



CITY OF SOLVANG / DEPARTMENT OF PARKS & RECREATION FILM PERMIT GUIDELINES AND APPLICATION

Application for a film permit must be submitted no less than two (2) weeks prior to the proposed film date. Please see requirements below for what constitutes a completed application. If you would like assistance with filming questions you may contact the City's "Film Liaison", Daniel Lahr at the SCVB (805) 688-6144 x103. For application questions please contact Heidi Serbus, "Special Events Coordinator", at the City of Solvang at (805) 688-7529 or by email heidis@cityofsolvang.com. Submit your completed application and film permit processing fee of \$250 made payable to the: City of Solvang, Attn.: Heidi Serbus, 411 Second Street, Solvang, CA 93463.

Completed Application Requirements

1. **Application Form**-(form attached)
Please be as detailed as possible. Do not leave anything blank as this may lead to delays in processing.
2. **Certificate of Liability Insurance Form**-
COI (Certificate of Insurance) must include the current date of coverage, a minimum coverage of \$1,000,000 (one million dollars), and list the "City of Solvang" as the "insured."
3. **Processing Fee**-
Payment of **\$250** via check or cash **only** must be payable to the "City of Solvang." We do **NOT** accept credit cards at this time. Please note additional fees may apply.
4. **Caltrans Encroachment Permit**-
Filming on Highway 246/Mission Drive requires permission from Caltrans (805-549-3111). Please contact them directly for permit application and fees. We do not permit filming on Highway 246.
5. **Maps**-
You must supply a map of any and all Solvang filming location(s) and auxiliary facilities (i.e. dressing rooms, large vehicles, sanitation facilities, etc.) and a traffic control plan if applicable.
6. **Diagrams**-
Parking or staging areas not completely contained on private property must be depicted on a diagram map.
7. **Property Owner Consent Form**-(form attached)
Must be provided for all filming on private property locations. Owner of property must sign and date form and all information (see form) must be completed in full.
8. **Business/Neighbor Public Notification**-
Applicants must notify all businesses and neighbors in writing within a 500 foot radius of all filming locations. A minimum of 48 hours advance written notice is required. Copy of such letter must be submitted with application and approved by Special Events Coordinator **prior** to distribution.
9. **Certificate of Insurance**-
Must include current date, evidencing comprehensive general and automobile liability insurance with a minimum coverage of \$1,000,000 (one million dollars). The applicant, associated contractors, and crew must be named as primary insured. The City of Solvang and its officers, employees, and agents must be named as additional insured.
10. **Payment Agreement Form**-(form attached)
Applicant must agree to pay all fees associated and/or resulting from filming activities.

Filming Permit Terms and Conditions

Upon submittal of your completed application the Special Events Coordinator will review application and secure the necessary clearances from the County Sheriff's Department, City Fire Department, City Parks & Recreation, City Public Works, and the City Manager. Each sector may require further information and/or requirements. Film permits are granted subject to the terms and conditions stated herein. Failure to comply with these terms and conditions constitutes grounds for permit revocation.

1. **General Information:**

This permit is issued by the City of Solvang for the purpose of filming on City owned, leased, or controlled real property or City streets. Permit does not constitute or grant permission to use or occupy property not owned, leased, or controlled by the City of Solvang. Permit must be in the possession of the permittee at all times while on location and is not transferable. Permits will not be granted retroactively.

2. **Filming on Private Property- Private Streets:**

The applicant shall obtain written permission from private property owner(s). Any closure or use of a private street or access way requires permission from all property owners who take access from the street. Safety and emergency access considerations are required. Consent form attached to application for your convenience.

3. **Filming on Public Property- Public Streets:**

Filming on public property including public streets must be approved by the City of Solvang. Filming of some public buildings and park facilities may require applicant to pay additional fees (who decides this and how?).

4. **Street Closures (public or private):**

Sheriff personnel must be contracted for traffic control and emergency access. The number of officers/personnel and type of equipment needed shall be determined by the Solvang Sheriff Sub-Station (805) 686-5000. The cost for such personnel and equipment shall be paid by the applicant. Filming that will necessitate street closures must be listed on applicant's map provided with application.

5. **Insurance and Indemnification:**

Permittee shall sign and abide by all terms and conditions set forth in the Insurance and Indemnification Agreement for filming in the City of Solvang.

