



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

CORTE MADERA
PARKS & RECREATION DEPARTMENT
498 TAMALPAIS DRIVE
CORTE MADERA, CA 94925
(415) 927-5072 FAX: (415) 927-7138
EMAIL: recreation_dept@ci.corte-madera.ca.us
WEBSITE: www.ci.corte-madera.ca.us

FILMING ACTIVITY IN THE TOWN OF CORTE MADERA APPLICATION FORM

NAME OF APPLICANT

(PRINT): _____

SIGNATURE OF APPLICANT: _____

DATE APPLICATION

SUBMITTED: _____

APPLICANT'S HOME

ADDRESS: _____

HOME TELEPHONE

NUMBER: _____

APPLICANT'S WORK ADDRESS: _____

WORK TELEPHONE

NUMBER: _____

APPLICANT'S DRIVERS LICENSE

NO. _____

BUSINESS LICENSE FEES: HAS THE APPLICANT OBTAINED A TOWN BUSINESS LICENSE TO CONDUCT THE FILMING ACTIVITY IN THE TOWN? YES (___) NO (___)

AS OF: DEC 2005

STUDENT FILMING ACTIVITY: IS THE FILMING ACTIVITY BEING CONDUCTED BY A STUDENT TO FULFILL A COURSE REQUIREMENT? IF SO, STATE STUDENT'S

NAME: _____ STATE NAME AND LOCATION OF

SCHOOL: _____

STATE NAME OF TEACHER/PROFESSOR AND COURSE

REQUIREMENT: _____

CHARITABLE FILMING ACTIVITY: IS THE FILMING ACTIVITY BEING CONDUCTED/SPONSORED BY A NON-PROFIT CHARITABLE ORGANIZATION? IF SO, STATE NAME AND ADDRESS OF ORGANIZATION. _____

DOES THE ORGANIZATION QUALIFY AS A CHARITABLE ORGANIZATION/CORPORATION UNDER THE FEDERAL INTERNAL REVENUE CODE? YES (___) NO (___) DON'T KNOW (___)

IF APPLICATION IS MADE ON BEHALF OF A FILMING COMPANY STATE THE FOLLOWING:

COMPANY

NAME: _____

COMPANY

ADDRESS: _____

NAME OF COMPANY OFFICER IN CHARGE OF THE PLANNED FILMING

ACTIVITY: _____

TELEPHONE NUMBER: _____

FOR ALL FILMING ACTIVITIES, STATE THE FOLLOWING:

TITLE OF FILM PRODUCTION (IF ANY): _____

NAME OF UNIT MANAGER: _____ TEL# _____

NAME OF LOCATION MANAGER: _____ TEL # _____

LOCAL ADDRESS AND TELEPHONE NUMBER WHERE APPLICANT OR LOCATION MANAGER CAN BE CONTACTED WHILE THE FILMING ACTIVITY IS BEING CONDUCTED WITHIN THE TOWN OR CORTE MADERA.

LOCAL

ADDRESS: _____

LOCAL TELEPHONE# _____

THE PLANNED FILMING ACTIVITY WILL BE A:

MOTION PICTURE () TELEVISION () COMMERCIAL () STILL PHOTOGRAPHY ()

OTHER () PLEASE DESCRIBE FILMING

ACTIVITY: _____

LOCATION OF FILMING ACTIVITY: (STATE WHETHER FILMING WILL BE EXTERIOR OR INTERIOR AND ATTACH MAP SHOWING LOCATIONS WITHIN THE TOWN.) PLEASE DESCRIBE LOCATION #1 HERE. IF ADDITIONAL LOCATIONS WILL BE USED IN THE TOWN, DESCRIBE THEM IN PART 1 OF ATTACHED SUPPLEMENTAL APPLICATION FORM, _____

FILMING DATES AT LOCATION #1

BETWEEN THE HOURS:	FILM	CONSTRUCT	STRIKE
_____	()	()	()
_____	()	()	()
_____	()	()	()

DESCRIBE FILMING ACTIVITY AT LOCATION #1: _____

DESCRIBE SETS/STRUCTURES TO BE ERECTED AT LOCATION

#1: _____

HAZARDOUS FILMING ACTIVITIES:

CHECK IF ANY OF THE FOLLOWING WILL BE UTILIZED IN PLANNED FILMING ACTIVITY:

