



## **CITY OF VISTA FILMING REQUIREMENTS**

### **APPLICATIONS**

Film Permits are required for all motion picture, video, and still photography productions. Applications must be submitted five (5) business days prior to proposed date of filming, including all fees and insurance requirements.\* Requests made less than five (5) days prior to filming may be considered and are subject to availability of City facilities and staff. Application must be canceled 24 hours in advance of shoot or applicant will be charged for personnel costs.

### **PLANS**

Prior to permit authorization for any production, a proposed plan for filming must be submitted to the City of Vista. This plan must include, but not be limited to current schedule for production, filming locations, types of activities that may affect residential or City services, closure of City streets, and postage of "no parking" signs. Productions must not block a road restricting resident and emergency vehicle access.

### **NEIGHBORHOOD NOTIFICATION**

A neighborhood letter of notification must be distributed in any neighborhood or business district that will be impacted by film production. Standard distribution is one block in any direction from the set. The letter shall include, but not be limited to the location of filming, noise level, and traffic problems that may be associated in the event a street closure is planned. The letter shall also include the production company name and phone number of a representative for property owners to contact regarding the neighborhood impact. A sample letter of notification is attached as Exhibit A. The City will review and approve the letter prior to its distribution.

Signatures of approval may be required if film production is requesting to park equipment and/or vehicles in front of a private home or business, and/or if filming will take place beyond the City's standard residential film hours of Monday – Friday 7 a.m. – 10 p.m.

### **INSURANCE**

General Liability Insurance may be required for all film productions. The minimum insurance requirement is \$1,000,000, naming the City of Vista as an additional insured. Insurance must include Worker's Compensation for all participants. A copy of your insurance certificate together with a separate endorsement naming the City as additional insured must be submitted to the City of Vista prior to filming.

### **CREDITS**

If your production includes credits, a "Thank you to the City of Vista" is required for all filming on public property in the city. The City of Vista also requests to be included in production credits when filming takes place on private, commercial, or residential property.

\*Exceptions for filming fees may be made for student films or charitable films.

## FILMING FEES

The following charges shall be collected for the use of public property for the purpose of commercial filming or photography. Payments may be accepted in cash, check, or Mastercard/VISA. Cashier's Office phone number: 760-639-6174.

Application Processing Fee	\$50.00 (non-refundable)
Submitted less than 10 days prior to filming	\$75.00 (non-refundable)
Still Photography (less than 10 cast and crew)	\$25 per day
Still Photography (more than 10 cast and crew)	\$50 per day
Filming (less than 10 cast and crew)	\$200 per day \$100 ½ day (up to 4 hours)
Filming (more than 10 cast and crew)	\$500 per day \$250 ½ day (up to 4 hours)

Any costs incurred by the City of Vista that are not listed above in the Fee Schedule may be billed at actual cost.

Staff Use Only:	
Required Permits: _____	Total Number of Days: _____
Police: _____	Application Fee: _____
Fire: _____	Daily Fee: _____
Neighborhood Letter: _____	Parking Signs: _____
Other: _____	Total Fees: _____
Insurance: _____	
Verified by: _____	Date: _____

## **FILMING WAIVER**

During all phases of this agreement, Permittee agrees to defend, indemnify, and save harmless City, its officers, agents, and employees from any and all claims, demands, losses, defense costs, or liability of any kind or nature which the City, its officers, agents, and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with Permittee's performance under the terms of this Agreement, excepting liability arising out of the sole negligence of the City.

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. City agrees it will not unreasonably exercise this right of termination.

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.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

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. Permittee agrees to reimburse the City for all costs incurred, including attorney fees, in enforcing the provisions of this permit.

The Permittee hereby agrees to comply with the rules and regulations of the facility or institution subject to this permit.

Permit must be kept on site at all times.

