

FILMING PERMIT APPLICATION GUIDELINES



1. Please fill out the filming permit application form. Attach a detailed description of the project if needed.
2. Please submit your certificate of insurance at the same time as the permit application.
3. Noticing of neighboring residences and businesses is required unless applicant can show that it is not applicable. Notices should be distributed 48 hours before any filming activity is to take place. Notices should include the location, dates and times of all anticipated filming activities, including anticipated set-up and break-down times. Notices should include a contact number for the filming applicant. The City's contact number (510-528-5710) should also be included on the notice.
4. If filming will be in or near a City Park, filming times must be within the regular open hours of the park, unless a specific request for additional times is requested and granted by the Recreation and Community Services Director. Depending upon the request, a signature survey of adjacent neighbors may be requested in this situation.
5. Film permit fees are \$385.50 per day (Fiscal Year 2017-18), plus any city cost and the fee for an encroachment permit that may be required if the filming impacts the public right-of-way (sidewalks, parking, etc.). Fees are in the City's Master Fee Schedule, which may be found online at www.albanyca.org. Student films and non-profit films may request a waiver of fees.

Contact Information:

Anne Hsu
Interim City Clerk
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
Email: ahsu@albanyca.org
TEL: (510)528-5763

Thanks for filming in Albany!

Project Name _____

City of Albany

FILMING PERMIT APPLICATION
1000 San Pablo Avenue - Albany, CA 94706

Application Date: _____ Project Name: _____

Film Company or Individual Applying _____

Type of project: _____
(student project, training, non-profit, commercial film, etc.)

Contact Person _____

Daytime & Evening Telephone Numbers _____

Company Mailing Address _____

Email Address _____

Filming Location(s) Requested

Date(s) Requested _____

Times: From _____ To _____

Approximate Number of Participants _____

Number/Type of Vehicles _____

Assembly Area _____

Describe your project, attach a separate page with project details, if needed:

Project Name _____

Use of Public Right-of-Way?	Yes _____	No _____
Will Traffic Control be Needed?	Yes _____	No _____
Use of Street Barriers Requested?	Yes _____	No _____
Use of Pyrotechnics or any type of Weapons?	Yes _____	No _____
Delivery of Barriers Requested?	Yes _____	No _____

If you check yes to any of the above questions, please describe in detail on a separate sheet. Additional fees may apply pursuant to the current City of Albany Master Fee Schedule.

It is understood and agreed that any special conditions must be complied with. Group Insurance must be obtained with a single limit coverage applying to Bodily and Personal Injury and Liability Damage in the amount of \$1,000,000. The City shall be named as an additional insured on the policy. Film permit fees are pursuant to the current Master Fee Schedule.

Film Company Representative Signature

Date

Title/Position

DEPARTMENTAL APPROVALS

FIRE COMMENTS: _____

Recommend: Approval Denial .

POLICE COMMENTS: _____

Recommend: Approval Denial .

COMMUNITY DEVELOPMENT & ENVIRONMENTAL RESOURCES COMMENTS:

Recommend: Approval Denial .

RECREATION & COMMUNITY SERVICES COMMENTS: (Required if City Parks will be used)

Approved (if required) Yes No .

PUBLIC WORKS COMMENTS: _____

Recommend: Approval Denial .

The filming company or representative shall pick-up street barriers, place the barriers and return them to the Maintenance Center. Otherwise a Barrier Fee will apply.

Is Barrier Fee Being Applied? Yes No .

CITY MANAGER'S OFFICE:

Group Insurance must be obtained with a single limit coverage applying to Bodily and Personal Injury and Liability Damage in the amount of \$1,000,000. The City shall be named as an additional insured on the policy.

IS PROOF OF INSURANCE ATTACHED? Yes No .

Have appropriate Department Heads given their approval? Yes No .

CHECK THAT FEES HAVE BEEN PAID? Yes .

APPLICATION IS: Approved **Denied** .

Approval Signature

Date