



City of Eureka

Photography and Motion Picture Application

City of Eureka
531 K Street
Eureka, CA 95501
(707) 441-4144

Overview	Thank you for your interest in filming and photography within the City of Eureka and choosing to use Eureka as your setting for filming! The following information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable shoot.
Filming Fees	The City of Eureka does not charge fees to submit a filming application or to film on City streets; however, fees may apply to filming within Sequoia Park. Exemptions can be made for non-profit organizations, and public service announcements at the discretion of the City Manager.
Processing Procedure	Applicants are asked to submit their completed application a minimum of <u>2 weeks prior to the filming date</u> with all of the supporting documents. This allows adequate time for the application to be routed through City departments for approval and to determine if the proposed project meets City requirements.
Insurance Requirements	<p>The following attachments are required from all applicants:</p> <ul style="list-style-type: none">▪ Certificate of liability insurance with \$2,000,000 minimum coverage.▪ Insurance endorsement that names the "City of Eureka, its officers, officials, employees, and volunteers" as additional insured's; and verification that the coverage is "primary, and the City's coverage is non-contributory." <u>*Exact wording is required.</u> <p>Please inform your insurance carrier that the City will contact them with regards to any additional needed documents, for example; Worker's Comp, or Automotive Liability. When a carrier will not authorize the City to make these requests directly, we will email or fax you the specifics of what is needed and you may request it from them.</p>
Electricity/Water	Please indicate on your application if you will need access to electricity or water.
Garbage/ Clean-up	All events are responsible for providing adequate garbage containers and for their removal. All barricades, signage, trash, and any other items associated with the filming must be removed at the end of the event.
Submitting an Application	<p>Please make sure that your application is filled out in its entirety and attached are all of the required documents.</p> <p>Once completed, the application can be filled out electronically or handwritten and can be submitted by email as a pdf; ctyson@ci.eureka.ca.gov, mailed, or submitted in person. Please note that the terms and conditions agreement and the application must be signed before a permit can be issued.</p>
Contact Information	Please contact the Christine Tyson ctyson@ci.eureka.ca.gov if you have any questions or need clarification; (707) 441-4178 .



City of Eureka
Photography/ Motion Picture Application

Submit to: City of Eureka
 C/O City Manager Office
 531 K Street
 Eureka, CA 95501

COMPANY INFORMATION

 Name Telephone Number Email

 Address City State Zip

PROJECT INFORMATION

Production Type: (Check all that apply)

- | | | |
|-------------------|-----------------|-------------------|
| Still Photography | TV Commercial | TV Episodic/Movie |
| Feature Film | Corporate Video | Other |

 Title Brief Description

 Producer Telephone Email

 Director Telephone Email

 Unit Production Manager Telephone Email

 Contact Person Telephone Email

LOCATION: _____
Activities/ Action: (Including equipment placement, request for traffic control or closures, list information on additional piece of paper if necessary)

SHOOT DATES: (Including Prep and Strike) _____

CALL WRAP TIMES: _____

NUMBER OF VEHICLES:	PYROTECHNICS:
Trucks ___ Motorhomes ___	Description: _____
Autos ___ Picture Cars ___	Technician: _____
Vans ___ Camera Cars ___	Phone Number: _____
Cater ___ Generator ___	
Other ___ Trailer ___	

Total Number of Vehicles ___ **Permit Number:** _____

TOTAL NUMBER OF DAYS _____ **TOTAL NUMBER OF PERSONNEL** _____



City of Eureka
Photography/ Motion Picture Permit
Terms and Conditions

City of Eureka
c/o City Manager Office
531 K Street
Eureka, CA 95501

Permittee waives all claims against the City, its officers, agents and employees, for loss or damages caused by, arising out of, or in any way connected with the exercise of this permit.

Permittee agrees to indemnify, defend and save harmless the City, its officers, agents and employees, from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the exercise of this permit, and from any and all claims and losses accruing or resulting to any person firm or corporation who may be injured or damaged by Permittee in the exercise of this permit.

The City shall have the privilege of inspecting the premises covered by this permit at any or all times. This permit shall not be assigned.

The 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. The 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 maintain all City required insurance, as set forth in the City of Eureka’s Filming Ordinance.

Permittee will not discriminate against an employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap.

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 hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit. A copy of this permit is to be maintained at the location at all time during filming activities.

Representative Signs with Application:

Company Representative Signature

Date

Print Name of Representative

Title of Project

SIGNATURE OF APPROVAL

Miles Slattery, City Manager

Date