



## CITY OF GOLETA FILMING PERMIT FILING INSTRUCTIONS

1. The Process:

Page 1 "Type of Production" & "Location Information" Fill in all lines.

Page 2 "Location 2 & 3" (*if applicable*)

Page 3 "General Information/Notes"

Page 4 "Fee Summary" fees done by City of Goleta

Page 5 "General Conditions of Filming Permits" signed as "Permittee"

Page 6 "Permission to use Property" signed by property owner/representative

Page 7 "Hold Harmless form" Fill in top line and bottom details of the page. Sign at the bottom.

E-mail documents to [filming@sws-inc.com](mailto:filming@sws-inc.com). (Please call (805) 495-7521 to confirm receipt.)

2. Please provide a "*Permission to Use Property for Filming / Parking*" form. This form may be submitted separate from the Application but must be received prior to permit approval. This form must also be used for Properties used for "Parking and/or Base Camp."
3. Insurance in the amount of one million dollars (\$1,000,000) naming the *City of Goleta*; 130 Cremona Drive, Suite B, Goleta, CA 93117, as the additional insured including endorsement.
4. If filming is scheduled to occur before 7:00 am and/or after 9:00 pm, signatures supporting 100% of Contiguous Properties and 80% thereof neighborhood approval is required within a 500' radius. Signatures are required for all special effects, excessive noise, music playback, and excessive lighting. The signature forms and the 500' Radius of Addresses will be provided by the City of Goleta and circulated by the Production Company.
5. Application fees are to be made payable to the "City of Goleta." All fees are due in advance of all filming activities and are to be submitted to the City of Goleta. The City staff will submit to you an invoice summary in which to pay from once the application is received.
6. If additional staffing or film monitor are required, the fees are to be made payable to "City of Goleta" and are to be delivered to Goleta prior to the issuance of the film permit. The City will provide you an invoice with the hours the monitor is required and fees due.
7. PLEASE NOTE: Film applications must be submitted a minimum of 2 days before filming is to occur. Submitting an incomplete application or missing information may result in delays, or the City staff not processing your permit.

**Questions???** Please call the City Film Permit Technician (805)495-7521



# City of Goleta

## Film Application/Permit

130 Cremona Drive, Suite B, Goleta, CA 93117 (805) 495-7521  
 e-mail: [filming@sws-inc.com](mailto:filming@sws-inc.com)

CITY OF GOLETA TAX IDENTIFICATION NUMBER: 77-0590291

### PERMIT TO BE ON LOCATION & POSTED ON SITE AT ALL TIMES

RIDER NUMBER: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

#### TYPE OF PRODUCTION:

DATE SUBMITTED: \_\_\_\_\_

- MOTION    STILL (CHOOSE ONE)    DRONE  
 TV    FEATURE    COMM    VIDEO: TYPE \_\_\_\_\_    MUSIC    OTHER \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PRODUCTION NAME AND/OR NUMBER: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

PRODUCTION MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

LOCATION MANAGER: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

ON-SITE PRODUCTION COMPANY REPRESENTATIVE: NAME: \_\_\_\_\_ CELL #: \_\_\_\_\_

#### **LOCATION INFORMATION:** NOTE: 3 LOCATIONS MAXIMUM, PREP AND STRIKE DAYS ARE RESTRICTED TO 7 AM TO 9 PM

LOCATION 1 \_\_\_\_\_

- PRIVATE PROPERTY    CITY ROAD USE    CITY PARK    ITC    POSTING ROADS

PARKING - (BE SPECIFIC): \_\_\_\_\_

SCENES: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

#### FILMING TIMES: NOTE PREP AND STRIKE ARE 7AM – 9PM

CONSTRUCTION DATE (S) \_\_\_\_\_ STRIKE DATE(S) \_\_\_\_\_ HOLD DATES(S) \_\_\_\_\_

LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW SIZE	MISC. INFO.
1							
1							
1							

**Permit is issued in accordance with Goleta Municipal Code Chapter 12.05**  
**Questions and Concerns: E-mail - [filming@sws-inc.com](mailto:filming@sws-inc.com)**

**LOCATION 2** \_\_\_\_\_

PRIVATE PROPERTY    CITY ROAD USE    CITY PARK    ITC    POSTING ROADS

**PARKING - (BE SPECIFIC):** \_\_\_\_\_

**SCENES:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

**FILMING TIMES: NOTE PREP AND STRIKE ARE 7AM – 9PM.**

CONSTRUCTION DATE (S)                      STRIKE DATE(S)                      HOLD DATES(S)

LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW SIZE	MISC. INFO.
2							
2							
2							

**LOCATION 3** \_\_\_\_\_

PRIVATE PROPERTY    CITY ROAD USE    CITY PARK    ITC    POSTING ROADS

**PARKING - (BE SPECIFIC):** \_\_\_\_\_

**SCENES:** \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

**FILMING TIMES: NOTE PREP AND STRIKE ARE 7AM – 9PM.**

CONSTRUCTION DATE (S)                      STRIKE DATE(S)                      HOLD DATES(S)

LOC #	DATE FROM	DATE TO	HOURS FROM	HOURS TO (TAILLIGHTS)	SPECIAL EFFECTS	CAST & CREW SIZE	MISC. INFO.
3							
3							
3							



## GENERAL CONDITIONS OF FILMING PERMITS

1. INDEMNIFICATION: Permittee agrees to indemnify, defend and hold harmless the City of Goleta as permittor, their agents, officers employees and contractors from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature, including those arising from the conditions of City facilities; such claims may include, but not be limited to, those alleging bodily injury, death, personal injury, or property damage hereunder. Permittee further agrees to indemnify, defend and hold harmless the City of Goleta from any and all workers compensation suits, liability or expenses arising from or connected with any services for or on the behalf of Permittee or any person pursuant to this permit.

2. INSURANCE: Without limiting Permittee's indemnification of Goleta, Permittee shall provide and maintain at its own expense during the term of this permit the following policy or policies of insurance covering its operations here-under. Such insurance shall be secured through a carrier satisfactory to the City and evidence of said insurance shall be delivered to the City of Goleta on or before the effective date of this permit.

a. GENERAL LIABILITY: Such insurance shall include, but not be limited to, comprehensive general liability and comprehensive auto liability with a combined single limit of \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City and shall name the City of Goleta as additionally insured.

b. AERIAL FILMING (Aircraft & Helicopters): If aircraft of any type is used the combined limit of General Liability from (a) above shall be increased to \$5,000,000 per occurrence. **Helicopters are limited to three (3) landings per permit. Pilot's Plan of Operations to be on file with the City in advance of filming.**

Failure of the permittee to procure or maintain the required insurance shall constitute a breach of contract, whereas the permit is terminated.

3. CONSIDERATION: Permittee shall pay, prior to issuance of the permit or subsequent rider, all fees and deposits required by the permit. In addition, Permittee agrees to pay, within ten (10) days, all subsequent charges for the use of a reservation, or City or County department(s) as a result of the permit.

4. ASSIGNMENT: It is understood and agreed that this permit is a license agreement and/or temporary use or encroachment permit and is not a lease and the permit is a personal, revocable and unassignable permission to perform the acts herein set out without reserving or granting to Permittee any interest in real property.

5. ANTI-DISCRIMINATION/COMPLIANCE WITH LAWS: Permittee agrees not to discriminate, distinguish or restrict on account of color, race, religion, ancestry, or nation origin contrary to the provisions of Section 51 of the California Civil Code nor violate the provisions of Section 12900 et seq. of the California Government Code, and Permittee agrees to comply with anti-discrimination provisions of the City of Goleta Code, Section 4.32.010. Permittee agrees to comply with all applicable Federal, State, and Local rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference, and Permittee in the course thereof agrees to obtain and keep in effect all permits and licenses required to conduct the permitted activities.

6. AUTHORITY TO STOP/CANCEL: If policies are violated the permit will be revoked. In the event that an authorized representative of the City of Goleta finds that the activities being conducted by the Permittee unnecessarily endanger the health and safety of any person or that said activities are or will cause damage to real property, said representative, at their discretion, may suspend or cancel this Permit. The City reserves the right to cancel this permit at any time without incurring any liability to the Permittee whatsoever. Santa Barbara County Sheriff's Department is the law enforcement agency for the City of Goleta and shall enforce all conditions of the permit and protect the health and safety of the citizens of the City of Goleta. Note: This includes adhering to stated start and end times identified on this permit.

7. NOTICES & SIGNATURES: Notices to affected areas or communities may be required and shall be approved by the City of Goleta. Production Company shall be responsible for distribution of notices and all associated costs. Signatures shall be done by the production company. All signatures shall be on file with the City prior to permit issuance.

