

# FILM/PHOTOGRAPHY PERMIT

## SPECIAL EVENT APPLICATION

Community Development • Planning and Building  
 2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501-4477  
 510.747.6800 • TDD: 510.522.7538 • alamedaca.gov/permits  
 Hours: 7:30 a.m.–3:30 p.m., M–Th

**Permit processing times:**      **Requiring traffic control or street closure - 14 calendar days**  
    **No traffic control or street closure - 4 business days**

This application is for authorization to temporarily use the City’s public right-of-way for the purpose of any commercial filming and still photography. Please carefully review the information provided with this application and answer all questions completely. Film permits are authorized between the hours of 7 a.m. to 10 p.m. Monday through Friday.

### Required Items for Filming Permit

1. **Film/Photography Permit Application Form.**
2. **Form SE1 - Indemnity and Hold Harmless Agreement.** The City must be indemnified against any and all property damage and/or bodily injury which may occur.
3. **Forms SE3 - “No Parking” Sign Certificate of Posting.** For any activity requiring No Parking signs.
4. **Forms SE4 - Required Signature Page.** Alameda Police signature required for all No Parking signs. Alameda Point and Recreation and Parks Department as applicable.
5. **Forms SE8 - Certificate of Insurance and an Endorsement for General Liability Coverage.** The City of Alameda must be named as “Additional Insured” in the amount of \$2 million for the duration of the activity. Applications will be rejected if required Endorsement is not provided. (Examples attached)
6. **Location Map - with Traffic and/or Pedestrian Control and Reroute Plan.** Map must detail any partial or full street and/or sidewalk closures. Proposed location and dimensions of mobile homes, shuttle vans, generators and other oversized vehicles or equipment must be shown on the location map. Street width must be noted on the location map. (Bay and St. Charles Streets are 36 feet in width, curb-to-curb.) **Street must maintain 20 feet of clearance for emergency services.**
  - a. **Closures along AC Transit Bus Routes.** Applicants will need a Detour Plan from AC Transit prior to submittal of application (Contact AC Transit at (510) 891-4908 or (510) 891-4744)
  - b. **State Highway.** Applicant must provide approved Caltrans encroachment permit if the location is on a state route (61 or 260).
7. **Fees - Required Deposit of \$750 non refundable.** All associated charges for this permit will be made against this deposit. The balance of unused deposit may be refunded to payee after completion of filming and all associated activities and only upon completion and return of original Request for Refund Form (Form SE6).
8. **Filming activities in Residential areas.**
  - a. **Signature Survey, Public Notification, and Affidavit (Forms SE10 & SE11)** – Submit a signature survey (affected block(s)) per condition of approval #31. Applicant must also distribute public notification (300’ radius) at least 72 hours prior to the shoot using the City’s Notification Template (Form SE10) in accordance with condition #32. Upon completing the above, submit Affidavit of Notification (Form SE11).
  - b. **Proof of Shuttle Van Arrangement** - Shuttle vans are required for all personnel per condition of approval #30. Submit invoice/receipt as proof of shuttle van arrangement.
9. **Filming activities on Park Street/Webster Street/Crown Beach.** For filming at/near the City’s main street business districts, applicants must notify the Downtown Alameda Business Association 510-523-1392 (Park Street) and the West Alameda Business Association, 510-523-5955 (Webster Street) prior to submitting an application. For Crown Beach, contact EBRPD at 510-544-3171.

Submit your application in person the Permit Center during the application acceptance hours from 7:30 a.m. to 3:00 p.m. Monday through Thursday. Our office is closed on Fridays. After all approvals are received in the Permit Center, you will be contacted by the Permit Center to pick up your approved permit. **Please Note: It is mandatory that the Conditions of Approval be signed prior to issuance of a permit.**

**(A) CONTACT INFORMATION**

1. **Production Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. **Permit Contact:** \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

3. **On Location Manager:** \_\_\_\_\_

On Location Cell Phone (required): \_\_\_\_\_

**(B) PROJECT DETAILS**

Project Title (required): \_\_\_\_\_

Est. Budget (required): \_\_\_\_\_ Total local hires: \_\_\_\_\_

Est. Spending in Alameda (required): \_\_\_\_\_ Hotel Nights in Alameda: \_\_\_\_\_

