



# APPLICATION FOR CITY OF BEVERLY HILLS PERMIT

## FILMING

**PLEASE NOTE THAT THE INFORMATION BELOW MUST MATCH THE INFORMATION PROVIDED ON THE CERTIFICATE OF INSURANCE\*.**

**\*Applicant must provide a certificate of insurance, reflecting proof of general liability (or general aggregate) insurance coverage of \$2M and naming the City of Beverly Hills as additional insured.**

Name of Applicant/Organization: \_\_\_\_\_

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

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

Phone#: \_\_\_\_\_

**On Site Production Contact\*\* (Name): \_\_\_\_\_ Mobile #: \_\_\_\_\_**

**Email Address: \_\_\_\_\_**

**\*\*Must be on site at location and accessible for duration of filming activity.**

**PROJECT TITLE:** \_\_\_\_\_

Type of Filming:  Feature  Commercial  Scripted TV  Reality TV  Web  
 Tourism  Music Video  Corporate  Student  Other

**LOCATION(S):** \_\_\_\_\_

Type of Property:  City Park  City Sidewalk  City Street  Private Property  Other

Filming Activity:  Interior Only  Exterior Only  Both

# of Cast + Crew = \_\_\_\_\_  
(including extras)

**ELEMENTS (Check all that apply):**

- |   |   |   |                                    |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Generator      | <input type="checkbox"/> Special Lighting   | <input type="checkbox"/> Special Effects                    | <input type="checkbox"/> Pre-light |
| <input type="checkbox"/> Posting        | <input type="checkbox"/> Overnight Parking  | <input type="checkbox"/> Process Trailer                    | <input type="checkbox"/> U-Crane   |
| <input type="checkbox"/> Gunfire        | <input type="checkbox"/> Prop Guns          | <input type="checkbox"/> Stunt Driving                      | <input type="checkbox"/> Stunts    |
| <input type="checkbox"/> Music Playback | <input type="checkbox"/> Tent / Canopy      | <input type="checkbox"/> Celebrities                        | <input type="checkbox"/> Animals   |
| <input type="checkbox"/> Crane          | <input type="checkbox"/> Wetdown            | <input type="checkbox"/> Street / Curb Lane Activity        |                                    |
| <input type="checkbox"/> Drone          | <input type="checkbox"/> Refuse Bins (3yd.) | <input type="checkbox"/> Intermittent Traffic Control (ITC) |                                    |

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**PREP:**

Dates: \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
\_\_\_\_\_ p.m. \_\_\_\_\_ p.m.  
(from) (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe preparation activity, including # crew \_\_\_\_\_  
\_\_\_\_\_

**FILMING:**

Dates: \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
\_\_\_\_\_ p.m. \_\_\_\_\_ p.m.  
(from) (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe filming activity: \_\_\_\_\_  
\_\_\_\_\_

**STRIKE:**

Dates: \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
\_\_\_\_\_ p.m. \_\_\_\_\_ p.m.  
(from) (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe strike activity, including # of crew \_\_\_\_\_  
\_\_\_\_\_

**PARKING REQUIREMENTS:**

Number of equipment vehicles \_\_\_\_\_ Describe types of vehicles \_\_\_\_\_  
\_\_\_\_\_

Parking location (by address or specific location) of equipment vehicles  
If requesting to post metered spaces, please also provide meter numbers.

\_\_\_\_\_ Parking location (by address or specific location) for cast/crew vehicles (*i.e.* personal cars)\*\*\*

\*\*\*If requesting to park cast/crew vehicles (*i.e.* personal cars) in a City-operated parking structure, please also provide number of vehicles and times required for entry/exit below.

Number of cast/crew vehicles: \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
Entry: \_\_\_\_\_ p.m. Exit: \_\_\_\_\_ p.m.

**YOU MAY BE ASKED TO SUBMIT A DIAGRAM, PLOTTING SPECIFIC LOCATIONS FOR EQUIPMENT VEHICLES, GENERATOR, CATERING, POSTING, ETC.**

**CATERING SERVICES:**

Location of catering/crafts services: \_\_\_\_\_

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

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FILMING**

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**PLEASE NOTE THAT A CANCELATION FEE (50% OF FILMING FEE – INCLUDING PREP/STRIKE FEES IF APPLICABLE – PLUS APPLICATION PROCESSING FEE AND ANY APPLICATION REVISION FEES AND AFTER HOURS SERVICE FEES IN FULL) WILL BE ASSESSED SHOULD THE FILMING & SPECIAL EVENTS OFFICE RECEIVE NOTICE OF CANCELATION WITHIN LESS THAN 48 BUSINESS HOURS (2 BUSINESS DAYS) PRIOR TO FILMING ACTIVITY.**

**4-HOUR MINIMUMS FOR CITY PERSONNEL (IF APPLICABLE) WILL BE ASSESSED SHOULD FILMING ACTIVITY BE CANCELED WITH LESS THAN 24 HOURS NOTICE.**

A PERMIT IS NOT ISSUED UNTIL ALL RELATED CITY PERMITS AND APPROVALS ARE RECEIVED. I hereby certify that I am aware of and agree to comply with the rules and regulations as provided for in Title 4 of the Beverly Hills Municipal Code, and restrictions listed by departments on the reverse of this page, pertaining to issuance of a permit. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized event organizer and/or official contact for all aspects concerning the permit.

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Applicant's Name (Please Print)

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Signature

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Date

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Title