



# FILM/STILL PHOTO APPLICATION

City of Hermosa Beach • Community Resources Department  
710 Pier Avenue, Hermosa Beach, CA 90254  
(310) 318-0280 [hbconnect@hermosabeach.gov](mailto:hbconnect@hermosabeach.gov)

- A completed application and non-refundable application fee are required before applications will be reviewed. An incomplete application will not be accepted.
- Applications must be completed and submitted electronically. Handwritten applications will not be accepted.

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

On-site Production Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt. On-site Production Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## ACTIVITY TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> Motion Picture                          | <input type="checkbox"/> Documentary                        |
| <input type="checkbox"/> Television _____ <i>Name of series</i>  | <input type="checkbox"/> Student Filming or Still Photo     |
| <input type="checkbox"/> Commercial                              | <input type="checkbox"/> Still Photo                        |
| <input type="checkbox"/> Music Video _____ <i>Name of artist</i> | <input type="checkbox"/> Other _____ <i>Please describe</i> |
| <input type="checkbox"/> Web Series _____ <i>Name of series</i>  | <input type="checkbox"/>                                    |

## VENUE

- Interior
- Exterior
- Both Interior and Exterior

**OVERALL DESCRIPTION**

Project Title:

How will the film/photos be used post production:

Describe film/photos activity:

Celebrity talent (names):

**PERSONNEL**

# of Cast members: \_\_\_\_\_

# of Crew members: \_\_\_\_\_

Will you be providing your own security?  Yes  No If yes, how many guards? \_\_\_\_\_**BASE CAMP/PARKING**Will you have a base camp?  Yes  No

Number of Parking Spaces requested: \_\_\_\_\_

Number of Production Vehicle Spaces: \_\_\_\_\_

Number of Crew Spaces: \_\_\_\_\_

Parking Lot Requested  Lot A – South of Pier  Lot B – North of Pier  Parking Structure  Other

Date(s) : \_\_\_\_\_ to \_\_\_\_\_

Time : \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

**NO PARKING SIGNS MUST BE POSTED 72 HOURS IN ADVANCE OF RESERVED TIMES**Will you cater?  Yes  No Have you chosen a Hermosa Beach restaurant?  Yes  No

**DETAILS (PLEASE COMPLETE THIS SHEET FOR EACH DAY OF FILMING/STILL PHOTO ACTIVITY)**

Address or intersection #1:  
\_\_\_\_\_

Address or intersection #2:  
\_\_\_\_\_

Date:\_\_\_\_\_ Time: \_\_\_\_\_ (am/pm) to \_\_\_\_\_(am/pm)

Date:\_\_\_\_\_ Time: \_\_\_\_\_ (am/pm) to \_\_\_\_\_(am/pm)

Location Type:  
*Please check all boxes that apply*

- Municipal Property
- Beach
  - Pier
  - Pier Plaza
  - Park  
Name of Park: \_\_\_\_\_
  - Community Center  
Location: \_\_\_\_\_
  - Community Theatre
  - Clark Building
  - Other: \_\_\_\_\_

- Private Residence
- Apartment Complex (Leased)
  - Condominium Complex (Owned)
  - House

- Private Business
- Retail Store
  - Restaurant
  - Gym
  - Grocery Store
  - Bank
  - Church
  - Hotel
  - Other: \_\_\_\_\_

Summary of Scene(s) and Activity:

Load-in Time: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)      Shoot Time: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)      Load-Out Time: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Open to the public?  Yes    No

Do you require Pedestrian Traffic Control?  Yes    No

Do you require Street Traffic Control or Closures?    Yes\*    No   *\*If YES, please attach traffic plan*

Will there be special effects or pyrotechnics?    Yes\*    No   *\*If YES, Special Effects Application required*

Do you plan to use small vehicles (golf carts, gators, etc.) for load-in or load out?  Yes    No

Will there be construction of stages or structures, including any tents or awnings?  Yes\*    No  
*\*If YES, please describe:* \_\_\_\_\_  
\_\_\_\_\_

Do you plan to utilize a generator?  Yes\*    No  
*\*If YES, please describe the size and location needed for placement:* \_\_\_\_\_

Do you plan to move large equipment or vehicles across pedestrian walkways or streets?  Yes\*    No  
*\*If YES, you must provide flaggers to assist with the load-in and load-out of all equipment. Additional City Staff may be required. Please attach information regarding the locations, times and logistics of equipment crossings.*

**PLEASE GIVE AS MUCH DETAIL AS POSSIBLE REGARDING EQUIPMENT TO BE USED**

Lighting: \_\_\_\_\_  
Cameras: \_\_\_\_\_  
Amplified Sound: \_\_\_\_\_  
Other: \_\_\_\_\_