HELICOPTERS ()

OTHER AIRCRAFT () WATERCRAFT () AUTOMOBILE/MOTORCYCLE STUNTS OR CRASHES ()

ANIMALS ()

OPEN FLAME () EXPLOSIVES () OTHER PYROTECHNICAL EFFECTS () OTHER STUNTS ()

IF ANY OF THE BOXES ABOVE WERE CHECKED, DESCRIBE ACTIVITY IN FULL DETAIL:

TOTAL NUMBER OF CREW _____ TOTAL NUMBER OF CAST _____

DESCRIBE NUMBER/TYPES OF VEHICLES TO BE USED DURING FILMING ACTIVITY:

PARKING PLAN: WILL VEHICLES/EQUIPMENT BE PARKED/PLACED ON TOWN STREETS? IF SO, PLEASE SUBMIT A PARKING PLAN BY COMPLETING PART 2 OF THE ATTACHED SUPPLEMENTAL APPLICATION FORM.

OWNER PERMISSION TO FILM ON PROPERTY: PROOF OF OWNER AUTHORIZATION TO FILM ON PRIVATE PROPERTY MUST BE FILED BY THE APPLICANT BEFORE THE PERMIT WILL BE ISSUED. A SAMPLE AUTHORIZATION FORM IS INCLUDED IN PART 3 OF ATTACHED SUPPLEMENTAL SHEET.

TOWN SERVICES AND FACILITIES: WOULD YOU LIKE TO FILM IN A TOWN PARK OR OTHER TOWN PROPERTY, OR USE TOWN EQUIPMENT OR SERVICES? IF SO, SPECIFY REQUEST, AND STATE WHAT ALTERATION, IF ANY, WOULD BE MADE TO THE TOWN PROPERTY (I.E. CHANGING STREET SIGNS).

INSURANCE REQUIRED:

THE APPLICANT MUST FURNISH EVIDENCE OF INSURANCE COVERAGE FOR THE FILMING ACTIVITY AND OBTAIN INSURANCE ENDORSEMENTS FOR THE TOWN FROM THE APPLICANT'S INSURER NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE FILMING ACTIVITY (CORTE MADERA MUNICIPAL CODE SECTION 9.44.120). THE DEADLINE FOR SUBMITTING EVIDENCE OF INSURANCE COVERAGE AND ENDORSEMENTS MAY BE WAIVED FOR GOOD CAUSE BY THE PARKS AND RECREATION DIRECTOR IF SUFFICIENT TIME REMAINS FOR THE TOWN TO VERIFY THE ADEQUACY OF THE APPLICANT'S INSURANCE COVERAGE PRIOR TO THE FILMING ACTIVITY.

THE FILM PERMIT CANNOT BE ISSUED TO THE APPLICANT UNTIL PROOF OF INSURANCE IS VERIFIED BY THE TOWN. THE MINIMUM LIMITS OF INSURANCE LIABILITY, SCOPE OF INSURANCE AND INSURANCE ENDORSEMENTS REQUIRED BY THE TOWN ARE SET FORTH IN TOWN OF CORTE MADERA RESOLUTION NO. 752. A COPY OF INSURANCE RESOLUTION WILL BE FURNISHED UPON REQUEST TO THE APPLICANT. THE PARKS AND RECREATION DIRECTOR WILL PROVIDE THE APPLICANT WITH THE NECESSARY INSURANCE ENDORSEMENTS TO BE COMPLETED BY THE APPLICANT'S INSURER. INSURANCE REQUIREMENTS FOR HIGH HAZARD FILM ACTIVITIES ARE SET FORTH IN SECTION 1 OF THE INSURANCE RESOLUTION. INSURANCE REQUIREMENTS FOR NON-HAZARDOUS FILMING ACTIVITIES ARE SET FORTH IN SECTION 2 OF THE INSURANCE RESOLUTION. APPLICANTS WHO WILL CONDUCT COMMERCIAL STILL PHOTOGRAPHY WITHIN THE TOWN WHICH WILL NOT POSE A SIGNIFICANT HAZARD TO PERSONS OR PROPERTY CAN REQUEST A WAIVER OR REDUCTION IN INSURANCE COVERAGE REQUIRED (SEE SECTION 3 OF THE INSURANCE RESOLUTION).

