



FILMING PERMIT APPLICATION

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Applicant:**

Person/Organization: \_\_\_\_\_

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

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

**Permittee:**

Permittee/Company: \_\_\_\_\_

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

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

**Location Manager:**

Manager/Company: \_\_\_\_\_

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

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

| DATE | TIME | FILMING LOCATION | ACTIVITY |
|------|------|------------------|----------|
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**Master Fee Schedule  
Film Permits**

| <b>Description</b>  | <b>Unit Rate Per Hour</b>     |
|---|-------------------------------|
| Set inspection  | \$132                         |
| Pyrotechnical special effects permit  | \$328                         |
| Paramedic/Engine Company Special events standby                             | \$355                         |
| Street & Car  | \$210.00 (per hour per staff) |
| Crowd Control   | \$138.00 (per hour per staff) |
| Notice Posting  | \$ 35.00 (per hour)           |
| Assistance (staff only)   | \$132                         |
| Barricading   | \$ 356.00 (2 staff)           |
| Barricade rental<br>(must include 2 staff minimum)                          | \$ 25 each/day                |
| Use of the Airport  | \$2,000 per day               |
| Heavy equipment/operator<br>(dump truck, water truck, backhoe, high ranger) | \$132                         |
| Small truck/operator<br>(pickups/flatbeds)                                  | \$132                         |
| Water usage<br>(\$50 usage minimum; usage is debited from deposit)          | \$500 deposit                 |
| Fire hose   | \$ 400 each/day               |

**City of Paso Robles  
STREET CLOSURE PERMIT**

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Location \_\_\_\_\_

Event/Reason for Closure \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Organization \_\_\_\_\_

Day Phone \_\_\_\_\_ Day of Event/Cell Phone \_\_\_\_\_

**Will your event:**

Affect or impact parking? Yes  No

Require barricades? Yes  No  If "Yes", how many? \_\_\_\_\_

Include a Static Display? Yes  No

Involve Alcoholic Beverages? Yes  No  If "Yes", Alcohol Use Permits are required.

Involve Live Music? Yes  No  If "Yes", a Temporary Use Permit is required.

Be in a public park? Yes  No  If "Yes", a Facilities Use Permit is required.

**IF YOU CHECKED "YES" ON ANY OF THE ABOVE, ADDITIONAL ACTION IS REQUIRED ON YOUR PART, SEE THE REVERSE OF THIS FORM (OR PAGE 2 IF PRINTED FROM THE WEB).**

**Attachments Required:**

- Map of Closure
- Block Acknowledgment Form

**Office Use Only**

**Public Works (Events)** \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Public Works (Streets)** \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Emerg. Services** \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: Emergency access must be maintained at all times.

**Police Dept.** \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: "No Parking" signs must be posted 72 hours in advance (by requesting party).

Deposit Received Check No. \_\_\_\_\_ Date: \_\_\_\_\_

Barricades Returned  Deposit Returned Date: \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_

## Street Closures

**Street closure request forms should be completed and filed with the Public Works Administration Office at least 14 days prior to the event** to allow time for review by all concerned City Departments: Public Works, Emergency Services, and Police Department. (Earlier filing is required for Business District Block Events – see below.)

- Carefully read and follow all instructions.
- A map and Block Event Acknowledgement Form must be submitted with all closure requests
- A check for \$50 made out to the City of Paso Robles is required for all types of closures utilizing City barricades
- Applications will be returned if they are incomplete.

**Return completed request forms, map & deposit to:**

Public Works Administration  
City of Paso Robles  
1000 Spring Street, Paso Robles, CA 93446

Applicants will be notified by the Public Works Administration Office when their request has been approved or if further information is required. A copy of the approved form will be sent to the applicant to hold in their possession during the time of the event. Inquires about the status of your request should be directed to Public Works Administration Office at 237-3861.

**Block Events** A block event is a temporary gathering of people held on a blockaded portion of a public street or alley in the City. If you will be utilizing City barricades, a deposit\* is required. You will need to make arrangements for pick-up of barricades after the Street Closure Request has been approved.

**Residential Block Events** At least 75% of the households on the block being closed off must sign a Block Event Acknowledgement form for the proposed event, certifying that they are aware of the temporary closure of the street. The signatures must be originals (no copies) and the form must be attached to the Street Closure Request Form. Acknowledgment forms are available on the City's web site or from the Public Works Administration Office.

**Business District Block Events/Static Displays** Fill out the closure request form and file it and the deposit\* at least 30 days before the event. All of the affected businesses on the block being closed off must be notified and sign a Business District Block Event Acknowledgement Form for the proposed event, certifying that they are aware of the temporary closure of the street.

