



City of Cypress

Film Permit Requirements

Application Fee: \$250.00

Note: The applicant may be subjected to a Faithful Performance Bond to ensure clean up and restoration of the site.

Other Possible Fees: Orange County Fire Authority
Contact Sr. Fire Safety Specialist
Ruben Colmenares
(714) 573-6116
Cypress Police Department
Contact Sergeant Pinvidic
(714) 229-6624

Processing Period: 5 business days

Note: If any activity interferes with traffic or involves potential public safety hazards, an application may be required at least ten (10) working days in advance.

Required Documentation:

- ***Proof of Insurance*** stating the City of Cypress as additionally insured in the amount of \$1,000,000.00.
- ***Proof of General Liability and Automobile Insurance*** in the amount of \$1,000,000.00.
- ***Proof of Worker's Compensation.***

For further information, please call the Community Development Department Film Liaison at (714) 229-6720

**ORDINANCE 963
 SECTION 15G-3**

Film Permit Number

COMPANY		FILM DATES	
ADDRESS		FILM HOURS	
		PRODUCTION TYPE <input type="checkbox"/> STILL <input type="checkbox"/> FILM <input type="checkbox"/> VIDEO <input type="checkbox"/> MULTIMEDIA	
		CLASSIFICATION <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> MULTIMEDIA <input type="checkbox"/> TV <input type="checkbox"/> DOCUMENTARY <input type="checkbox"/> FEATURE <input type="checkbox"/> SHORT	
CONTACT		INSURANCE CARRIER	
TITLE			
PHONE		POLICY #	EXP. DATE
FAX		ROOM NIGHTS	TOTAL PERSONNEL
ALT. CONTACT	PHONE / FAX	ESTIMATED EXPENDITURES \$	
LOCATION(S)			
PROPERTY OWNER			
ADDRESS			
PHONE		FAX	
PROPERTY OWNER SIGNATURE			
DESCRIBE ACTIVITIES			
PARKING REQUIREMENTS			
SPECIAL EFFECTS / ANIMALS		SHOT IN ORANGE COUNTY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IN CYPRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
REFERRED BY		PRODUCTION NAME(S)	
CITY / COUNTY			

APPLICANT SIGNATURE _____ TITLE _____

APPROVALS

<input type="checkbox"/> APPLICATION RECEIVED	<input type="checkbox"/> RISK MANAGEMENT
<input type="checkbox"/> POLICE DEPARTMENT	<input type="checkbox"/> BUILDING DIVISION
<input type="checkbox"/> PLANNING DIVISION	<input type="checkbox"/> FIRE AUTHORITY
<input type="checkbox"/> FINANCE DEPARTMENT	<input type="checkbox"/> CODE ENFORCEMENT

CITY OF CYPRESS/CYPRESS RECREATION AND PARK DISTRICT COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

The approved organization shall secure and maintain in full force and effect at all times during the duration of the event, and in connection with the exercise of rights and privileges hereunder, public liability, auto and property damage insurance. A current certificate of insurance and endorsement conforming to these requirements shall be provided by the organization:

1. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" Form CG 0001, with minimum limits of at least \$1,000,000 per each occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Additionally, general liability for hired auto and non-owned autos with a combined single limit of \$1,000,000 is required.
- 2 The policy or policies of insurance required above shall be endorsed to provide the following:

Additional Insured: The City of Cypress and the Cypress Recreation and Park District, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement or Permit.

A copy of the original endorsement is required with the policy in order to be in effect.

3. Neither the Policy nor any Endorsement shall be cancelled or materially changed until **thirty (30) days** after receipt by the CITY OF CYPRESS of written notice of such cancellation or change by registered mail, addressed as follows:

The City of Cypress
5275 Orange Avenue
Cypress, CA 90630

The policy's cancellation clause shall be amended to read "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will ~~endeavor to mail 30 days written notice to the certificate holder named to the left. But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."~~

4. The policy shall not contain endorsements or provisions limiting coverage for (1) contractual liability; (2) third party action over claims; (3) cross liability exclusion for claims or suites by one insured against another; or (4) restrict coverage to "sole" liability of the organization.
5. Required insurance policies shall not be considered in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.
6. Failure to comply with insurance requirements shall result in revocation, suspension or termination of the organization's event on the premises.

