



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

PHOTOGRAPHY AND FILMING PERMIT APPLICATION

This fillable application can be found on:

<https://www.cityofdhs.org/planning-documents>

PHOTOGRAPH AND FILMING PERMIT applications are required in the City of Desert Hot Springs for the use of any public or private property for the purposes of filming motion pictures, television shows, videos or still photography. A Photography and filming permit application must be submitted at least thirty (30) days for review prior to the issuance of a permit. Please contact the Planning Department at 760-329-6411.

FOR OFFICE USE ONLY	
Case No.	
Permit No.	
Fee:	
Check #/ Cash/CC	
Approved/Denied	
Related Cases	

Check applicable box:

Photography Permit

Film Permit

APPLICANT INFORMATION (indicate preferred communication method)

Applicant Name	
Street Address	
City, State, Zip Code	
Preferred Phone	
E-Mail Address	

PROJECT INFORMATION

Project Title	
Location or Production Manager	
Preferred Phone	
E-Mail Address	
Alternate Contact	
Preferred Phone	
E-Mail Address	

PRODUCTION TYPE:

Still Photography

TV Episode

Music Video

TV Commercial

Constitution Park

Corporate Video

TV Movie

Feature Film

Other

Production Date(s)	
Total Personnel	
Equipment	
Number of Generators	
Number of Cars	
Number of Trucks	
Number of RVs	
Other	

LOCATION SHOOT SPECIFICS: Please give specifics about your shoot below; attach separate sheets if more space is needed. You must include the name(s) of Property owner(s), address(es), nearest cross streets and telephone number(s) of the filming location(s). Also, describe all scene(s) to be filmed (including animals, pyrotechnics, and stunts).

Date	Time	Location and Activity	P/F/S (Prep/Film/Strike)

TRAFFIC: If filming is planned on City streets or City property, please submit a Site Plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene.

Check here if plan is attached.

Describe your plan for controlling traffic (i.e., personnel and devices to direct traffic:

RESTROOMS AND REFUSE: If filming is to take place on City streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production:

STUNTS AND SPECIAL EFFECTS: If your project will involve stunts or special effects, please provide detailed information about the specifics planned:

Pyrotechnic specifics	
Hazardous materials to be used	
PyrotDomestic/Wild animals to be used	

AERIAL STUNTS/ELEMENTS: Please detail any aerial stunts, helicopter landings, hot air balloons, etc. to be utilized in your shoot:

After review of this application, City Staff may have other requirements such as insurance and home Owner Association approvals, fees to cover cost of Police or street closures, etc. These requirements will be listed in Section A following your signature below.

Other points of agreement:

1. Permittee waives all claims against City, its officers, agents, and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and Permittee agrees to hold harmless, indemnify and defend City its officers, agents, and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, and employees, caused by arising out of or in any way connected with exercise by Permittee of the rights hereby permitted, except those arising out of the sole negligence of City.
2. City shall have the privilege of inspecting the premises covered by the permit at any and all times.
3. This permit shall not be assigned.
4. City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided.
5. City agrees it will not unreasonably exercise this right of termination.
6. The parties hereto agree that the Permittee, its officers, agents, and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City.

7. No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by all parties hereto.
8. Permittee agrees to comply with the terms and conditions contained in the attached Exhibit(s), which terms and conditions are by this reference made a part thereof.
9. The Permittee hereby agrees to comply with all rules and regulations of the facility or institution subject to this permit.
10. Permit must be kept on site at all times.
11. City makes no representation or warranty as to condition of any property or facilities used by Permittee, and it is the responsibility of Permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.
12. Site Plan showing the following:
 - Nature and purpose of the Photography & Filming
 - Sponsoring Organization
 - Location of assembly or staging area, tents, jumpers, stages, vehicles, food vendors or other units.
 - Hours of Duration of the event, including days and hours for set-up and break-down
 - Designated parking areas
 - Street closures (traffic control plan), if any (use of any Public Works crew may be an additional cost to be borne by the applicant)
 - Nature of items of equipment or person(s) to be utilized to produce music; sound or noise during the film/photoshoot.
 - Name and telephone number of the person in charge of the Photography & Filming while it is being conducted
 - Any other information required by the City Manager or his designee at the time the application is filed.
 - A sample of any marketing materials including flyers, hand bills, etc.
 - Electronic files
 - Site photos.
 - Owners Authorization
 - Rendering of temporary structures (if any proposed).
 - Required fee.
 - Completed application.
 - HOA approval.
13. Certificate of Insurance:
 - General Liability (\$1,000,000 per occurrence; property damage insurance \$50,000; city and redevelopment agency as additional insured)
14. The Desert Hot Springs Film Fee structure is attached. A check covering the entire amount is required prior to issuing the permit. If the amount cannot be determined until the shoot completion, an upper limit estimate is used and any over payment will be refunded.