8. POLICIES AND PROCEDURES/CODE OF CONDUCT: Permittee acknowledges that they have received and read the Policies and Procedures & the Code of Conduct and agree to comply with all applicable provisions thereof. Permittee further acknowledges that said policies and procedures and Code of Conduct are incorporated by reference herein. **Reminder: Use of bullhorns is prohibited.**

9. EXECUTION: Pursuant to various sections of the City Code, this permit has been executed on behalf of the City of Goleta by the Public Works Department on the date listed below.

10. PERMIT ISSUANCE: This permit is granted on the condition that permission to use the property has been obtained.

11. PERMIT REVISIONS: All revisions to this permit must be done by a rider and shall be approved in advance

PERMITTEE:

PERMITTOR: City of Goleta

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Film Permit Coordinator

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**PERMISSION TO USE PROPERTY  
FOR FILMING / PARKING**

I hereby give permission for \_\_\_\_\_  
(Production Company)

to use my property located at \_\_\_\_\_  
(Address)

for the purposes of filming on the following date(s) \_\_\_\_\_

during the hours of \_\_\_\_\_ to \_\_\_\_\_.

I understand that filming at a business or residence within the Goleta city limits requires the issuance of a City of Goleta film permit. I have obtained all necessary permissions to film at this location from all entities that have legal jurisdiction to use the property.

Please circle one:

Property Owner -or- Authorized Representative of Property -or- Business Owner

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Telephone Number

Questions?? Please Contact the Goleta Permit Coordinator (805) 495-7521



# HOLD HARMLESS AGREEMENT

(Note: Insert Production Company name in blank space and fill in & sign at bottom of page)

\_\_\_\_\_ hereafter referred to as the “**Production Company**” agrees to and does hereby indemnify and hold harmless the City of Goleta, its officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- (1) Liability for damages for (1) death or bodily injury to a person, (2) injury to, loss or theft of property, or (3) any other loss, damage, or expense arising under either (1) or (2) above sustained by the production company or any person, firm or corporation employed by the **“Production Company”** upon or in connection with the activity called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the City, its officers, employees, agents or independent contractors who are directly employed by the City; and
- (2) Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the production company, or any person, firm, or corporation employed by the **“Production Company”**, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the City, arising out of, or in any way connected with the activity covered by this agreement, whether said injury or damage occurs either on or off City property, if the liability arose from the negligence or willful misconduct of anyone employed by the **“Production Company”**, either directly or by independent contract.
- (3) **“Production Company”** at their own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the City, its officers, agents, or employees, on any judgments that may be rendered against the City, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Describe Filming Activity: \_\_\_\_\_

\_\_\_\_\_

Signature of Production Company and/or its legal representative:

X \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Goleta

## Filming Code of Conduct

130 Cremona Drive, Suite B, Goleta, CA 93117  
(805)495-7521  
FAX (805) 685-2635

**It is the goal of the City of Goleta to enhance the filming experience for the production company and the surrounding community. Our Code of Conduct is a way to assist us toward this goal.**

-1-

When filming in a neighborhood or business district, proper notification is to be provided to each merchant or resident who is directly affected by the company. The Production Company will distribute all notifications for filming shoots and still shoots larger than 10 people.

-2-

Production vehicles should not enter a neighborhood prior to the approved time listed on the permit. Please turn off engines as soon as possible. Park only in areas designated by the permit. Violation results in revocation of permit.

-3-

If production passes are issued, please distribute to all cast and crew.

-4-

Vehicles can not be towed or moved without the express permission of the City or property owner.

-5-

Driveways can not be blocked under any circumstances.

-6-

Please attempt to keep the cast and crew in the areas approved by the permit. All trash and signs must be picked up and disposed of properly.

-7-

Removal and trimming of vegetation or trees is prohibited unless approved by the permit.

-8-

Please dispose of all trash relating to the food services provided to the cast and crew.

-9-

All signs erected or removed as part of the filming activities must be put back in their original condition upon completion of the project. Also, remove all signs posted to direct the company to the location.

-10-

Please keep all noise levels to a minimum. No bullhorns!

-11-

Articles of clothing that do not display common sense and good taste should not be worn by the crew members.

-12-

Do not trespass onto neighbors' property or merchants' property. Please remain within the boundaries of the approved film permit.

-13-

Unless expressly approved by the permit, do not bring guests and animals to the location.

-14-

Please make sure all catering, craft service, construction, strike and personal trash is removed from the filming location and adjacent neighborhoods.

-15-

Observe designated smoking areas and extinguish cigarettes in receptacles.

-16-

Please refrain from lewd or improper language within earshot of the general public.

-17-

Company will comply with the provisions of permit.