



Filming Application Form

Sacramento County Department of Regional Parks

Please return all applications to:
 Department of Regional Parks – Recreation Services Division
 10361 Rockingham Drive, Suite 100, Sacramento CA 95827,
 or email to parkevents@saccounty.net

To apply for a filming permit you must complete this application fully and certify that you have read and will comply with the attached "Terms and Conditions". **This application, including the signed Terms and Conditions and all other required materials must be returned with a non-refundable \$150 filing fee. Applications must be submitted no less than 2 weeks in advance of any proposed filming dates.**

Applicant Information

Organization:	Organizer Name:
Address, City, State, Zip Code:	
Daytime Phone:	Email Address:
Name of Contact for Day Of:	Cell Phone Number of Contact:
Organization Website:	

Film Details

Film Name:			
Filming Date(s):		Proposed Back-Up Date(s):	
Locations of Filming: (include mile markers and/or picnic sites): Click on the link below to review Sacramento County Regional Park locations - https://regionalparks.saccounty.gov/Parks/Pages/ParksA-ZListing.aspx Example: Discovery Park, Sites: Redbud and Sycamore			
	Location:	Dates of Filming:	Approx. Time:
1.			
2.			
3.			
Start Time:		End Time:	
Set Up Date: Set Up Time:		Breakdown Date: Breakdown Time:	

Number of Participants:	Number of Spectators:	Total:
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Overall Description: *(Please give a detailed description of all activities and specific location requested. *Use attachments when necessary*)*

Add-On Unmanned Aerial Vehicle (Drone) Permit: Yes No
 ** Please note an additional application is required **

Will you be incorporating Extraordinary scenes (fights, robbery, speeding car(s), use of fire or explosives, weapons, etc.)? YES NO
 If yes, please explain:

Will street closures or traffic control be needed? YES NO
 If yes, please describe location(s):

List streets/areas below to be posted with temporary parking regulations:

Area:	Date(s):	Type of Closure:

Please indicate below the number of vehicles to be parked on County property:

Trucks:	Vans:	Buses:	Generators:
Production	Picture	Dressing	Other
Cars:	Cars:	Rooms:	(Specify):

Will animals be used while filming? YES NO
 If yes, please list the type of animal(s) being used and the number of each type of animal:

Amplified Sound and Entertainment

Will you be using a public address system or any other type of amplified sound equipment?

Yes No

If yes, provide a detailed plan for all electronics including music, public address systems, and any other means to amplify sound: *See the Terms and Conditions for more details*

Alcohol Management

Are you requesting permission to have alcohol? Yes No

See the Terms and Conditions for more details.

If yes, which? (check all that apply): Beer Wine Distilled Spirits

Parking Management

Post Payment Parking

Needed if an organizer would like to pay for their guest's park entry fee. There is a \$30 processing / set up fee paid prior to event, plus a charge of \$6 per vehicle. A special code will be set up and instructions will be shared with the organizer, guests will need to enter the code at the pay station as they enter into the park and receive a pass to be displayed on their dash. After the event, the organizer will be billed for the total number of codes used, still at \$6 per vehicle.

Yes (I agree to pay the \$30 set up fee to receive a special code and pay for my guests parking at \$6 per car after my event)

No (My guests will pay the per car entry fee as they enter the park on their own)

To Be Completed By Sheriff's Department (if applicable)

Sheriff's Department Approval (if required)	By:		Title:	
Off-Duty Sheriff Deputies Required (to be paid by Permittee)	<input type="checkbox"/> Foot	<input type="checkbox"/> Vehicle		
Special Conditions of Approval:				
Authorized Signature:		Date:		
Organization Website:				

To Be Completed By Fire Department (if applicable)

Fire Department Approval (if required): <input type="checkbox"/> Yes <input type="checkbox"/> No		By:		Title:	
Fire Agency:					
Fire Apparatus Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		By:		Title:	
Permit Number of Fire Agency:					
Special Conditions of Approval:					
Authorized Signature:				Date:	

Filming Application Requirements:

- A layout map of your filming location(s) must be submitted with this application.
- A copy of the script or section to be filmed in Regional Parks is to be submitted with this application.

TERMS AND CONDITIONS

1. Filming Permit Filing & Permit Approval

Initial: _____

After receiving a preliminary filming application approval from the special event staff, the submission of permit and other applicable fees is required to reserve a future filming date and time.

- The submission of a filing fee should not be construed as a filming permit approval or a confirmation of a filming permit date.
- All filming permit coordinators for new dates are required to complete the entire application process for each new date.
- Prompt communication is required for the duration of planning and executing the event. If there is a lack of communication of more than 3 weeks then this could result in termination or denial of event. The primary form of communication will be through email. Please add our email address to your safe sender list to ensure emails are received.

2. Filming Permit Insurance

Initial: _____

All filming permit applicants must obtain a Certificate of Insurance specifically naming the *County of Sacramento Regional Parks* as additionally insured and the certificate holder.

- All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

3. Fees

Initial: _____

All filming permit fees must be paid in full two weeks prior to the special event

a. Filing & Processing Fees.

- Filing Fee is \$150.00, non-refundable. A completed application is required to be submitted a minimum of 2 weeks in advance.
- Non-profit and for profit require the same filing fees and permit fees.

b. Parking/Day Use Fees

- Parking/Day use fees are required in conjunction with filming permit fees.
- Filming permit participants, filming permit volunteers, and filming permit spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$6 per vehicle in most areas.
- Filming Permittees can purchase post payment parking passes for day use parking fees prior to the event.

c. Fee Payments

- All payments must be made by means of cash, check, money order or credit card.
- Checks must be made payable to County of Sacramento Treasurer.
- All fees must be paid in full at least 14 days prior to the event and NO post dated checks will be accepted.

d. Waiver of Fees

- Some fees may be waived for Department co-sponsored or cooperative/volunteer association sponsored events.

e. Fee Changes

- Fees are reviewed and revised annually by the Board of Supervisors. Fee changes become effective prior to your use of the facility. New fees will apply if scheduled use is 30 or more days after effective date of the new fee schedule.

5. Music – Public Address Systems

Initial: _____

Music and Public Address systems can be used during filming permit.

- Event organizers must submit a filming permit layout map with all site location(s) for all amplified sound systems.
- Sacramento County Regional Parks does not provide electricity for music or public address systems.

7. Alcoholic Beverages

Initial: _____

Alcohol may be permitted during filming, except in park areas where alcohol is prohibited.

8. Natural & Cultural Resource Protection

Initial: _____

Filming will not negatively impact the park's cultural and natural resources.

Environmental reviews may be required for some filming permits.

- No person shall willfully injure or destroy any cultural or natural resource.
- No vehicles are allowed on lawns or closed areas.

I, the undersigned representative, am duly authorized by the organization to submit this application on its behalf and understand that, with the exception of credit card information, the information contained in this application will be available as a public record. The information contained herein is complete and accurate.

Applicant Name (printed): _____

Signature: _____ **Date:** _____

✂ ✂ **After processing application payment information is destroyed by the Department** ✂

Payment Information		
Amount Due: \$150.00 (Non-Refundable Filing Fee)	Payment Method (check all that apply)	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card #:	Expiration Date:	
Verification code (Last 3 digits on signature strip):		
Authorized Signature:	Date:	