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!
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:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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Date Revised: 2/2/2018
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Use of Public Right-of-Way?</td>
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<td>Will Traffic Control be Needed?</td>
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<td>Use of Street Barriers Requested?</td>
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<td>Use of Pyrotechnics or any type of Weapons?</td>
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<td>Delivery of Barriers Requested?</td>
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*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