**FEES**

DESCRIPTION	STUDENT	STILL PHOTO	FILMING
Application <b>NON-REFUNDABLE</b> (must be recieved with the application)	\$126	\$273	\$654
Location		\$265 – 1 <sup>st</sup> day \$136 – additional days	\$1,526 - \$3,424 per day, per location \$136 - \$1,356 per day, per location
Prep/Strike	<b>STUDENT FEE WAIVERS:</b>	-----	
Business License Fee	<ul style="list-style-type: none"> <li>The permit holder must be enrolled in a recognized college, university or trade school.</li> </ul>	ASSIGNED AND BILLED BY CITY OF HERMOSA BEACH FINANCE DEPARTMENT	
Parking	<ul style="list-style-type: none"> <li>Proof of registration required (School ID Card, registration receipt, or registration card)</li> </ul>	\$2.00 per hour (10am-8pm) \$2.50 per hour (8pm-2am)	
County of Los Angeles Fire Department Public Safety and Film Unit Services		ASSIGNED AND BILLED BY COUNTY OF LOS ANGELES FIRE DEPARTMENT	
County of Los Angeles Fire Department Lifeguard Division Services		ASSIGNED AND BILLED BY COUNTY OF LOS ANGELES FIRE DEPARTMENT	
Amplified Sound Permit	<ul style="list-style-type: none"> <li>Provide a course syllabus or documentation from instructor describing the proposed project.</li> </ul>	\$201	
Communtiy Resources Department Services		TO BE DETERMINED	
Public Works Department Services		TO BE DETERMINED	
Community Development Department Services		TO BE DETERMINED	
Hermosa Beach Police Department Services		TO BE DETERMINED	

**IN ADDITION TO THE FEES LISTED ABOVE, APPLICANTS (INCLUDING STUDENTS) MUST APPLY AND PAY FOR THE REQUIRED PERMIT FROM THE COUNTY OF LOS ANGELES FIRE DEPARTMENT'S PUBLIC SAFETY AND FILM UNIT (SEE PAGE 6)**

**INSURANCE**

Applicant agrees to furnish the City of Hermosa Beach evidence of comprehensive general liability insurance in the form of a certificate naming "the City of Hermosa Beach, its officers, agents, volunteers, and employees as additional insureds." This exact verbiage is required. Applicant shall notify the City at least thirty (30) days prior to the termination, reduction, cancellation, suspension, modification, or expiration of the policy. Notwithstanding the foregoing, Applicant shall maintain insurance coverage meeting the standards outlined in this Section at all times during the term of the activity or activities for which Applicant submitted its application, as reflected in and permitted by this Agreement. All certificates are subject to approval of the City's Risk Manager.

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering commercial general liability on an "occurrence" basis, including property damage, bodily injury, death, and personal and advertising injury with limits no less than two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement, or the general aggregate limit shall be twice the required occurrence limit. The City reserves the right to request greater or lesser amounts of insurance coverage.

If the use includes athletic activities, Applicant shall provide evidence of that the commercial general liability insurance includes coverage for injuries to athletic participants and participant accident insurance.

If the Applicant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

**APPLICANT AGREES TO COMPLY WITH ALL LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.**

By this liability waiver and release (hereinafter, "Release,") it is my intention to relieve the City of Hermosa Beach, its officers, employees, agents, and volunteers (hereinafter, "City") of any duty to me. By this Release, and by virtue of the grant of the Film/Still Photo Permit for which I have applied, I do assume the entire risk of any injuries or losses that might occur during, as a result of, or in connection with my Film/Still Photo Permit.

By this Release I also intend to release, discharge, and forever absolve City from any and all liability for any active or passive negligence whatsoever by City or any third parties, and to waive and relinquish any claim or cause of action against City for any loss, claim, damage, personal injury, disability, death, medical expense, and any other type of expense, property damage, or loss caused by any negligence of City or any third parties. I promise not to sue or exercise any legal right to seek damages from City in connection with any injuries I may sustain in connection with my permitted activity.

I hereby acknowledge, understand, and agree that no oral representations, statements or inducements apart from the foregoing written certification have been made, and further agree this Release shall be binding on me and my personal representatives, heirs, assigns, and next-of-kin. I further acknowledge, understand, and agree that this Release constitutes a single, integrated, written contract and expresses the entire agreement of the Parties with respect to the subject matter of this Release.

I further acknowledge, understand, and agree that I am age 18 or older.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Name (Please Print)**

**RULES AND REGULATIONS**

**Hours/Days Restrictions:**

- a. General hours of film/still photo activity in Hermosa Beach are Monday-Friday 7:00am-10:00pm. Film/still photo activity is not generally allowed on weekends or holidays but can be considered for special circumstances and requires additional review.  
EXCEPTIONS: If a company would like to conduct film/still photo activity beyond the permitted hours, a film/still photo survey is required and ninety percent (90%) approval signatures are required for the affected area. *Please note: signature verification requires additional time for approval and affected area will be determined by the Community Resources Department.*
- b. Prep days, film/still photo days and strike days must all be noted on the application.
- c. Film/still photo activity in the Commercial Zone, between 10th Street & 15th Street, in the downtown/beach area, is limited to a total of twenty (20) days during the summer months/peak season (Memorial Day to Labor Day).
- d. No more than fifteen (15) days of consecutive film/still photo activity at a single location will be permitted per film/still photo permit.
- e. A maximum of fifteen (15) days of film/still photo activity per residential location is allowed during a 365 day period, with the 365 day period commencing on the first day of film/still photo activity.
- f. The City will issue one film/still photo permit per day.
- g. The City reserves the right to deny an application to mitigate neighborhood fatigue in frequently filmed area.