**INSURANCE SERVICES OFFICE, INC.
P.O. BOX 12345
Any City, Any State 12345-6789
(555) 555-5555**

POLICY NUMBER: 1234-567

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS -
SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

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

WHO IS 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 your ongoing operations performed for that insured.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
 [REDACTED]
 [REDACTED]
 [REDACTED] Phone: [REDACTED]

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
 [REDACTED]
 [REDACTED]
 [REDACTED] **REVISED**

- INSURER A: VIGILANT INSURANCE COMPANY (CHUBB)
- INSURER B: FEDERAL INSURANCE COMPANY (CHUBB)
- INSURER C: PACIFIC INDEMNITY COMPANY (CHUBB)
- INSURER D:
- INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	79461050	5/27/99	5/27/00	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				FIRE DAMAGE (Any One Fire) \$ 50,000
					MED EXP (Any One Person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 1,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO	79461050	5/27/99	5/27/00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: EA ACC AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	79461051	5/27/99	5/27/00	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$
					E.L. EACH ACCIDENT \$ 100,000
					E.L. DISEASE - EA EMPLOYEE \$ 100,000
					E.L. DISEASE - POLICY LIMIT \$ 500,000
A	OTHER MISCELLANEOUS EQUIPMENT-SPECIAL FORM, REPLACEMENT COST, WORLDWIDE	79461049	5/27/99	5/27/00	\$500,000 LIMIT, \$1,500 DED.
	PROPS/SETS/WARDROBE				\$ 50,000 LIMIT, \$ 500 DED.
	THIRD PARTY PROPERTY DAMAGE				\$250,000 LIMIT, \$1,000 DED.

EXAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 THE CITY OF CYPRESS AND CYPRESS RECREATION AND PARK DISTRICT ARE INCLUDED AS ADDITIONAL INSURED'S ON THE GENERAL LIABILITY POLICY WITH RESPECT TO CLAIMS ARISING OUT OF THE NEGLIGENCE OF THE NAMED INSURED.

CERTIFICATE HOLDER

ADDITIONAL INSURED: INSURER LETTER:

CITY OF CYPRESS
 5275 ORANGE AVENUE
 CYPRESS, CA 90630

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL BE REQUIRED TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

 AUTHORIZED REPRESENTATIVE

ORDINANCE NO. 963

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CYPRESS, CALIFORNIA, ADDING SECTION 15G. "CITYWIDE FILM ORDINANCE" OF THE MUNICIPAL CODE OF THE CITY OF CYPRESS TO REGULATE FILM PRODUCTION THROUGHOUT THE CITY.

THE CITY COUNCIL OF THE CITY OF CYPRESS DOES HEREBY ORDAIN AS FOLLOWS:

Section 15G-1 Definitions.

A. For the purpose of the provisions regulating film production, the following words and phrases shall be construed to have the meanings herein set forth, unless it is apparent from the context that different meaning is intended:

1. *Filming*: All activity attendant to staging or shooting motion pictures, television shows or programs, commercial photographs, video tapes, computer-based programs, or other visual reproduction technology now known or hereafter created. The period of filming includes the set-up, strike and time of photography.
2. *Commercial Films*: All activity attendant to filming any entertainment or advertising programs for any media now known or hereafter created.
3. *Charitable or student films*: Any commercial film produced by a nonprofit organization, which qualifies under Section 501©(3) of the Internal Revenue Code as a charitable organization or is an accredited educational institution. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.
4. *News Media*: Filming for purpose of spontaneous, unplanned television news reporting by journalists, reporters, photographers or camera operators.
5. *Private Property*: Any property not owned by the city on which filming would not interfere with public rights of way, access or safety.

Section 15G-2 Permit Required

A. No person shall use any City street, alley, sidewalk, park, way or other public property owned or controlled by the City for the purpose of making commercial films without first applying for and receiving a permit from the Community Development Director or his/her designee, provided that the provisions of this chapter shall not apply to or be construed to affect (1) news media and (2) filming solely for private-family use.

B. No person shall use any private property for the purpose of making commercial films without first applying for and receiving a permit from the Community Development Director or his/her designee, provided that the provisions of this chapter shall not apply to or be construed to affect (1) filming which does not require any parking variances or impact any public property or rights of way on public property; (2) filming which does not negatively impact the quiet enjoyment of the surrounding properties; (3) filming which does not involve the use of any pyrotechnic device as defined in California Health and Safety Code Section 12526; (4) a licensed business or which regularly employs a licensed pyrotechnic operator as defined in California Code of Regulations section 981.5; (5) filming by the news media; or filming solely for private family use.

Section 15G-3 Permit Application and Review.

A. An application for filming activity under this chapter must be completed and filed at least five (5) working days prior to the first day of filming proposed.