FILM PERMIT APPLICATION – SUPPLEMENTAL ANSWER SHEET

NAME OF APPLICANT: _____

PART 1: FOR MULTIPLE FILMING LOCATIONS PROVIDE THE FOLLOWING INFORMATION FOR ADDITIONAL LOCATIONS NOT DESCRIBED IN MAIN PERMIT APPLICATION FORM.

FOR EACH LOCATION: INDICATE WHETHER EXTERIOR OR INTERIOR FILMING WILL BE CONDUCTED.

LOCATION

#2: _____

DESCRIBE SETS/STRUCTURES TO BE ERECTED AT LOCATION

#2: _____

DATES AT LOCATION #2

BETWEEN THE HOURS:	FILM	CONSTRUCT	STRIKE
_____	()	()	()
_____	()	()	()
_____	()	()	()

LOCATION

#3: _____

DESCRIBE SETS/STRUCTURES TO BE ERECTED AT LOCATION

#3: _____

DATES AT LOCATION #3

BETWEEN THE HOURS:	FILM	CONSTRUCT	STRIKE
_____	()	()	()
_____	()	()	()
_____	()	()	()

PART 2: DESCRIBE PARKING PLAN FOR ALL VEHICLES WHICH WILL BE PARKED ON TOWN STREETS OR PARKING FACILITIES. PLEASE IDENTIFY DRIVEWAYS, CURB ZONES, AND INTERSECTING STREETS. SHOW ALL REQUIRED PARKING INCLUDING PERSONAL AUTOMOBILE PARKING FOR CAST AND CREW.

PARKING FOR LOCATION

#1: _____

AS OF: DEC 2005

PARKING FOR LOCATION

#2: _____

PARKING FOR LOCATION

#3: _____

PART 3: THE APPLICANT MUST PROVIDE EVIDENCE OF PERMISSION TO FILM ON PRIVATE PROPERTY WITHIN TOWN LIMITS. SUBMIT LETTER OF AUTHORITY OR HAVE THE PROPERTY OWNER FILL OUT THE FOLLOWING:

**I HEREBY GIVE
PERMISSION** _____

(FILM COMPANY OR APPLICANT)

TO USE PROPERTY LOCATED AT

(ADDRESS)

FOR THE PURPOSE OF FILMING ON THE FOLLOWING DATES:

DATE: _____ **NAME OF PROPERTY**

OWNER: _____

TELEPHONE NUMBER OF PROPERTY

OWNER: _____

HOME ADDRESS OF PROPERTY OWNER:

SIGNATURE OF PROPERTY

OWNER: _____

**APPLICATION FOR A PERMIT TO CONDUCT A FILMING ACTIVITY IN THE
TOWN OF CORTE MADERA**

APPROVALS

FILM PERMIT APPLICATION APPROVED: YES () NO () REASON NOT APPROVED:

INSURANCE APPROVED AND INSURANCE ENDORSEMENTS RETURNED TO THE TOWN

YES () NO ()

LIABILITY AGREEMENT SIGNED BY THE PERMIT APPLICANT:

YES () NO ()

PARKING PLAN APPROVED:

YES () NO () NOT REQUIRED ()

PERMISSION OF OWNER OF FILM LOCATION OBTAINED BY APPLICANT:

YES () NO () NOT REQUIRED ()

APPLICANT HAS PAID BUSINESS LICENSE FEES:

YES () NO ()

FEES/DEPOSIT

CLEANUP/SECURITY DEPOSIT REQUIRED FOR USE OF TOWN PROPERTY:

YES () NO ()

TOWN PROPERTY TO BE

USED: _____

AMOUNT OF CLEANUP/SECURITY DEPOSIT REQUIRED \$ _____

DEPOSIT PAID: YES () NO ()

TOWN PERSONNEL

REQUIRED: _____

TOTAL TOWN PERSONNEL FEE: \$ _____

FEE PAID: \$ _____

CITY EQUIPMENT

REQUIRED: _____

TWIN CITY POLICE OFFICERS REQUIRED:

NUMBER OF OFFICERS: _____

DATE(S) AND HOURS

REQUIRED: _____

POLICE FEE \$ _____ FEE PAID \$ _____

TOTAL FEE \$ _____ FEE PAID: \$ _____