



“Photography/Filming Permit” Application Process

“The Photography/Filming Permit is intended only for use in commercial areas within the City of Rancho Mirage.” This Permit is not for purposes of filming in residential areas of the City.

It is encouraged that the Photography/Filming Permit Application be submitted to the Management Services Department in the Administration Division at least 15 days prior to the actual date of the photography/filming event.

Answer all questions requested on the **Photography/Filming Permit Application**, on the following pages. **Be specific as to location of filming site and how many vehicles & equipment, i.e., generators & cranes, etc. will be used and where they will be parked/placed.** This will assist the Public Works Division in determining if approval will be granted for the location requested. (Please also include information regarding lighting to be used, such as flood or strobe lighting.) In instances where towing of vehicles or lane closures and traffic control is needed, the applicant will be responsible in contacting the Riverside County Sheriff’s Department in Palm Desert, Ca. at (760) 836-1600.

Your permit application will not be issued if you fail to submit an original General Liability & Automobile Liability Insurance Policy naming the City of Rancho Mirage as an “additional insured” and the City of Rancho Mirage as the Certificate Holder. The certificate must also include the attached endorsement , which is described on page 2 of 2 on the following web page. The minimum liability limit is \$1,000,000.00 per occurrence.

Generally, requests for Photography/Filming Permits are requested by the applicant with time constraints, therefore **it is required that you have your insurance company over-night express the certificate to the Management Services Department’s attention.** (A fax copy can be sent in the interim, to expedite the review of the insurance company’s rating, until the original insurance certificate is received.)

If you are filming on private property, you will also need to submit a letter or film contract from the property owner or responsible party, informing the City that your company has permission to photograph/film on their property.

The fee for **still photography** is \$50.00 application fee and \$10 per day or \$50.00 for 7 day week. And the fee for **film/video production** is \$100.00 application fee and \$25.00 per day or \$125.00 for 7 day week.

Please be aware that the requested documents are necessary for designated City staff to review and recommend approval of the Photography/Film Permit. The submittal of a completed “Photography/Filming Permit” for City review, including the submittal of all requested documents does not guarantee the approval of a Photography/Film Permit.

“Photography/Filming Permit” Application Process Attached Endorsement

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General Liability & Automobile Liability Insurance Policy Endorsement

Endorsements: Each general liability and automobile liability insurance policy shall be with insurers possessing a Best’s rating of no less than A:VII and shall be endorsed with the following specific language:

- i. The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insured with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work or operations.
- ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have shall be considered excess insurance only and shall not contribute with it.
- iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- iv. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents.
- v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.
- vi. The insurance provided by this policy shall not be suspended, voided, canceled or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.

Thank you for your interest in filming in the City of Rancho Mirage. Please contact the Management Services Department (760) 324-4511 ext. #255, if have any questions pertaining to your application.

MANAGEMENT SERVICES DIVISION
69-825 HIGHWAY 111 / RANCHO MIRAGE, CA 92270
Tel. (760) 324-4511 EXT #255
Fax: (760) 324-8830



**Palm Springs Desert Resorts
Photography/Filming Permit Application**

(This Permit is not for purposes of photography/filming in residential areas within the City of Rancho Mirage.)

Date: _____ City/County Considering Permit: _____
 Company: _____ Project Title: _____
 Address: _____ Location Manager: _____
 _____ Phone: _____
 _____ Production Manager: _____
 Co. Phone: _____ / _____ Phone: _____
 Co. Fax: _____ / _____ Other Contact: _____

Production Dates (To be covered by this permit): _____

1. Production Type: Still Photography TV Commercial TV Movie TV Episodic
 Feature Film Music Video Corporate Video Other: _____

2. Total Personnel: _____ Total Vehicles/Equipment _____

3. Equipment Detail (supply exact number of each item to be used at filming location(s):
 Generators: _____ Cars: _____ Trucks: _____ RVs _____ Other _____