**Parking:**

- a. Parking requests shall not exceed more than forty (40) approved spaces. Any additional parking may not be in City lots.
- b. All parking spaces must be posted a minimum of 72 hours in advance of reserved parking days. The company is responsible to repost parking signs if needed and to remove all posted materials upon strike.
- c. All permitted vehicles must be clearly labeled by the company when parked in designated spaces, otherwise the vehicles are subject to be towed.

**Parking Continued:**

- d. Driveways or vehicular access to homes or businesses may not be blocked without prior written permission from the City and all parties being impacted.

**Noise:**

- a. Bullhorns are not permitted, under any circumstance. If amplified sound is required, it must be noted on the application and the proper amplified sound permit must be obtained from the Police Department.
- b. Crew and security must refrain from all lewd or improper language within earshot of the general public.
- c. Production vehicles may not enter a neighborhood prior to the approved time listed on the permit. Please turn off engines as soon as possible. Any violation of this rule will result in revocation of permit.

**Traffic Control/Street Closures:**

- a. Companies must use the Hermosa Beach Police Department for film shoots requiring traffic or pedestrian control for street closures unless prior approval is obtained from the Hermosa Beach Police Department.
- b. The Strand, bike/pedestrian path, just east of the beach, may not be completely blocked for more than five (5) minutes during the course of film/still photo activity. Intermittent traffic control of Strand is permitted by the Hermosa Beach Police Department. All non-essential crew are not permitted to loiter on the strand during film/still photo activity.
- c. No major intersections may be blocked during rush hours: 6:30am to 8:30am and 4:00pm to 7:00pm.
- d. Production companies may not interfere with street sweeping, refuse collection or any other City activity that may be taking place in or around the film/still photo site.
- e. Streets shall not be barricaded for film/still photo purposes, unless prior approval is obtained from the Hermosa Beach Police Department.

**Notification:**

- a. Companies are required to deliver written notification to all affected residents/merchants within a 500' radius of the film/still photo activity site(s). Companies must provide a verifiable list of all addresses receiving notification. In some cases of high impact or special circumstances, the Community Resources Department reserves the right to require a film survey.

**Catering/Craft Service:**

- a. Vehicles, tables, canopies, equipment, generators and food goods must be on private property or pre-approved locations only. Catering services may not block the public right of ways, i.e. alleys, sidewalks or streets.

**Interruption of Activity:**

- a. Companies are not permitted to block, delay or interrupt normal activity on public or private property. This includes but is not limited to: refuse collection, recycling procedures, street sweeping, strand sweeping, beach combing, gardening, postal or overnight deliveries, ingress or egress to property, City construction/projects or private construction work.

**Refuse Removal:**

- a. Companies are responsible for removing all trash receptacles, oversized bins, miscellaneous garbage, fliers, posters and food particles upon strike of film location. The Community Resources Department reserves the right to assign steam cleaning of surfaces at the expense of the film company if adequate clean up is not completed or if it is deemed necessary.

**Appeals:**

- a. An applicant may appeal an administrative decision regarding permit issuance or conditions of a permit by submitting a written appeal to the Community Resources Department, which upon review may be forwarded, to City Council.

**Location Credit:**

- a. The City of Hermosa Beach must be included in production credits for any still photo or filming activity under a City issued still photo or film permit. This requirement applies to all still photo or filming activity on public, private, commercial or residential property within the City of Hermosa Beach.

**Drone Permit:**

- a. For use of a drone, an applicant must obtain a drone permit from the Hermosa Beach Police Department. This permit requires an in-person inspection of the drone. Information can be found at <https://www.hermosabeach.gov/our-government/police-department/permits-amplified-music-block->

[party-alarm-drone-and-residential-special-event.](#)

**County of Los Angeles Fire Department – Public Safety and Film Unit Permit Requirements:**

- a. The County of Los Angeles provides the City of Hermosa Beach's fire and lifeguard services. Upon receiving approval from the City of Hermosa Beach, the applicant must apply for the County of Los Angeles Fire Department's applicable permit for their film/still photo activity, available at at <https://www.fire.lacounty.gov/fire-prevention-division/public-safety-and-film-unit/>
- b. The City will not issue a film/still-photo permit until a copy of the **approved** County of Los Angeles Fire Department permit has been provided.

**Business License:**

- a. A Business License is required to obtain a Film/Still Photo Permit in the City of Hermosa Beach.
- b. Upon receiving approval from the City of Hermosa Beach, the applicant must apply for an annual license, available at <https://www.hermosabeach.gov/doing-business/business-licenses-permits>. Applications may be submitted online or in person by visiting the Finance Cashiers Office at 1315 Valley Drive, Hermosa Beach, CA 90254. For more information on business licenses, call (310) 318-0206.

**ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

Please  
Initial  
Here

*By initialing, I agree to abide by and enforce the rules and regulations of the City of Hermosa Beach and certify that I have read the rules and regulations. I will assume full responsibility for my company and will ensure all rules and regulations are followed.*