



## SPECIAL EVENT PERMIT FILMING

**CITY OF ALAMEDA - PERMIT CENTER  
2263 SANTA CLARA AVENUE, ROOM 190  
ALAMEDA CA 94501  
510-747-6800 ph 510-865-4053 fax**

**PERMIT PROCESSING TIMES:**

<b>Ten (10) Business Days</b>	Traffic Control/Street Closure
<b>Four (4) Business Days</b>	Stunts/Pyrotechnics
<b>Two (2) Business Days</b>	No Traffic Control Required

Attached is an application form for authorization to temporarily encroach into the public right-of-way for the purpose of filming. Included with this application is a list of General Conditions that apply to your activity. Please review these conditions. A sample W-9 form from the City is also attached for informational purposes. Please call 510-747-6800 if you have any questions.

### **REQUIRED MATERIAL FOR FILMING PERMIT**

1. **Filming Permit Application Form.** Application must be completed in blue or black ink only and include **scope of filming** such as set-up/filming/break-down times, type of filming activity, meal break location and approximate number of people at film site.
2. **Indemnity and Hold Harmless Agreement.** The City must be indemnified against any and all property damage and/or bodily injury which may occur. The applicant assumes all responsibility. Only one of the two provided forms needs to be filled out. If you are filming at Alameda Point, please use the appropriate form.
3. **Certificate of Insurance and an Endorsement for General Liability Coverage** naming the City of Alameda as Additional Insured in the amount of \$1 million for the duration of the activity (see attached examples). Applications will be returned if required Endorsement is not provided.
4. **Notification of Event & Flyer** with signatures, addresses and phone numbers of all residences and commercial properties within 300 feet of the filming site. Also include request for permission to park production vehicles in front of residential and commercial properties along with release/permission to use the filming site (Does not apply to filming activities at Alameda Point.)
5. **Diagram Map of the Event** with Traffic and/or Pedestrian Control and Reroute Plan for any and all partial or full street and/or sidewalk closures.
6. **Required Signature Page from Police Department** . Please note that if you are filming at Alameda Point you will also need the required signature from the Property Management Company.
7. **Required Deposit.** All associated charges for this permit will be made against this deposit. Balance of unused deposit will be refunded to payee after completion of filming and all associated activities and only upon completion and return of original Request for Refund Form. (*Faxed Refund Request Forms will not be accepted and will not expedite the refund process*).

Return all items listed above to the Permit Center, 2263 Santa Clara Avenue, Room 190, Alameda, CA 94501 (7:30 am to 4:30 pm Monday, Wednesday and Thursday and 7:30 am to 4:00 pm on Tuesday). A Permit Technician will accept your material for submittal, collect the deposit and forward your application to the appropriate City departments for review. After all City department approvals are received, you will be contacted by the Permit Center to pick up your approved Filming Permit. ***Please Note: It is mandatory that the Conditions of Approval be signed prior to the commencement of filming activities.***



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2263 SANTA CLARA AVENUE, ROOM 190  
ALAMEDA CA 94501  
510-747-6800 ph 510-747-6804 fax

### SCHEDULE OF FEES

*Non-Profit/Still Photography – no street closure	\$250.00 deposit plus Time and Materials
*Non-Profit/Still Photography – street closure	\$1,500.00 deposit plus Time and Materials
All Others – no street closure	\$500.00 & Time and Materials plus \$250.00 deposit
All Others – street closure	\$1,500.00 & Time and Materials plus \$1,500.00 deposit
All Others – bridge closure	\$2,500.00 & Time and Materials plus \$2,500.00 deposit