B. Each such application must include:

1. The name and signature of the property owner, the address and telephone number of the place at which the activity is to be conducted;
2. The specific location at such address or place;
3. The inclusive hours and dates such activity will transpire;
4. A general statement of the character or nature of the proposed filming activity;
5. The name, address and telephone number of the person or persons in charge of such filming activity;
6. The number of personnel to be involved;
7. Use of any animals or pyrotechnics;
8. A list of major equipment to be used, including but not limited to trucks, buses, limousines and cameras; and
9. Such additional information as the Community Development Director or his/her designee may reasonably require.
10. The permit application shall be in a form the Community Development Director or his/her designee may reasonably require. In addition to the foregoing, the permit application may be on the permit application form adopted and in use by the Orange County Film Commission.

C. The Community Development Director or his/her designee may refer the application to such appropriate City departments as are directly impacted by the application as he/she deems necessary from the nature of the application for review, evaluation, investigation and recommendations by the departments regarding approval or disapproval of the application.

D. The Community Development Director or his/her designee shall issue a permit under this chapter if it is determined that the following criteria have been met:

1. The proposed use will not unreasonably interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet, peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare;
2. The proposed use will not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment in or through the permit area, or adversely affect the City's ability to perform municipal functions or furnish city services in the vicinity of the permit area; and
3. The proposed use will not constitute a fire or safety hazard and all proper safety precautions will be taken as is reasonably necessary to protect the public peace, health, safety or general welfare.

E. The Community Development Director or his/her designee shall deny the permit if the conditions of the chapter and all applicable laws and regulations have not been met or if the application contains incomplete or false information.

F. The Community Development Director or his/her designee may immediately revoke a permit which has been granted, if the conditions of the chapter and all applicable laws and regulations are no longer being met, if the information supplied by the applicant becomes false or incomplete, or if any substantial change in circumstances results in the proposed use becoming detrimental to the public peace, health, safety or general welfare.

Section 15G-4 Permit application, location and expense fees.

A. An application fee shall be required for formal processing of every application made under this chapter. Payment may be made in person at the Planning Division in City Hall by cash or check.

B. No application fee shall be required of charitable or student films or for filming conducted on behalf of the City or any City departments or divisions.

C. The business license fee shall be included in the total film permit fee.

D. Each permittee filming under this chapter shall reimburse the City for all costs incurred by City, the amount of which shall be determined by the Community Development Director or his/her designee, for city personnel or equipment provided to the applicant for the purpose of assisting or providing security or protection to the applicant for activities conducted under the permit.

Section 15G-5 Rules and Regulations

A. In addition to the requirements of this chapter and all other applicable laws, rules and regulations, the Community Development Director or his/her designee shall condition the permit on such terms and conditions regarding the time, place, and manner of utilizing the city streets or other public property.

B. Rules: the Community Development Director or his/her designee is authorized and directed to promulgate rules and regulations, subject to approval by resolution of the City Council, governing the form, time, and location of any film activity set forth with the City. He/she shall also provide for the issuance of permits. The rules and regulations shall be based upon the following criteria:

1. The health and safety of all persons;
2. Avoidance of undue disruption of all persons within the affected area;
3. The safety of property within the City; and
4. Traffic congestion at a particular location within the City.

C. Upon twenty-four (24) hours notice by the applicant, the City Manager, Police Chief, Community Development Director or designee shall have the power, upon showing of good cause, to change the date for which the permit has been issued provided established limitations are complied with in respect to time and location.

Section 15G-6 Requirements for Granting Application

A. Prior to the granting of the application, each applicant shall agree to indemnify, defend and hold the City, its authorized agents, officers, representatives and employees harmless from and against any and all costs, liabilities penalties, or other expenses, including any accident, loss or damage to persons or property.

B. Each applicant must comply with all City, state and federal laws, regulations and ordinances, and must obtain all necessary permits and licenses as a precondition for the commencement of commercial film production hereunder. Thereafter, the permittee shall remain in full compliance with all such City, state and federal laws, regulations and ordinances, permits and licenses throughout the filming.

Section 15G-7 General Permit Conditions

Any applicant granted a permit pursuant to this chapter shall comply with all of the following conditions:

A. An applicant will be required to submit a permit request at least five (5) working days prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application may be required at least ten (10) working days in advance.

B. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.

C. An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the City.

D. If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted by the City. The applicant must also obtain permission to string cable across sidewalks, or from a generator to a service point.

E. For filming that would impair traffic flow, an applicant must use law enforcement personnel designated by the Chief of Police or his/her designee, which may include County Sheriff, California Highway Patrol or City law enforcement personnel and comply with all traffic control requirements deemed necessary by the City.

