _____

CORONA POLICE APPROVAL

AUTHORIZED SIGNATURE _____

PRINT NAME _____

PHONE NUMBER _____

OFFICE IN CHARGE OF FILMING ACTIVITY

PRINT NAME _____

PHONE NUMBER _____

CELL NUMBER _____



PLANNING & DEVELOPMENT DEPARTMENT

Special Effects And Hazardous Conditions Worksheet

Special Effects Coordinator _____ CA Pyro License # _____
(Please provide a legible copy of the front and back of your State's Pyro License along with this form)

SFX Company _____ Telephone # _____

Address _____

Location(s) _____

Assistants _____ CA Pyro License # _____

Assistants _____ CA Pyro License # _____

Permittee Company _____ Contact Person _____

Office # _____ Cell # _____

Activity/SFX Materials & Activity (please note quantities to be used for each material listed):

Date(s) of Activity: _____ Time(s): _____

SFX Coord. Signature _____ **Date** _____

Permittee Signature _____ **Date** _____

Fire Approval _____ **Date** _____

Police Approval _____ **Date** _____

This form and a copy of your license(s) are required before a permit can be issued.

Questions? Contact the **Planning Division** at 951 739-2434



PLANNING & DEVELOPMENT DEPARTMENT

Date:

RIDER # _____

City Permit#

Company: _____

Fee: \$ 25.00

Contact: _____

Facilitator Yes ☐ No ☐

Address: _____

Company:

Address 2: _____

Contact:

City/St/Zip: _____

Phone#:

Phone#:

Description:

The following changes and/or additions have been made to city permit #

All other stated stipulations, addendums and riders remain in force on city permit #

Authorized Signature

Title

Name (Please Print)

Number

Questions? Contact the **Planning Division** at 951 739-2434