**(C) PRODUCTION TYPE**

- Short Film
- Feature Film
- TV Series/Pilot
- TV Commercial
- Still Photography
- Music Video
- Documentary
- Corporate Use
- Web Content
- PSA/Government Purpose
- Other: \_\_\_\_\_

**(D) PRODUCTION VEHICLE PARKING**

Type of Vehicle:	Qty:	# of On-Street Spaces Required
Wardrobe/Set Dressing/Props vehicle:		
Production /Grip vehicle:		
Camera vehicle:		
Generators:		
Personal vehicles (non-res. and AP only):		N/A
Shuttle(s):		
Motorhome/Bus:		
Honeywagon/Vacuum Truck:		
Other (Specify):		
<b>TOTAL VEHICLES:</b>		<b># of No Parking Signs Needed:</b>

**(E) PRODUCTION LOCATIONS**

<b>Date &amp; Day of Week:</b>	<b>Location:</b>	
<b>Start Time:</b>	<b>End Time</b>	<b>Summarized Scenes:</b>
<b># Cast &amp; Crew On Location:</b>		
<input type="checkbox"/> No Parking Signs <input type="checkbox"/> Traffic Control <input type="checkbox"/> Street Closure <input type="checkbox"/> Simulated Violence <input type="checkbox"/> Wet Downs <b>(Form SE3 - \$14 per space)</b> <input type="checkbox"/> Police Required: _____ <input type="checkbox"/> Fire Required: _____  <input type="checkbox"/> Pyrotechnics - Technician: _____ License No.: _____  List any other special equipment: _____		
<b>Date &amp; Day of Week:</b>	<b>Location:</b>	
<b>Start Time:</b>	<b>End Time:</b>	<b>Summarized Scenes:</b>
<b># Cast &amp; Crew On Location:</b>		
<input type="checkbox"/> No Parking Signs <input type="checkbox"/> Traffic Control <input type="checkbox"/> Street Closure <input type="checkbox"/> Simulated Violence <input type="checkbox"/> Wet Downs <b>(Form SE3 - \$14 per space)</b> <input type="checkbox"/> Police Required: _____ <input type="checkbox"/> Fire Required: _____  <input type="checkbox"/> Pyrotechnics - Technician: _____ License No.: _____  List any other special equipment: _____		
<b>Date &amp; Day of Week:</b>	<b>Location:</b>	
<b>Start Time:</b>	<b>End Time</b>	<b>Summarized Scenes:</b>
<b># Cast &amp; Crew On Location:</b>		
<input type="checkbox"/> No Parking Signs <input type="checkbox"/> Traffic Control <input type="checkbox"/> Street Closure <input type="checkbox"/> Simulated Violence <input type="checkbox"/> Wet Downs <b>(Form SE3 - \$14 per space)</b> <input type="checkbox"/> Police Required: _____ <input type="checkbox"/> Fire Required: _____  <input type="checkbox"/> Pyrotechnics - Technician: _____ License No.: _____  List any other special equipment: _____		

## FILM/PHOTOGRAPHY PERMIT CONDITIONS OF APPROVAL

Please review the following list of General Conditions for filming and photography in the City of Alameda. By signing this application, applicant(s) agrees to abide by these conditions. Upon approval by the Permit Center, the applicant(s) will become Permittee(s).

1. Permittee(s) agrees that all statements made on this application are true and that no misrepresentations as to materials facts have been made.
2. Any onsite instructions given by a police officer, firefighter, or other emergency response personnel shall take precedence over the privileges and obligations granted under this Permit.
3. **Film permits are authorized between the hours of 7 a.m. to 10 p.m. Monday through Friday only.** Permittee(s) understand and agree the proposed activity shall occur on the day and time as specified on the application. Permittee(s) further understand and agree the proposed activity shall be restricted to the location as submitted with the application. Permittee(s) agrees that this permit shall not be assigned.
4. Permittee(s) understand and agree the number of crew and participants in the proposed activity shall be restricted to that stated on the application.
5. Permittee(s) agrees to keep this permit on site at all times. Permittee(s) agrees that the City shall have the privilege of inspecting the premises covered by this permit at any or all times.
6. Permittee(s) agrees that the City may terminate this permit at any time if Permittee(s) fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.
7. Permittee(s) agrees that the Permittee(s), 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.
8. Permittee(s) agrees that no alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.
9. Permittee(s) will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap.
10. Permittee(s) agrees to comply with the terms and conditions contained in the attached Exhibit(s), if any, which terms and conditions are by this reference made a part thereof.
11. Permittee(s) agrees to comply with all the rules and regulations of the facility or institution subject to this permit.
12. Permittee(s) agree to abide by all applicable provisions of the City of Alameda's Municipal Code. Permittee(s) further acknowledge that this activity is subject to noise regulations, per Alameda Municipal Code Chapter IV, Article II.