4. Insurance: Before A film permit is issued, a certificate of insurance must be submitted. Insurance certificate must be issued by insurance underwriters "admitted" by the California Insurance Commission and rated 'A' or 'B+' by Best's Key Rating Guide. Requirements are:

- Minimum \$1,000,000 General Liability Limit • Appropriate City and/or County Named as Additional Insured
- Proof of Workman's Compensation • Appropriate City and/or County Employees Named as Additional Insured
- \$10,000,000 Aircraft Liability When Applicable
- Insurance Certificate Attached. Insurance Certificate will be submitted by time _____ and Date
- Insurance Certificate on File. Insurance Certificate Not Available.

Insurance Company: _____ Expiration Date: _____

5. Location Shoot Specifics: Please give specifics about your shoot below, attach sheets if more space is needed. You must include the name(s) of property owner(s), **contact phone number(s)**, addresses(es), nearest cross streets and telephone number(s) of the filming location(s). Also describe all scene(s) to be filmed (including animals, pyrotechnics and stunts).

Date	Time	Location and Activity	P/F/S*

*Prep/Film/Strike

This section to be completed by City/County Permit Staff for Still Photography only.

6. Property Owner Permission Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Police Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Road Encroachment Permit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Fire Dept. Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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10. Traffic: If filming is planned on City/County street(s) and or City/County property, please submit a Site plan showing location(s) of cast, crew, vehicle(s) and the route to be traveled in order to film a scene.
 Site Plan Attached. Site Plan will be submitted by time _____ and date _____. Site Plan Not Available.

Describe your plan for controlling traffic, (i.e. personnel to direct traffic: _____

If filming is to take place on City/County streets, please describe planned arrangements for temporary restrooms and removal of refuse generated by your production: _____

11. Stunts/Special Effects: If your project will involve stunts or special effects, please provide detailed information about the specifics planned: _____

Pyrotechnics Specifics: _____
Pyrotechnician: _____ License # _____
Hazardous Materials to be used: _____
Wild Animals to be used: _____

12. Aerial Stunts/Elements: Please detail any aerial stunts, helicopter landings, hot air-balloons, etc. to be utilized in your shoot: _____

Section below to be completed by issuing agency.

Permit # Granted: _____ City/Agency Issuing Permit: **CITY OF RANCHO MIRAGE**
Approved by: _____ Title _____
Application Fee: \$ _____ Location Fee (_____ days x \$ _____ /day): \$ _____ Total Due \$ _____
Conditions of Approval: _____

Special Approvals/Permits Required:

- | | |
|--|---|
| <input type="checkbox"/> No Special Approvals/Permits Required | <input type="checkbox"/> Road Encroachment Permit |
| <input type="checkbox"/> Police Department Approval | <input type="checkbox"/> Fire Department Approval |
| <input type="checkbox"/> FAA Approval | <input type="checkbox"/> Property Owner Approval |
| <input type="checkbox"/> PM-10 Permit | <input type="checkbox"/> Homeowner Association |

Attachments: _____

Other Provisions: _____

This Permit will be effective _____, through _____
(Date & Time) (Date & Time)

Permittee agrees to all the terms and conditions of this permit including provisions listed at the bottom of this form and any attachments.

Applicants Name: _____ Representative of: _____
Signature: _____ (Company Name)

Permittee waives all claims against City/County, its officers, agents and employees, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City/County, its officers, agents and employees from any and all loss damage or liability which may be suffered or incurred by City/County, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City/county. City/County shall have the privilege of inspecting the premises covered by the permit at any or all times. This permit shall not be assigned. City/County 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/County 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/County. 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 all the rules and regulations of the facility or institution subject to this permit. Permit must be kept on site at all times. City/County make no representation or warranty as to condition of any property or facilities used by permittee, and it is the responsibility of permittee to fully inspect all such property and facilities to determine their condition prior to their use, and in going forward, assumes all risks associated with the condition of property or facilities.