### **THE TERMS AND CONDITIONS OF THIS PERMIT ARE ACCEPTED**

\_\_\_\_\_  
Signature of Applicant/Permittee

\_\_\_\_\_  
Date

## EXHIBIT A

### SAMPLE LETTER OF NOTIFICATION

LETTER SHOULD BE DONE ON COMPANY'S LETTERHEAD

Include phone number

Dear Resident and/or Business Owner:

(Name of Production Company) is requesting a film permit from the City of Vista to film (type of production and title) on (day, time, hours) at (location).

Include the following additional information as appropriate:

- Will filming be interior and/or exterior?
- Where will equipment cast/crew vehicles be parked during filming?
- Will there be intermittent traffic control and/or pedestrian control? (It is important to convey to residents and business owners that they will be able to enter/exit their respective homes and businesses at all times).

If signatures of approval are required, state why you are requesting signatures of approval (i.e., requesting to park equipment vehicles in front of a private home or place of business and/or if filming will take place beyond the City's standard film hours).

In closing you may wish to emphasize that the film company will behave as guests in the neighborhood/business district and noise levels will be kept to a minimum.

If you have any questions or concerns, please call (your name) at (phone number) or you may contact the City of Vista and speak with the City Manager's Office at (760) 639-6131.

Sincerely,

Name

Name of Production Company

EXHIBIT A

CITY OF VISTA  
NOTICE OF PROPOSED FILMING

The Production Company of \_\_\_\_\_, phone number \_\_\_\_\_  
has applied to the City of Vista for a permit to conduct filming in the City as follows:

Location: \_\_\_\_\_

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

Hours: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The City of Vista requires that production companies obtain signatures from affected residents and business owners in the surrounding area of the proposed film site when requesting the following conditions:

- To extend residential film hours beyond 7 a.m. – 10 p.m.
- To park production vehicles in front of property owners residence or business
- To provide intermittent traffic control along residential streets during filming

***PLEASE SIGN ON THE SPACE PROVIDED, INDICATING THAT YOU HAVE NO OBJECTIONS TO THE PROPOSED FILMING ACTIVITY.***

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS PRIOR TO, OR WHILE FILMING ACTIVITY IS IN PROGRESS, PLEASE CONTACT THE CITY OF VISTA AT (760) 726-1340 EXT. 1407 MONDAY – FRIDAY BETWEEN 7:30 a.m. – 5:30 p.m., EXCEPT ON ALTERNATE FRIDAYS WHEN CITY OFFICES ARE CLOSED.

**CITY OF VISTA**  
200 Civic Center Drive  
Vista, CA 92084  
(760) 639-6131 FAX (760) 639-6132

**APPLICATION FOR FILM PERMIT**

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

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

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Project Type: \_\_\_\_\_

Location(s) of filming (please include map/drawing and authorization from property owners, if required):

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

Describe Scenes/Photo Shoot: \_\_\_\_\_

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

Special Effects/Pyrotechnics: \_\_\_\_\_

Date(s) of Production: \_\_\_\_\_

Hours of Film Activity (include set up and take down):

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

No. of Crew: \_\_\_\_\_ No. of Vehicles: \_\_\_\_\_

Other: \_\_\_\_\_

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

Primary contact for this production:

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

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Pager or Cellular Phone: \_\_\_\_\_

NOTICE: Applicant agrees to comply with all applicable laws and to maintain the premises in good condition and to return the premises to the same condition as they were before said use. Applicant acknowledges obligation to reimburse for City staff, facilities, and equipment. Successful completion of all City of Vista filming requirements must be fulfilled and approved. Please carry this permit and approval of City requirements with you.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name / Organization

\*\*\*\*\*CITY USE ONLY\*\*\*\*\*

			Amount Paid
Total Fees Received	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	\$_____
Certificate of Insurance Received	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Parking Plan Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Post No Parking Signs	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Approval of Property Owner	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	
Approval of Adjacent Property Owners	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	
City Facility Available	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A	

Other: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date