### Indemnification

13. Permittee(s) agrees to submit a **Certificate of Insurance** and an **Endorsement** for General Liability coverage, naming the City of Alameda as an Additional Insured in the amount of \$2 million for the duration of the activity with this permit application. Name, location, and date of activity must be clearly stated on Certificate. The City must be indemnified against any and all property damage or bodily injury which may occur. (Permittee assumes all responsibility.)

### Garbage and Recycling

14. Permittee(s) agrees to leave no debris at film site or adjacent areas. Permittee(s) is responsible for the cleanup of all litter and debris associated with the permitted activity and should make certain that a sufficient number of garbage, recycling, and compost receptacles are available. Any required cleanup of site by city staff will be

charged against the deposit. Complaints about compliance with this condition may impact approval of future applications.

15. Permittee must ensure that no pollutants, including but not limited to, garbage/debris, animal waste, other materials or washwaters are discharged to the City's storm sewer system (including gutters, curbs and storm drains). Incorporate pollution prevention best management practices to prevent illicit discharges to storm drains. Permittee(s) agrees that no pollutants, including garbage, debris, or wash waters, are discharged to the City's storm sewer system (including gutters, curbs, and storm drains). Permittee(s) agrees to incorporate best management practices (BMP's) to prevent illicit discharges. Contact the Public Works, Environmental Services Division, at 510-747-7930, for further details regarding BMP's.

#### **Fire Department Requirements (510-337-2120):**

16. All barricades must be movable by one or two persons.
17. FIRE LANE: A 20-foot wide emergency access lane shall be maintained at all times.
18. FIRE HYDRANTS must be kept clear of all obstacles and be accessible to the Fire Department.
19. Permittee(s) understand and agree that any temporary wiring shall comply with Article 590 of the 2013 California Electrical Code.

#### **Traffic Control and Access**

20. Permittee(s) understand and agree to comply with the City of Alameda Standard Traffic Control Plans, which includes instructions on how to setup traffic control signage on streets and intersections.
21. Permittee(s) understand and agree that use of said public street will be restricted to those purpose(s) stated on the application. Permittee(s) agrees to obey all traffic laws applied to the proposed activity as determined by the City of Alameda.
22. Permittee(s) understand and agree the movement of emergency vehicles shall have priority at all times.
23. Permittee(s) understand and agree that residents and businesses abutting the activity shall have pedestrian, bike and vehicular access to their properties at all times. Permittee(s) agrees to maintain clearance for access to private properties and that the public must not be deprived egress or ingress to private or public property (no blocking driveways, alleys, doorways, wheelchair access). Bike routes shall have through access for bikes or signed detours. Permittee(s) will not park in front of properties with handicapped residents. Failure to meet this provision may limit approval of future applications.
24. Permittee(s) understand and agree that any equipment and lighting used for the proposed activity will not obstruct vehicular traffic.
25. Permittee(s) understand and agree to provide security and traffic control personnel as needed.

#### **Vehicular Parking**

26. Permittee(s) understand and agree the number of vehicles associated with the proposed activity shall be restricted to that stated on the application.
27. Permittee(s) agrees to contact the Permit Center for direction in posting "No Parking" signs and for the use of Parking Meters and non-metered space (**Form SE3**).
28. Permittee(s) agrees to park in designated areas only (no parking in red zones or in front of fire hydrants).
29. Permittee(s) agrees to accommodate residents with disabilities.