1. An applicant shall furnish and install advance warnings, signs, and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California, Department of Transportation. All appropriate safety precautions must be taken;
2. Traffic may be restricted to one twelve foot (12') lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the City, based on location;
3. Traffic shall not be detoured across a double line without prior approval of the Director of Public Works.
4. Unless authorized by the City, the camera cars must be driven in the direction of traffic and must observe all traffic laws;
5. Any emergency road work or construction by City crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.

F. When parking in a parking lot, an applicant may be billed according to the current rate schedule established by the City. In order to assure the safety of citizens in the surrounding community, access roads or other areas, which serve as emergency service roads, must never be blocked. No relocation, alteration, or moving of City-owned structures or property will be permitted without prior approval.

G. The permittee shall be liable for any damage suffered by the City resulting from the granting or use of this permit and, at the election of the City, shall repair the damage or reimburse the City for all expenses related to such damage.

Section 15G-8. Insurance

A. As a condition of issuance of a permit hereunder, every permittee must procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company licensed to do business in California, which policy names the City of Cypress, the Cypress Recreation and Parks District, their officers, employees and agents as additional insured and which provides one million dollars or sufficient coverage that the Community Development Director or his/her designee determines to be necessary and adequate under the circumstances. Proof of insurance shall be submitted to the City in advance of the issuance of the permit.

B. An applicant/permittee shall conform to all applicable federal and state requirements for Workers' Compensation Insurance for all persons operating under a permit.

C. Faithful Performance Bond: To ensure cleanup and restoration of the site, an applicant may be required to post a refundable faithful performance bond in the minimum amount of \$2500.00. Upon completion of filming and inspection of the site by the City, the bond may be returned to the applicant.

Section 15G-9 Notification

A. The Community Development Director or his/her designee shall act upon the application in a timely fashion and shall approve or disapprove the application in a period of not greater than five (5) working days following the filing of the application. The applicant shall be immediately notified of the action of approval, denial or revocation of the permit application or permit issued under this chapter.

1. The notice of denial or revocation shall state the reasons for such action and the appropriate remedy or cure, if applicable.

2. The notification shall be deemed satisfied when the notice is sent by facsimile or telecopier machine to the telephone number listed on the application, or if no number is listed, when notice is placed, postage prepaid in the United States mail addressed to the applicant at the address shown on the permit application.

Section 15G-10 The City Clerk is hereby authorized and directed to certify as the passage of this Ordinance and to give notice thereof by causing copies of this Ordinance to be posted in three (3) public places throughout the City.

FIRST READ at a regular meeting of the City Council of said City held on the 14th day of April, 1997, and finally adopted and order posted at a regular meeting held on the 28th day of April, 1997.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS

I, LILLIAN HAINA, City Clerk of the City of Cypress, California DO HEREBY CERTIFY that the foregoing Ordinance was duly adopted at a regular meeting of the City Council of the City of Cypress, held on the 28th day of April, 1997 by the following roll call vote:

AYES:	5	COUNCIL MEMBERS:	Bowman, Jones, Keenan, Piercy and Carroll
NOES:	0	COUNCIL MEMBERS:	None
ABSTAINED:	0	COUNCIL MEMBERS:	None
ABSENT:	0	COUNCIL MEMBERS:	None

CITY CLERK OF THE CITY OF CYPRESS

RESOLUTION NO. 4784

A RESOLUTION OF THE CITY OF CYPRESS ESTABLISHING CERTAIN FEES FOR CITY FILM PERMIT

WHEREAS, the City of Cypress is establishing a permit process for commercial film production within the City; and

WHEREAS, the City has analyzed this service, the cost reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those services; and

WHEREAS, the City is authorized to impose fees for services which do not exceed the City's actual cost of providing those services; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cypress hereby established the following fee schedule for the application of a City Film Permit:

City Film Permit Fee \$150.00

The City Council hereby finds and determines that the fees as set forth in the foregoing schedule do not exceed the estimated reasonable cost to the City providing such services.

This Resolution supersedes all previous Resolutions which established any fees for City Film Permit in conflict with those set forth herein.

PASSED AND ADOPTED by the City Council of the City of Cypress at a regular meeting held on the 14th day of April, 1997.

MAYOR OF THE CITY OF CYPRESS

ATTEST:

CITY CLERK OF THE CITY OF CYPRESS

STATE OF CALIFORNIA)
COUNTY OF ORANGE)^{SS}

I, LILLIAN M. HAINA, City Clerk of the City of Cypress, DO HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the said City Council held on the 14th day of April, 1997, by the following roll call vote:

AYES: 5 COUNCIL MEMBERS: Bowman, Jones, Keenan, Piercy and Carroll
NOES: 0 COUNCIL MEMBERS: None
ABSENT: 0 COUNCIL MEMBERS: None

CITY CLERK OF THE CITY OF CYPRESS