

City of Eureka Photography/ Motion Picture Application

Overview	Thank you for your interest in filming and photography within the City of Eureka and choosing to use Eureka as your setting for filming! The following information has been prepared to assist you in planning and meeting the necessary requirements for a safe and enjoyable shoot.
Filming Fees	The City of Eureka does not charge fees to submit a filming application or to film on City streets; however, fees may apply to filming within Sequoia Park. Exemptions can be made for non-profit organizations, and public service announcements at the discretion of the City Manager.
Processing Procedure	Applicants are asked to submit their completed application a minimum of <u>2 weeks prior to the filming date</u> with all of the supporting documents. This allows adequate time for the application to be routed through City departments for approval and to determine if the proposed project meets City requirements.
Insurance Requirements	<p>The following attachments are required from all applicants:</p> <ul style="list-style-type: none">▪ Certificate of liability insurance with \$2,000,000 minimum coverage.▪ Insurance endorsement that names the “City of Eureka, its officers, officials, employees, and volunteers” as additional insured’s; and verification that the coverage is “primary, and the City’s coverage is non-contributory.” <u>*Exact wording is required.</u> <p>Please inform your insurance carrier that the City will contact them with regards to any additional needed documents, for example; Worker’s Comp, or Automotive Liability. When a carrier will not authorize the City to make these requests directly, we will email or fax you the specifics of what is needed and you may request it from them.</p>
Electricity/Water	Please indicate on your application if you will need access to electricity or water.
Garbage/ Clean-up	All events are responsible for providing adequate garbage containers and for their removal. All barricades, signage, trash, and any other items associated with the filming must be removed at the end of the event.
Submitting an Application	<p>Please make sure that your application is filled out in its entirety and attached are all of the required documents.</p> <p>Once completed, the application can be filled out electronically or handwritten and can be submitted by email as a pdf; econdev@ci.eureka.gov, mailed, or submitted in person. Please note that the terms and conditions agreement and the application must be signed before a permit can be issued.</p>
Contact Information	Please contact Economic Development Department at econdev@ci.eureka.gov if you have any questions or need clarification; (707) 441-4164 .

*Submit to: City of Eureka City Manager Office
531 K Street Eureka, CA 95501*

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COMPANY INFORMATION

Name _____ Telephone Number _____ Email _____
 Address _____ City _____ State _____ Zip _____

PROJECT INFORMATION

Production Type: (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Commercial | <input type="checkbox"/> TV Episodic/Movie |
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Other |

Title _____	Brief Description _____
Producer _____	Telephone _____ Email _____
Director _____	Telephone _____ Email _____
Unit Production Manager _____	Telephone _____ Email _____
Contact Person _____	Telephone _____ Email _____

LOCATION: _____
Activities/ Action: (Including equipment placement, request for traffic control or closures, list information on additional piece of paper if necessary)

SHOOT DATES: (Including Prep and Strike) _____

CALL WRAP TIMES: _____

NUMBER OF VEHICLES:

Trucks _____ Motorhomes _____
 Autos _____ Picture Cars _____
 Vans _____ Camera Cars _____
 Cater _____ Generator _____
 Other _____ Trailer _____

PYROTECHNICS:

Description: _____
 Technician: _____
 Phone Number: _____

Total Number of Vehicles _____ **Permit Number:** _____

TOTAL NUMBER OF DAYS _____ **TOTAL NUMBER OF PERSONNEL** _____