The below conditions (30, 31, 32 & 33) do not apply to Alameda Point:

Film Permits in Residential Areas:

- 30. Permittee(s) agrees to arrange for off-street parking for production crew's personal vehicles in non-residential areas. Shuttle vans are required for all film permits to shuttle personnel to the site. Provide proof of shuttle van arrangement (invoices, receipts) as part of permit application submittal.
31. Permittee(s) agrees to submit a signature survey or petition providing the following information, signed by all residents within the affected area of the film shoot (the block on which the film shoot occurs), indicating they have no objections to the filming (include addresses).
a. Proposed dates to shoot film.
b. Proposed hours filming will take place.
c. Permission to park production vehicles in front of homes (list specific addresses and hours that no parking of private vehicles will be enforced).
d. Indicate approximate number of people to be at film site.
e. A statement indicating that no debris will be left at location site or adjacent areas.
f. A statement that meal breaks will not be taken at film site.
g. Notice of potential noise disturbance (i.e., unloading of various equipment, operation of electrical equipment, etc.).
h. Notice that the film site will be patrolled by security personnel.
32. Permittee(s) agrees to submit with the application a general public notification using the City's Notification Template (Form SE10) to all properties within a 300-foot radius of the film activity. Include the Code of Conduct on the reverse side of the public notification. Notification must occur at least 72 hours prior to the shoot. Applicant shall submit the Affidavit of Neighborhood Notification to the City (Form SE11).
33. Arrange Offsite Meal Breaks. Permittee(s) agrees to arrange for off-site location for all meal and snack breaks. Meals and snacks shall not be consumed on public right-of-way, including sidewalks or front yards. Craft tables providing snacks must be located in an area out of public view. Meal and snack breaks may occur within a residential home or in a back yard, with that property owner's permission.

I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all of the information given herein is true, accurate, and complete. I further acknowledge all the Conditions of Approval as they apply to this permit and agree to fully comply with them.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SPACE BELOW FOR OFFICE USE ONLY

PERMIT NOT VALID WITHOUT CITY STAMP OF APPROVAL.

Please keep this permit at the activity site and present it to City of Alameda representatives upon request.



# INDEMNITY AND HOLD HARMLESS AGREEMENT (SE1)

Community Development • Planning & Building  
2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477  
alamedaca.gov

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538  
Hours: 7:30 a.m.–3:30 p.m., M–Th

\_\_\_\_\_

whose address is \_\_\_\_\_

(hereinafter "Indemnitor") in consideration of \_\_\_\_\_

agrees to the following terms and conditions:

Indemnitor shall defend, indemnify, and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, regardless of the merit of outcome of any such claim or suit arising from or in any manner connected to the event, services, or work conducted or performed pursuant to this Agreement and Permit.

Indemnitor shall defend, indemnify and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, accruing or resulting to any and all persons, firms, or corporations, furnishing or supplying work, services, materials, equipment, or supplies arising from or in any manner connected to the services or work conducted or performed pursuant to this Agreement and Permit.

By the signature below, Indemnitor agrees that it has read this Indemnity and Hold Harmless Agreement and accepts and agrees to each and every term and condition herein.

The signatory below warrants that he/she is authorized by the Indemnitor to execute on its behalf this Indemnity and Hold Harmless Agreement.

INDEMNITOR:

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

If you need a temporary “No Parking” zone, the City of Alameda provides temporary tow-away signs for use during special events and for moving vans. Temporary no parking signs are required to inform the public that vehicles parked in the posted no parking spaces, reserved by the sign’s dates and times, will be towed to clear the space required for the event. These signs shall be used to reserve the necessary parking space for a special event such as commercial or residential moves, community festivals, neighborhood events, and other similar needs. Temporary no parking signs are not intended to be used for parking of a personal vehicle. The application and issuance of no parking signs is administered in the Permit Center and enforced by the Alameda Police Department. **Please email the completed form to [PWpermits@alamedaca.gov](mailto:PWpermits@alamedaca.gov).** Because there is a legal requirement to post the signs 24 hours prior to enforcement, please apply for the signs no later than two (2) business days prior to your event.

**Note: City of Alameda business days are Monday through Thursday.**

### Instructions for “No Parking” Signs

#### **Where:**

1. Metered spaces: Post sign on each meter
2. Non-metered spaces: Post one sign per each space (18-20 feet)
3. Red zones, green zones, and disabled (handicapped) parking zones may not be used for temporary "No Parking" signs.

#### **How:**

4. Use only twine, masking tape, or cinch ties to attach signs to meters, poles or trees.
5. Do NOT use duct tape, nails, or staples to attach signs.

#### **When:**

6. No parking signs must be posted at least twenty-four (24) hours in advance\* otherwise the Alameda Police Department cannot enforce the “No Parking” restriction. As a courtesy to your neighbors, we recommend that you post sign seventy-two (72) to forty-eight (48) hours in advance. Once you post the sign(s) please notify the Alameda Police Department, they will need to come out to sign off on the encroachment permit, so they can begin enforcement. ALAMEDA POLICE DEPARTMENT: 510-337-8340.
7. No Parking hours/dates may not be extended past approved times.
8. All signs must be removed within eight (8) hours of posted ending time of restricted parking.