Permittee agrees to all terms and conditions of this permit including provisions listed above and in any attachments.

NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION SHALL BE GROUNDS FOR DENIAL.

Name of Applicant (please print)

Signature of Applicant

Date

Representative of (please print)

Mail this application and relevant attachments, along with a check, to the Planning Department at the above address. Or, you may e-mail the application to Colleen Michael (cmichael@cityofdhs.org) and mail the check. (It may be appropriate to phone staff and review Section A, along with Section A below, along with fees, immediately after submitted this application.

To be completed by Staff only.

SECTION A. ADDITIONAL REQUIREMENTS OF PERMITEE:

Date Permittee notified of additional requirements:	
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INSURANCE: If checked by staff, before a film permit is issued, a certificate of insurance must be submitted.

Insurance certificate must issue by insurance underwriters "admitted" by the California Insurance Commission and rated "A" or "B+" by Best's Key Rating Guide for \$1,000,000 or more of General Liability with the City of Desert Hot Springs named as "Additionally Insurance".

Proof of Workman's Compensation Insurance

\$10,000 Aircraft Liability

Certificate of Insurance Required	Received Date	
Property Owner Permission Required	Received Date	
Home Owner Association Approval Required	Received Date	
FAA Approval Required	Received Date	
PM-10 Permit Approval Required	Received Date	
Fire Department Approval Required (Private Property)	Received Date	

Calculate Total Fee Required	Amount		Received Date	
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SECTION B. RESPONSIBILITIES OF STAFF:

Public Right-of-Way Encroachment Permit Required

Request Date		Received Date	
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Police Department Approval Required

Request Date		Received Date	
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Fire Department Approval Required (City Property):

Request Date		Received Date	
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Permit # Granted		Permit Effective Date	
Approved by		Permit Ending Date	
Approval Date		Date Permittee Notified	
Conditions of Approval			

Note to Staff: If it appears that there will be some difficulty in issuing the permit in three days (for a simple, short duration shoot) or it appears that it will be difficult to issue permit before Permittee's target date of filming, please immediately contact a member of the Film Commission's committee by phone. Also, please e-mail all members of DHS Film Commissioner's Committee and indicate whether or not the phone contact to a committee member was completed or a voicemail was left (if possible, attach this Application for Permit to the e-mail).

EXHIBIT A
Filming Fee Structure
Desert Hot Springs

A. Motion Pictures/Film

Application Fee: \$140
Location Fee: \$50 per day

B. Still Photography

Application Fee: \$75
Location Fee: \$15 per day

C. Service Fee: Fees will be charged to cover expenses to the City for personnel, equipment and vehicle expenses incurred by the City to assist a film project. The fees will reflect actual costs to the City and are applied in addition to Application and Location Fees.

- Police Department: Location security, traffic and noise control (charge for services: \$71 per hours with an 8 hour minimum).
- Fire Department: Fire safety check, especially for indoor locations and outdoor areas of high fire danger, and pyrotechnics (Charge for services: vary depending upon services requested).
- Traffic and Engineering Divisions: Street closures, traffic control (Charge for services: vary depending upon complexity of street closure).
- Streets and Facilities Maintenance Divisions: Traffic control equipment, labor (Charge for services: vary depending upon complexity of street closure).