



## **Film Permit Application**

(For Outdoor Commercial-Use)

Thank you for selecting San José as the site for your filming purposes. The information requested in this application will be used to determine your eligibility for a permit to conduct the proposed event. When you submit this application, it is considered a request for permit only; submission does not mean that the event has been approved. In order for a film permit to be approved, all required permits must be obtained and fees paid. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the film permit and the canceling of the event.

Please sign and date all declarations by hand or electronically. If submitting by mail, please send the application and all required attachments to:

**Office of Cultural Affairs**  
**200 East Santa Clara St. 12th Floor, San Jose, CA 95113**  
Tel: (408) 793-4344 Fax: (408) 971-2597  
**Submit by email to:** [OCAApplications@sanjoseca.gov](mailto:OCAApplications@sanjoseca.gov)

Or if in a park, please send to:

**Special Park Use Unit**  
**200 East Santa Clara St. 9th Floor, San Jose, CA 95113**  
Tel: (408) 793-6500 Fax: (408) 286-3682  
**Submit by email to:** [SPUApplications@sanjoseca.gov](mailto:SPUApplications@sanjoseca.gov)

For City Hall Filming Inquiries, please call (408) 535-1248 or  
[email Event.Services@sanjoseca.gov](mailto:email.Event.Services@sanjoseca.gov)

### **Mandatory Attachments Checklist** (required to be submitted with every application):

#### **Film Project Scene Summary**

Please include or attach a short summary of your film project's scene.

#### **Site Diagram**

Please include or attach a site diagram that includes the placement of equipment that will be set up.

#### **Route Map**

If filming driving scenes, please include a map of the route, start and finish points, direction of movement and street closures including the specific lane(s) requiring closure.

#### **Certificate of Insurance**

A certificate of insurance for any event on public land is required and must be submitted a minimum of 14 days prior to the event start day. Submission guidelines may be found on page 4 of this application.

#### **Private Property Letter**

For private property filming events, a letter from the property owner or agent authorized by the owner must be included with this application. The letter should be on company letterhead acknowledging their approval of the filming event, knowledge of the date, time, and activities scheduled to take place. Contact information (address, email, and phone) for this individual should be included in the letter.



## City of San José Film Permit Application

**I. PLEASE PROVIDE US WITH THE FOLLOWING DETAILS ABOUT YOUR PROJECT:**

Project Title: \_\_\_\_\_  
 Production Company Name: \_\_\_\_\_  
 Production Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact's Full Name: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_ Contact Alt. Phone #: \_\_\_\_\_  
 Contact Email Address: \_\_\_\_\_  
 Is this a non-profit organization? If yes, provide Tax ID #: \_\_\_\_\_  
 Permit Category Applying For (please check all that apply):

<input type="checkbox"/> Feature	<input type="checkbox"/> TV 1/2 Hour	<input type="checkbox"/> TV 1 Hour	<input type="checkbox"/> TV Pilot	<input type="checkbox"/> Other: _____
<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Web Commercial	<input type="checkbox"/> B-Roll	<input type="checkbox"/> Stills	_____

**II. PLEASE PROVIDE LOCATION/FILMING INFORMATION:**

Film Project Date(s)/Time(s): \_\_\_\_\_  
 Set-Up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Date #1: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Date #2: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Date #3: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Clean-Up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check and complete ALL applicable location boxes:

- On the Downtown Parade Route (Santa Clara and Market St.)
- In a City Park/Trail.....Name of Park(s)/Trail(s): \_\_\_\_\_
- In a Paseo/Plaza.....Name of Paseo(s)/Plaza(s): \_\_\_\_\_
- In a City Street.....City Street Address: \_\_\_\_\_
- On Church or School Private Property...Property Address: \_\_\_\_\_
- On Private Property\*.....Private Property Address: \_\_\_\_\_

**\*Please note: For private property requests within residential areas, OCA can only permit schools, churches, or lawful non-residential properties excluding vacant properties. A letter from the property owners or property owners' authorized agent must be included in the application. (Municipal Code 20.80.1440)**

Assessor's Parcel Number(s) of Private Filming Location/Property: \_\_\_\_\_

Start Location: \_\_\_\_\_  
 End Location: \_\_\_\_\_

	<b>Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Event Addendum Attached	By _____	Date _____
<b>Administrative Use Only</b>	Application Fee: \$ _____	Receipt # _____	Date _____
	Permit Fee: \$ _____	Receipt # _____	Date _____
	C/D Deposit: \$ _____	Receipt # _____	Date _____
	Total: _____		
C/D Refund: \$ _____	Clerk: _____	Date _____	
Estimated Park Staff Fee: \$ _____			



**IV. CERTIFICATE OF INSURANCE GUIDELINES** - Fourteen (14) days prior to your film project date, a valid certificate of insurance showing the following items must be sent to San Jose’s Office of Risk Management Office and included in the Application Packet you submit to our office:

- The City of San Jose, its officers, employees, agents and contractors are named as additional insured.
- Commercial General Liability: minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations.
- Automobile Liability: minimum \$1,000,000 combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles.
- Workers’ Compensation and Employers’ Liability: limit of not less than \$100,000 per accident as required by the Labor Code of the State of California.
- Commercial General Liability Certificate must be accompanied by the following endorsements:
- Ten (10) day Notice of Cancellation or changes of coverage shall be given to the City of San Jose.
- The insurance is primary insurance as respects the City, its officials, employees, agents and contractors. Any other insurance the City may have shall be considered excess insurance only.
- Coverage shall state that the Sponsor’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**V. DECLARATION**

As the authorized representative of the applicant, I hereby understand that:

1. The information contained in this application and attachment(s) is true, complete and correct to the best of my knowledge. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the film permit and the canceling of the film project at the requested location(s). If any changes need to be made to this application, please contact City of San Jose Office of Cultural Affairs immediately.
2. Applicant agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents, or employees, arising from Applicant's acts or omissions under this Agreement or any act of omission of Applicant's permission or invitation of Applicant, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors, or employees. In any action or claim against City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.
3. Applicant has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within these Guidelines.
4. Applicant will pay for actual costs of any City services provided for your event within 30 days from receipt of City invoice.
5. No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the Applicant shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
6. **Acknowledgement** - The City of San Jose is required to be included in production credits for filming or videotaping on city streets or private property.

Signature: _____	Date: _____
Print Name: _____	Title: _____
Business Name: _____	Tel: _____
Email: _____	