\*Alameda Municipal Code Section 8-7.9—Temporary Parking Prohibitions

a. Whenever the use of a street or portion thereof is authorized for the movement of structures or vehicles of unusual size, parades, or construction and repairs to street, it shall be unlawful to park on that portion of the street where signs giving notice that parking is prohibited and subject to tow have been posted for at least twenty-four (24) hours prior to towing.





# “NO PARKING” SIGNS CERTIFICATE OF POSTING

Public Works  
950 W. Mall Square, Suite 110  
Alameda, CA 94501  
510.747.7900 • F: 510.769.6030 • TDD: 510.522.7538  
Email: PWpermits@alamedaca.gov

**APPLICATIONS ARE DUE 48 HOURS (2-BUSINESS DAYS) IN ADVANCE**

EN#: \_\_\_\_\_

Reason or purpose of posting (construction, moving, filming, etc.):

\_\_\_\_\_

### **“No Parking” Permit**

Number of spaces requested: \_\_\_\_\_ @ \$16.00 per space per day  
(One parking space is 18 to 20 feet in Length)

Address/Location: \_\_\_\_\_

Dates, from: \_\_\_\_\_ to: \_\_\_\_\_

Hours, from: \_\_\_\_\_ to: \_\_\_\_\_

Signs will be posted on: date: \_\_\_\_\_ time: \_\_\_\_\_

**IMPORTANT NOTE: No Parking signs must be posted and Alameda Police must be notified and sign off on the encroachment permit at least 24 hours in advance. Otherwise, the no parking sign(s) cannot be enforced.**

### **Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

*I hereby certify that “No Parking” sign permit will be posted no later than 24 hours in advance of the requested time as stated above. I understand that the No Parking sign(s) cannot be enforced by the Alameda Police Department if the signs are posted less than 24 hours in advance:*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Quantity	×	Cost per space	×	No. of days	=	Total fee
	×	\$16.00	×		=	



# REQUIRED SIGNATURE(S) PAGE

(SE4)

Community Development • Planning & Building  
2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477  
alamedaca.gov  
510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538  
Counter Hours: M, W, Th – 7:30 am – 3:30 pm

The Required Signature(s) Page must be submitted with each application.

**Police Department**  
(All applications)

Contact: Sergeant Brian Foster  
E-mail: bfooster@alamedaca.gov  
1555 Oak Street  
Alameda, CA 94501  
(510) 337-8339 (Please call first)

I have reviewed the attached application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Alameda Point**  
(Only Alameda Point property)

Contact: RiverRock Real Estate Group  
950 West Mall Square  
Alameda, CA 94501  
(510) 749-0304 (Please call first)

Applicant has/will receive a license to film/photo-shoot at Alameda Point. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City Owned Parks**  
(Only City Parks)

Contact: Amy Wooldridge (Monday-Thursday only)  
Recreation and Parks Director  
2226 Santa Clara Avenue  
Alameda, CA 94501  
(510) 747-7529 (Please call first)

Applicant has/will receive permission to film/photo-shoot in a City park. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SPECIAL EVENT INSURANCE PURCHASE AND REQUIREMENTS

There are two options for obtaining Special Event insurance.

### Option 1: Online Purchase

Go to the CJPRMA website below and scroll to the Special Event Insurance link on the bottom left hand corner of the website page and follow the instructions to obtain a printed Certificate of Insurance and Additional Insured Endorsement. Please have your credit card ready.

Go to [www.cjprma.org](http://www.cjprma.org) and in the bottom left column, click on the Special Event Insurance Secure Online Application button.

**Please note:** Block parties are classified as “parties”. If you know in advance that your block party will involve “BYOB” (beer, wine, or liquor), please call Brigitt Whitescarver directly for quote, at: **(503) 977-5648**.

**Inflatable devices/“bounce houses”:** Please see additional instructions. If you have any problems accessing the website or no response, please call Sara Mullikin at (503) 977-5656 with Gales Creek Insurance Services, or email her at [sara@galescreek.com](mailto:sara@galescreek.com).

### Option 2: Provide Proof of Certificate of Insurance and Additional Insured Endorsement

For all designated coverages, the City of Alameda requires a certificate of insurance signed by the party authorized by the insurance company to bind the company to the coverage shown, as well as an additional insured endorsement to the policy.