**CHARGES ARE DETERMINED BY EACH DEPARTMENTS'S REVIEW TIME PLUS  
DAILY RATES**

**Rental of City Property, if needed, to be determined at time of rental.**



DATE \_\_\_\_\_  
 PERMIT NO. \_\_\_\_\_  
 FEES PAID \_\_\_\_\_  
 ENCROACHMENT PERMIT NO. \_\_\_\_\_

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

Company: \_\_\_\_\_ Project Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Production Type: \_\_\_\_\_  
 \_\_\_\_\_ Location Manager: \_\_\_\_\_  
 \_\_\_\_\_ Production Manager: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Other Contract: \_\_\_\_\_

DATE	TIME	LOCATION and ACTIVITY

Total Personnel: \_\_\_\_\_ Total Vehicles/Equip: \_\_\_\_\_ Generator: \_\_\_\_\_ Cars: \_\_\_\_\_  
 Trucks: \_\_\_\_\_ Motor Homes: \_\_\_\_\_ Other: \_\_\_\_\_  
 Pyrotechnics: \_\_\_\_\_ Special Effects Permit No.: \_\_\_\_\_  
 Pyrotechnician: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Police required: \_\_\_\_\_ Fire required: \_\_\_\_\_ Other required: \_\_\_\_\_  
 Attachments: \_\_\_\_\_

DATE \_\_\_\_\_  
PERMIT NO. \_\_\_\_\_**GENERAL CONDITIONS – FILM PERMIT**

Please review the following list of General Conditions for filming 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. Applicant(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 \$1 million for the duration of the activity with this permit application. Name location, and date of activity must be clearly stated on Certificate. For additional information regarding this requirement, please contact Risk Management at 510-747-4760. The City must be indemnified against any and all property damage or bodily injury which may occur. (Applicant assumes all responsibility.) Sample forms are attached to this application.
2. 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 this event and should make certain that a sufficient number of garbage receptacles are available.
3. The Permittee(s) agrees that the City shall have the privilege of inspecting the premises covered by this permit at any or all times.
4. The Permittee(s) agrees that this permit shall not be assigned and used only for the permitted activity and location.
5. The 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.
6. The 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.
7. 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.
8. 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.
9. 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.

DATE \_\_\_\_\_  
PERMIT NO. \_\_\_\_\_**GENERAL CONDITIONS – FILM PERMIT (Continued)**

10. The Permittee(s) agrees to comply with all the rules and regulations of the facility or institution subject to this permit.
11. Permittee(s) agrees to keep this permit on site at all times.
12. 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.
13. Permittee(s) agrees to maintain a fire access lane (minimum width = 20 feet) clear at all times.
14. Permittee(s) agrees to maintain clearance around all gates and fire department connections.
15. Permittee(s) agrees that any and all barricades must be moveable by one or two persons.
16. Permittee(s) agrees to park in designated areas only (no parking in red zones or in front of fire hydrants).
17. Permittee(s) agrees that all statements made on this application are true and that no misrepresentations as to materials facts have been made.
18. Permittee(s) agrees that this event is subject to noise regulations, Alameda Municipal Code Article II.
19. Permittee(s) agrees the 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 Public Works, Environmental Services, at 510-747-7930 for further details regarding BMP’s.
20. Permittee(s) agrees that temporary wiring shall comply with Article 305 of the California Electrical Code.
21. Permittee(s) agrees that recycling in the City of Alameda is mandatory. Arrangements shall be made to have adequate solid waste and recycling services as a condition of this permit. Contact Alameda County Industries for Solid Waste and Recycling Services at 510-483-1400.
- 22.\* Permittee(s) agrees to arrange for off-street parking for production crew’s personal vehicles (preferably in non-residential area).
- 23.\* Permittee(s) agrees to arrange for off-site location for all meal breaks.

DATE \_\_\_\_\_  
PERMIT NO. \_\_\_\_\_

**GENERAL CONDITIONS – FILM PERMIT (Continued)**

24.\* Permittee(s) agrees to submit with the application a petition providing the following information, signed by all residents within 300 ft. of the film site, indicating they have no objections to the filming (include addresses). (Not applicable for filming at Alameda Point.)

- 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, hours 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 film site will be patrolled by security personnel.

