

POLICIES AND PROCEDURES
FOR THE ISSUANCE OF PORT HUENEME
FILMING AND STILL PHOTOGRAPHY PERMITS

The guidelines and information contained herein is taken from the Port Hueneme's Municipal Ordinance and City Council Resolution #581 which govern the City's policies and procedures for filming and still photography. These guidelines are not a substitute for, nor do they alter the requirements set forth in the Port Hueneme Municipal Code. Rather, these guidelines are intended to provide a general overview of the City's policies and procedures.

PERMIT REQUIRED

A permit is required when filming or shooting still photography on City streets, pier, parks, beaches, sidewalks, and other properties under the control of the City of Port Hueneme. When filming in the City in the Harbor District Area (Port), the Permittee must also obtain permission from the Oxnard Harbor District to film in port area, which is under the direct control of the District. No permits shall be issued for filming on the Navy CBC Base, unless permission is otherwise granted by the U.S. Navy.

Even though arrangements have been made with private property owner to film, a permit from the City is also required to allow the temporary variance of the zoning ordinance for the purpose of filming to enforce safety standards and monitor filming activities.

ADVANCE NOTICE REQUIREMENT

Five (5) working day's notice is required for most permits because of scheduling of police officers time. Some permits may require more or fewer working days notice, depending upon the requirements for filming, and the location needed.

FEES AND CHARGES

Prior to the issuance of a permit, the Permittee must pay a refundable deposit, business license fee, and the use fee. If City personnel are used to assist in filming, the Permittee will reimburse the City at an hourly rate established in the City's "Cost Allocation Plan".

Water scenes require the presence of a United States Lifesaving Association trained lifeguard(s). Permittee will employ and pay lifeguard(s) directly.

Police presence and the number of officers are determined by the Port Hueneme Police Department.

APPLICATION FEE – None required.

RIDERS

Minor changes, additions, deletions, postponements, and extensions (extensions may not exceed a 7-day period) to filming may be granted by applying for a rider. Only one rider per permit will be issued. A non-refundable rider fee of \$25.00 will be assessed.

SPECIAL EFFECTS PERMITS

All use of special effects, such as pyrotechnics, open flame, explosives, smoke, etc. MUST have authorization from the Ventura County Fire Protection District in addition to the standard filming permit. The Ventura County Fire Protection District contact is Fred Peeples at 805-388-4492. The special effects person must call the Fire District, and be prepared to fully report all of the conditions of the special effects request (refer to attached questionnaire and required fees).

There must be a qualified, licensed Pyrotechnic Operator - Special Effects on location, as a condition of the permit. The Operator will be in charge of all use, handling and storage of special effects articles.

The name of the special effects operator and license number must be provided on the film permit application.

The use of aircraft while filming is not permitted in Port Hueneme, unless special permission is obtained from the U. S. Navy. The Navy must be contacted directly.

FILMING ON PRIVATE PROPERTY

In addition to applying for the filming permit, it is the Permittee's responsibility to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the City of Port Hueneme. Evidence of such written permission is required prior to the issuance of a filming permit.

PUBLIC WORKS DEPARTMENT (Roads)

An Encroachment Permit is required whenever filming activities are being conducted within the public right-of-way. This includes posting of temporary "No Parking" signs, storage containers, parking of equipment and/or cars on public streets, stringing cable on sidewalks or from generator to service point, sidewalk shots, driving scenes, etc.

"No Parking" signs may be requested to be posted by the Public Works Department personnel on regular working days only. There will be no posting Saturday, Sunday, or holidays. The permit must be issued at least 24 hours prior to signs being posted. Thursday is the last day a permit will be issued for posting

of "No Parking" signs to be effective on the following Monday or Tuesday. As deemed necessary, pre-warning signs may be required. Barriers must be provided for posting on streets where there are no posts available. Approximately six per 200 feet will be required.

A deposit as deemed necessary per filming day will be required to reimburse the Public Works Department for the employee's time spent at the filming location. The deposit amount is determined by the Film Coordinator when the permit is requested. The Public Works Department will refund the unused portion of the deposit.