Sample Information:

- 1) **Certificate of Insurance** (*sample attached*)  
Designated Insurance Requirements:
  - General Liability: \$2,000,000
  - Company Rating: A.M. Best “A” or better

Provide the City of Alameda thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event.

Signed by the party authorized by the insurance company to bind the company to the coverage shown. Other insurance coverages may be required based on the type of contract and scope of services.

- 2) **Endorsement to the Policy** (*sample attached*)  
The endorsement **must** name the “City of Alameda, its council, Officers, Employees, Volunteers, Boards and Commissions” as additional insureds, include the policy number and type of policy coverage. The endorsement must be a separate document. **A statement included on the certificate, that the City is an additional insured, is not sufficient.**
- 3) Forward the certificate of Insurance and the Endorsement to the Policy to the Department Representative with whom you are conducting business.

Please ask your insurance broker or agent to provide both documents to the City **ten (10) days prior to the event** taking place since several departments must sign off on the entire request package before your participation in the event.



## INFLATABLE DEVICE INSURANCE COVERAGE REQUIREMENTS

When purchasing insurance for a block party that includes an inflatable device, such as a bounce house, please note the following requirements:

- 1) The Inflatable Device Vendor **must** add you, the Event Holder/Applicant, as an Additional Insured(s) to their (Vendor) insurance policy
- 2) You, the Event Holder/Applicant, **must** provide proof of #1 to the City of Alameda, prior to approval of the final permit
- 3) If you, the Event Holder, owns the inflatable device, then no additional charges apply

Follow the directions on Page 1 to obtain insurance for your Special Event.

## SELLING ALCOHOL

If you are 'selling' alcohol at your event, you must purchase a different type of alcohol liability insurance. Brigitt Whitescarver at Gales Creek can help you with this, if you call her at (503) 977-5648.

It is important to know additional factors can be added to your liability, (i.e., inflatable jumpers, climbing walls, etc.) and you will have the options once you create an account and quote.

You are welcome to shop around for insurance and are in no way required to use Gales Creek. However, you are required to have the Liability and Alcohol Sales Permit (liability) in place before your event.

Please visit [eventinsurancenow.com](http://eventinsurancenow.com) and look for the "Login Now" button, on the top right of the page. Register as a person to access the site. Then log in with your new credentials, and create a new quote. After you create this account, you input the details of the event.

The individual or entity hosting the event and/or leasing the facility is the *named insured*. (Not the facility/event location)

- The system will confirm pricing and event details
- Once the quote is offered, it is saved
- You can buy instantly, or come back later and buy

If you choose to bind coverage, it is very important that you input the *insured* and the *additional insured* info correctly. These are separate entities and must be entered in separate areas of the application. Again, **only** the individual or entity leasing the location for the event is *the insured*.

The *additional insured* is sometimes merely the name of the facility, but is usually the specific name/address of the facility owner that is requiring the insurance.

It is also important when completing the Credit Card Authorization screen, that the info here **matches** the billing name and address for the credit card you are using.

Once the Credit Card Authorization is complete, the system will prompt you to print your certificates of insurance and your receipt.

For more information, please contact:

**Sara Mullikin, CISR | CSA**

Gales Creek Insurance Services

5727 SW MacAdam Ave | PO BOX 69508

Portland, OR 97239

[Sara@galescreek.com](mailto:Sara@galescreek.com) | P (503) 977-5656, F (503) 977-5856, or toll free (800) 755-1575



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

1. Designation of Premises (Part Leased to You): Albert H. DeWitt OClub
2. Name of Person or Organization (Additional Insured): US DEPARTMENT OF THE NAVY, ALAMEDA REUSE/REDEVELOPMENT AUTHORITY, ALAMEDA MUNICIPAL POWER, CITY OF ALAMEDA, and its members, officers, directors, agents, volunteers, employees and officials.
3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

# Notice of Upcoming Filming (INPUT DATES, TIMES AND LOCATION(S) OF FILMING ACTIVITY)

Dear Residents and/or Business Owners,

**(Company Production Name)** will be conducting a **(TYPE OF PRODUCTION / TITLE OF PROJECT)** on **(Day and Date)** from **(Start and End Time)** at **(Location)**. We will be posting **No Parking** signs at **(Location of posting)**. All filming will occur **(location of filming and whether it is inside a building or outside on the public street)**. Specify if any **Traffic Control or Street Closure (ITC)**.

