



69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

FILMING/PHOTOGRAPHY PERMIT APPLICATION

PROJECT TITLE: _____ **Date:** _____

LOCATION: _____

TYPE OF PROPERTY: Public Private **VENUE:** Outdoors Indoors Both

COMPANY: _____ **Phone:** _____

Mailing Address: _____ **Fax:** _____

City: _____ **State:** _____ **Zip:** _____ **Email:** _____

Location Manager: _____ **Phone:** _____

Production Manager: _____ **Phone:** _____

Other Contacts: _____ **Phone:** _____

PRODUCTION DATES: _____ **Hours** _____ **to** _____
(Including Event Prep, Event and Event Strike)

PRODUCTION TYPE: Still Photography TV Commercial TV Movie TV Episodic Feature Film
 Music Video Corporate Video Other _____

TOTAL PERSONNEL: _____ **TOTAL PERSONNEL RESIDING ON LOCATION:** _____

ELEMENTS: Tents Amplified Sound Special Lighting Special Effects Generator Food Alcohol
 Valet Parking Security Celebrities Ticket Sales Banners/Balloons Animals/Rides Other _____

EQUIPMENT DETAIL: Generators: _____ Cars: _____ Trucks: _____ RVs: _____ Other: _____

SITE PLAN DETAILS - Submit a Site Plan that includes the specific parking location(s) including address of cast & crew vehicles; Location of all equipment; Location of catering activities; Location of temporary restrooms; Location of tents; Location of generators; Location of lighting; and any additional information as required.

LOCATION SHOOT SPECIFICS – Please attach a specific description about your shoot. You must include the name(s) of property owner(s), address(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.) Please specify arrangements made for security, sanitation and health, fire and safety, building safety, concessions & other activities included in the production.

Wet Ink Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

CASE NUMBER: _____ **DATED SUBMITTED:** _____ **RECEIPT NUMBER:** _____

APPLICATION FEE: \$571.00

CHECK NUMBER: _____ **APPROVED BY:** _____

FILMING AND PHOTOGRAPHY PERMIT PROCEDURES & REQUIREMENTS
THE CITY OF RANCHO MIRAGE SHALL BE INCLUDED IN PRODUCTION CREDITS

The City encourages all applicants to schedule a preliminary meeting with staff to review the proposed request prior to submittal of the application.

I. SUBMITTAL REQUIREMENTS

1. Application form completely filled out with all required signatures.
2. Application fees.
3. Complete description of the location shoot specifics.
4. All required site plans and exhibits as described on the application.
5. Written proof of Homeowner's Association approval.
6. A Certificate of Liability Insurance a minimum of \$1,000,000 is required with the City of Rancho Mirage named as additional insured.
7. A City of Rancho Mirage business license shall be obtained.
8. A copy of the executed reciprocal parking agreement if applicable.
9. Any required permits from the City's Engineering Department in conjunction with the proposed use of right of way and lane closures must be obtained prior to the use of such rights-of-way.
10. A list of all vendors and concessionaires by name, address and telephone. We encourage the use of Rancho Mirage Businesses.

Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.

II. PROCEDURES

1. Submit a complete application with all required signatures, application fees, descriptions, plans and exhibits as noted above. **The application cannot be processed until all required submittal items are received.**
2. Staff will review the application and determine if it is complete. When the application is complete a meeting will be scheduled with the applicant and production company that will include, Building & Safety, Public Works, Planning, Fire and the Sheriff's Office to discuss the production.
3. The applicant will receive a letter outlining the Conditions of Approval. The approval shall be signed by the applicant and returned to the City.

The City reserves the right, without restriction or limitation, to revoke this permit at any time, including upon receipt of a complaint during the special event that one or more of the conditions of this permit approval has not/have not been met in a satisfactory manner.