TRAFFIC CONTROL

For filming that may impact traffic flow, the Permittee must use California Highway Patrol (CHP), Port Hueneme Police Department, and American Public Works Association "Work Area Traffic Control Handbook" (watch manual) standards deemed necessary. Permittee must contact these agencies directly. Pre-warning signs are required at all filming locations where there is activity within the roadway (see sketch of Signing for lane Clearance). Typical Public safety requirements include:

1. Permitter shall furnish and install all advance warnings, signs, and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California, Department of Transportation.
2. Traffic may be reduced to one 12-foot lane of traffic and/or stopped intermittently, not to exceed three minutes at any one time.
3. Permittee shall conduct activities in such a manner that the attention of motorists will not be diverted from their driving so as to cause deceleration of travel or stopping on the highway.
4. Traffic shall not be detoured across a double line without prior approval of the Public Works Department representative.
5. Camera car must be driven in the direction of traffic, observe all traffic laws, and not in any way interfere with the flow of traffic.
6. Stationary camera shall be mounted off the roadway. No equipment or personnel on median areas.
7. Permittee's equipment such as buses, trucks, cars, and catering service equipment shall be parked off the traveled way so that the equipment and employees do not interfere with the free flow of traffic.
8. Any roadwork or construction by County crews-and/or private contractors, under permit or contract to the Public Works Department, shall have priority over filming activities.

SPECIAL RESTRICTIONS

1. In order to provide for the safe movement of vehicles and pedestrians and protect people from injury and property from damage, NO collisions, hazardous stunts, speeding, or other violations of the California Vehicle Code are permitted. For the convenience of the general public, **all activity by the Permittee between the hours of 9:00 p.m. and 7:00 a.m. must be performed without undue noise and nuisance.**
2. No filming activity, vehicles, or equipment are allowed at any time on Hueneme Road. Filming permits for the CBC Base must be made directly with the U.S. Navy.

CITY FACILITIES AND PARKS

Water Scenes - When filming water scenes, a United States Lifesaving Association trained lifeguard is required. If water scenes include Permittee using a boat or equipment in the water, a County lifeguard boat and personnel may be required.

Campfires - When a scene requires a fire or campfire on the beach, a gas jet must be used. No fires other than gas jets will be allowed unless the beach is equipped with fire rings.

Beach Parking Lots - When parking in a beach parking lot, the Permittee will be charged according to the fee schedule.

Parking - When filming in a park facility, no fee for parking will be charged unless there is a vehicle entry fee in effect, i.e., Hueneme Beach Park, etc.

When parking vehicles at one location and filming at another location, the fee schedule for parking will be charged.

Access roads, which serve as emergency service roads, must never be blocked in order to assure the safety of citizens in surrounding community.

Miscellaneous - No off-road travel of any kind is permitted. All vehicles must stay on designated Park roads.

No relocation, alteration, or moving of structures will be permitted without prior permission.

INSURANCE REQUIREMENTS

Without limiting Permittee's indemnification of the City and any other named permittees, Permittee shall provide and maintain at its own expense during the term of the permit the following policy or policies of insurance covering its operations hereunder. Such insurance shall be secured through a carrier satisfactory to the City's Risk Manager and evidence such insurance satisfactory to the City's Risk Manager shall be delivered to the Filming Permit Officer on or before the effective date of the permit. Such evidence shall specifically identify the permit and shall contain express conditions that City is to be given written notice of at least thirty (30) days in advance of any modification or termination of any policy of insurance:

General Liability - Such insurance shall include, but not be limited to, comprehensive general liability and comprehensive auto liability with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall name the City of Port Hueneme and any other named permittees as additional insured's.

Workers' Compensation - Permittee shall cover its employees with Workers' Compensation insurance in an amount and form to meet all applicable requirements of the labor Code of the State of California and which specifically covers the persons and risks involved in this permit.

Failure on the part of Permittee to procure or maintain required insurance shall constitute a material breach of contract upon which City may immediately terminate the permit or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by City shall be repaid by Permittee plus 12% of premium costs City upon demand.

CITY OF PORT HUENEME
FEE SCHEDULE

MOTION PHOTOGRAPHY

Shooting Fee:	
City, Beach Area and Pier (open)	\$ 500.00 / Day
Pier Closed	\$ 1,500.00 / Day
Private Property Fee	\$ 25.00 / Day

STILL PHOTOGRAPHY

Use Fee in City (Pier open)	\$ 500.00 / Day
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RIDER FEE

Still	\$ 15.00
Motion	

<u>PARKING FEES</u> – (Beach) per day, 9X 20 space	\$ 8.00 / DAY
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FIRE DEPARTMENT REVIEW – Ventura County Fire Protection District
(805)-388-7492

POLICE OFFICERS – call for hourly rate

LIFEGUARDS – off duty, paid directly

<u>CONSTRUCTION / STRIKE FEE</u>	\$ 250.00 / Day
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<u>BUSINESS LICENSE FEE</u>	\$ 79.00 / Year
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<u>SECURITY DEPOSIT</u> (Refundable)	
Motion	\$ 750.00 / Day
Still	\$ 500.00 / Day