Our filming is being fully coordinated with the City of Alameda. The filming activity may cause potential noise disturbance (i.e., unloading of various equipment, operation of electrical equipment, etc.). Per City of Alameda requirements, no meal breaks will not be taken at film site. The film site will also be patrolled by security personnel. After the filming, the City requires the crew to clean the area so that no debris will be left at the location site or adjacent areas.

We want to thank you in advance for your cooperation and for supporting the film activity in Alameda. If you have any questions or concerns, please call the on-site production contact. We are here to answer any concerns that you may have and will work to treat your neighborhood with respect.

Thank you.

Sincerely,  
(YOUR NAME  
PHONE NUMBER)

**On-site Contact**  
(YOUR NAME  
PHONE  
NUMBER)

**City of Alameda  
Public Works**  
(510) 747-7900  
(Monday – Friday  
8am – 5pm)

**Alameda Police  
Department**  
Non-Emergency:  
(510) 337-8340  
Emergency: 911

**CITY OF ALAMEDA  
FILM PERMIT CODE OF CONDUCT FOR FILM COMPANIES**

**To Film Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward improving our relationship with the local communities in which we work, we will see more production leaving California, resulting in fewer jobs for us all. Please adhere to the following guidelines.

1. Notification and signatures are required for all residents and businesses within the affected area of the film shoot (the block(s) on which the film shoot occurs) with a copy of this Code of Conduct attached. General notification is required for all properties within a 300-foot radius of the film activity.
2. This notice will include:
  - Name of company
  - Name of the production
  - Kind of production (e.g., commercial, short film, etc.)
  - Type of activity and duration (i.e., times, dates and numbers of days, including preparation and striking)
  - Company contact (first assistant director, unit production manager or location manager)
3. Closures along AC Transit Bus Routes will require a Detour Plan from AC Transit. Locations on a state route (61 or 260) must provide approved Caltrans encroachment permit.
4. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas indicated by City-issued No Parking signs. Shuttle vans are required for all personnel.
5. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
6. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the City or the owner of the vehicle.
7. Do not park vehicles in, or block driveways without the express permission of the driveway owner.
8. Removal, trimming and/or cutting of vegetation or trees is prohibited unless expressly approved by the City or property owner.
9. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of the working day.
10. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
11. Every member of the cast and crew shall keep noise levels as low as possible.
12. Please keep the cast and crew in the areas approved by the permit. No loitering or trespassing onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
13. The cast and crew shall not bring guests or animals to the location, unless expressly authorized under the film permit.
14. Make sure all crafts service, construction, strike and personal trash is removed from the location.
15. All meal breaks and catering shall occur at an off-site location. No food shall be consumed in the public right-of-way, including sidewalks.
16. The City of Alameda has a public smoking ban, AMC Section 24-11. No public smoking is allowed unless authorized under the film permit.
17. The company will comply at all times with the provisions of the film permit, except any instructions provided onsite by Alameda Police or emergency personnel shall take precedence over the conditions in the permit.

**Please note, if you leave garbage or other debris, the cost of removal of garbage or debris shall be deducted from your deposit. The City of Alameda appreciates your cooperation and assistance in upholding the Code of Conduct.**





# AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION FILM PERMITS

Community Development Department  
2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501-4477  
510.747.6800 • TDD: 510.522.7538 • alamedaca.gov/permits  
Hours: 7:30 a.m.–3:30 p.m., M–Th

I, \_\_\_\_\_ do hereby declare as follows:  
(Print Name)

1. On \_\_\_\_\_, and 72 hours in advance of the event, I distributed a  
(mm/dd/yyyy)  
Public Notice for Film Permit file no. SE\_\_\_\_\_ - \_\_\_\_\_ on the  
(application number)  
filming activity site at \_\_\_\_\_,  
(film activity address/location)

and at the following locations: (ex.: 1300 block of Bay St.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This notice is consistent with the requirements under the *Alameda Municipal Code, Section 5-30-9c*. Film Permit Application requirement 4, and Condition of Approval 32.

2. Please return this form to the Permit Center prior to the Film Permit issuance.

*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Relationship to film event (production manager, on-site manager, etc.)

**FOR OFFICE USE ONLY**

Counter Staff Person: \_\_\_\_\_ Date sent: \_\_\_\_\_