



# APPLICATION FOR CITY OF BEVERLY HILLS PERMIT

## STILL PHOTOGRAPHY

**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 photography activity.**

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

*Medium:*       Print Ad    Magazine    Catalogue    Internet    Archival    Other

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

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

*Venue:*                 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"/> Posting            | <input type="checkbox"/> Overnight Parking  | <input type="checkbox"/> Animals                            |
| <input type="checkbox"/> B-roll / BTS Video | <input type="checkbox"/> Tent / Canopy      | <input type="checkbox"/> Celebrities                        |
| <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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## STILL PHOTOGRAPHY:

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

Describe still photography activity: \_\_\_\_\_

Will prep or strike activity be required?  Yes  No

If so, describe and provide dates/hours.

## PARKING REQUIREMENTS:

Number of 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: \_\_\_\_\_ Entry: \_\_\_\_\_ a.m. p.m. Exit: \_\_\_\_\_ a.m. 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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STILL PHOTOGRAPHY**

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**PLEASE NOTE THAT A CANCELTION FEE (50% OF STILL PHOTOGRAPHY FEE 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 CANCELTION WITHIN LESS THAN 48 BUSINESS HOURS (2 BUSINESS DAYS) PRIOR TO STILL PHOTOGRAPHY ACTIVITY.**

**4-HOUR MINIMUMS FOR CITY PERSONNEL (IF APPLICABLE) WILL BE ASSESSED SHOULD STILL PHOTO 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