**Parade** If you are requesting a closure to hold a parade, please show parade route, from start to finish. If you will be utilizing City barricades, a deposit\* is required.

**Parking** If your event affects or impacts public parking, posting of 72-hour No Parking notices is required. Contact the Community Service Specialist at the Police Department for direction and coordination of signage. Posting of signs is done by the requesting party. A barricade deposit\* is required for use of City barricades for parking reservation (if needed).

*\*A refundable deposit of \$50 is required for use of City-owned closure devices (barricades, etc.). Deposits will be released upon return of all materials, free of damage.*

**Alcoholic Beverages** The sale or consumption of alcoholic beverages on City property requires permits. Alcohol Use Permits are coordinated through the Facilities Coordinator at the Recreation Department. If you have questions concerning or wish to apply for alcohol permits, call the Facilities Coordinator first. The Community Service Specialist at the Police Department is also available for inquiries.

**Live Music/Bands** If your event involves live music, a Temporary Use Permit is required. There is no fee for this Permit, which is obtained through the Planning Division of the Community Development Department.

**Facilities Use** If your event is in a public park or building, a Facilities Use Form is required. Facilities Use Permits are coordinated through the Facilities Coordinator at the Recreation Department. You may also download the form from the City's web site.

**Emergency Vehicle Clearance** All street closures must maintain adequate clearance for emergency vehicle access. For further clarification, please contact the Department of Emergency Services.

|  |              |
|--|--------------|
| Public Works Administration                    | 805-237-3861 |
| Public Works, Events Manager                   | 805-227-7539 |
| Public Works Department (Streets Division)     | 805-237-3864 |
| Department of Emergency Services               | 805-227-7560 |
| Recreation Department (Facilities Coordinator) | 805-237-3991 |
| Community Development (Planning Division)      | 805-237-3970 |

1. Application to use City facilities must be made on an application form provided by the Department of Library and Recreation Services and submitted prior to the date of the proposed use. Authorization for use less than 30 days or more than 180 days prior to usage may be granted at the discretion of the Director.
2. The City of Paso Robles may refuse to reserve or cancel any application for due cause. Written notice or refusal or cancellation with appropriate explanation will be given by the department not less than seven (7) days prior to the event.
3. Appeals to adjust or waive fees will only be considered by the Director of the Department of Library and Recreation Services. Appeals to the decision can be made to the City Council.
4. Usage must be within the allotted permit time. Permit time schedules and charges include all set-up and clean-up time.
5. Cancellations for facilities received less than seven days prior to the scheduled use will be charged a cancellation fee of \$10.00. No refunds will be made for cancellations within three days of the scheduled use. Refund of deposit and/or application fees paid to the City will be made in case of inclement weather conditions only after the deduction of any costs incurred by the City, if any, for the requested use. If the event is terminated by police or other city staff for non-compliance with rules and regulations, the deposit will not be refunded.
6. City of Paso Robles sponsored events will retain first priority for use of all facilities.
7. Music and noise are subject to City noise ordinance, available on request.
8. No activity will be permitted which is in violation of local, state, or federal statutes.
9. Youth groups must have adult sponsors who guarantee observance of these rules and regulations. A minimum of one adult per 25 youth is required at the activity.
10. The presence of, and the serving of, alcoholic beverages is not permitted on City premises, except under the following conditions: (a) City Alcohol Use Permit has been approved; (b) a daily on-sale general license from the Alcoholic Beverage Control (ABC) Office license is obtained; (c) and all ABC rules and regulations are actively enforced.
11. Renter shall not use the City of Paso Robles' name to suggest endorsement or sponsorship of the event without prior written approval of the City of Paso Robles Manager or his/her designee. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
12. Renter shall indemnify, defend, and hold harmless the City of Paso Robles, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use of occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Paso Robles, its officers, employees, or agents.
13. Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Paso Robles facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City of Paso Robles, its officers, employees, and agents as additional insured prior to the rental date of the Facility. Renter shall file certificates of such insurance with the City of Paso Robles, which shall be endorsed to provide thirty (30) days notice to the City of Paso Robles of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City of Paso Robles may deny access to the Facility.
14. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Renter, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self-insurance available to the City.
15. Renter shall report in writing any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use of occupancy of the City of Paso Robles facilities and adjoining property to the City of Paso Robles Manager or his/her designee as soon as practicable.
16. Renter waives any right of recovery against the City of Paso Robles, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the City of Paso Robles, its officers, employees, or agents.
17. Renter waives any right of recovery against the City of Paso Robles, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the City of Paso Robles, its officers, employees, or agents seek recovery against Renter.