**Conditions marked with an asterisk (\*) do not apply to film locations at Alameda Point.**

Company Representative: \_\_\_\_\_

Representative of: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

**Application for Filming within the City of Alameda is hereby APPROVED.**

**PERMIT CENTER**

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

Greg McFann  
Building Official



**“Dedicated to Excellence, Committed to Service”**

**REQUEST FOR REFUND OF DEPOSIT – FILMING PERMIT**

- Please submit **ORIGINAL** Refund Form to Permit Center for processing.
- Date Faxed copies will not be accepted and will not initiate or expedite the refund process.

**Permit No.** \_\_\_\_\_

**Title of Project** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**This will verify that all filming and associated activities for the above-referenced permit and project have been completed as of** \_\_\_\_\_.

**All No Parking signs for this project have been removed** *(if applicable)* \_\_\_\_\_  
*(initial)*

**Please refund any unused deposit. Thank You.**

\_\_\_\_\_  
-Signature

\_\_\_\_\_  
-Date

\_\_\_\_\_  
-Print Name

**-Mailing Address for Refund:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return ORIGINAL form to:

City of Alameda Permit Center  
2263 Santa Clara Avenue, Room 190  
Alameda CA 94501

**CITY OF ALAMEDA  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

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: \_\_\_\_\_

**CITY OF ALAMEDA  
ALAMEDA POINT  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

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

(hereinafter "Indemnitor") in consideration of

\_\_\_\_\_ agr

ees to the following terms and conditions:

Indemnitor shall defend, indemnify and hold harmless the United States Department of the Navy, 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 United States Department of the Navy, the City of Alameda, it's 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: \_\_\_\_\_



## CITY OF ALAMEDA INSURANCE REQUIREMENTS

For all designated coverage's, 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: \$1,000,000.00  
Company Rating: A.M. Best "A" or better.

Provide City thirty (30) advanced written days in advance written notice of cancellation, no-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 coverage's 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 insured. 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.**

If your activity involves **Alameda Point Property**, the endorsement must name "The United States Department of the Navy, City of Alameda, Alameda Municipal Power, and Alameda Housing Authority, their respective Boards, Commissions, Officers, Employees, Agents, and Volunteers" as additional insured. 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) **The Certificate of Insurance and Endorsement must be included with the permit application on time of submittal.**

Thank you for your cooperation.



**CITY OF ALAMEDA**  
**MONITORED BICYCLE PARKING REQUIREMENTS**  
*(EVENTS WITH GREATER THAN 100 PARTICIPANTS)*

1. Organizers should reserve space for bike parking commensurate with at least 5% of the total expected crowd. Expect a greater need for bicycle parking (10%) at any every located on Recreation and Park property.
2. In parking bicycles, an average length of 6' and width of 1 ¾ ' should be reserved for a single bike.
3. Bicycle parking should be within sight of a regular entrance to the event (maximum of a one block radius). This can include car garages, schoolyards, parking lots, or on-street parking.
4. Valet parkers must handle the parking and return of bicycles. Bicycles should be returned upon receiving a claim check to ensure the same bicycles are returned that were left. Valet parkers should record the number of bicycles parked at the event and provide that number to the event sponsor in order to estimate the amount of space needed for the following year's event.
5. Bicycle parking should be monitored at all times by someone approved by the event sponsor.
6. Hours of operation of the secured attended bicycle parking must be at least the same hours at the event.
7. The sponsor shall be financially responsible for the secured attended bicycle parking in the event that bicycles are damaged or stolen.
8. Bicycle parking information must be provided whenever any kind of transportation or directional information is advertised for the event, in the same format and with equal amount of space. All events must indicate the location of the secured attended parking facilities and all event personnel must be aware of the location.

Should any unique circumstances arise in relation to the bicycle parking for a particular event, the applicant should contact the Alternative Transportation Modes Program Specialist with the Public Works Department of the City of Alameda at 510-747-7930.