6. **Time Restrictions:**

In residential areas filming is restricted to the hours of 7:00am to 7:00pm. If applicant would like to film in a residential area in the evening after 7:00pm to latest 10:00pm then permission must be obtained by the City. Due to the high volume of tourist activity in the Solvang Village area during the summer months (June – September) filming shall be restricted to the hours between 7:00am to 10:00am and 6:00pm to 10:00pm. Exceptions may be considered (who makes the final decision to allow or not allow them?).

7. **Public Notice Prior to Entry:**

Applicant shall provide the written public notice letter to the Special Events Coordinator for approval **prior to dispersing**. The required notification of filming to all businesses and residences is 48 hour notice to all such people in a 500 foot radius of any and all filming activity. Such notice shall include but not be limited to the company name, phone number, contract person, and length of time in filming location. In addition, notification of any parking restrictions and any public streets or

access ways that will be blocked or obstructed must be noted. It is the applicant's responsibility to prepare and circulate notice.

8. **Parking:**

All production vehicles must be marked with visible identification at all times while on location to avoid any parking enforcement violations. The procurement of adequate parking for production vehicles is the responsibility of the applicant and must be located on private property unless the Special Events Coordinator is able to obtain public parking for production vehicles with the permission from the Public Works Department.

9. **Pyrotechnics:**

Filming of a special effect or stunt requiring the use of pyrotechnics or any other hazardous, including, but not limited to, fireworks, open flames, and explosives, must obtain a Fire Permit from the Solvang City Fire Department (805) 686-8184. A City Fire representative must be physically present during such filming.

10. **Sanitation Facilities:**

The applicant shall provide portable sanitation facilities for filming activities which require eight (8) hours or more in a single location. Copy of written contract from Waste Management (805) 538-9830 must be provided to the Special Events Coordinator.

11. **Compliance with all Pertinent Laws:**

Applicant shall comply with all City ordinances, state and federal laws, unless otherwise permitted in permit. This includes, but is not limited to use of drones, which may be permitted with written permission from the Santa Ynez Airport Manager (805) 688-8390 and the Pilot can provide proof of both insurance and a valid FAA license.

12. **Clean-up, Repair, & Follow-up:**

Site, landscaping, buildings and public improvements shall be left clean and in the same condition as when the filming activity began. Trash, litter, and refuse should be properly disposed of. Applicant shall bear responsibility to repair at his/her sole expense any damages that may occur during filming operations. In the event, through application review, it appears property damage may occur; the City may require a designated amount as a security bond to ensure any damage is repaired.

13. **Changes in location and schedule:**

The filming location designated on the permit cannot be changed unless prior 24-hour notice is given and approved by the Special Events Coordinator.



City of Solvang Film Permit Application

Company Name: _____

Company Address: _____

Company Phone Number: _____

E-mail / Web Address: _____

Unit Manager Name: _____

Unit Manager Cell Number: _____

Location Manager Name: _____

Location Manager Cell Number: _____

First Assistant Director Name: _____

First Assistant Director Cell Number: _____

Additional Contact Name: _____

Additional Contact Cell Number: _____

Affiliate Production Company Name(s): _____

Production Title: _____

Feature
Television
Commercial
Other (please specify) _____

Date(s) & Hours Requested:	Film:	Construction:	Strike:
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Personnel: _____



City of Solvang Film Permit Application

Requested Location(s): Please list address, name of business and/or location both private or public property, streets, sidewalks, etc.

Description of Film/Filming:

Activity (be specific): Please include street closure requests, traffic control needs, interior/exterior set-ups, and other special needs.

Vehicles for Production: Please list all vehicles including type and how many of each.

Special Effects: (including pyrotechnics- include State Fire Marshall license identification number)

Animals: Please list type, breed, and amount of each.

Applicant hereby agrees to comply with all applicable laws and to maintain the premise in good condition and to return said premises in the same condition as they were before said use.

Applicant hereby agrees to comply with all conditions and restrictions included in permit issuance.

Print Name- Company Representative/Responsible Party

Signature- Company Representative/Responsible Party

Date



City of Solvang Film Permit Application

Property Owner Consent Form

Name of Property Owner: _____

Owner Contact Number: _____

Address of Property: _____

Name of Current Occupant/Business: _____

I, _____, owner of real property located at _____
do hereby give my consent approval/acknowledgment for _____
production company to use said property for location filming. The location filming activity will
take place on the following dates and hours:

Date: _____ Hours: _____

Date: _____ Hours: _____

Date: _____ Hours: _____

Date: _____ Hours: _____

I, hereby agree to hold harmless the City of Solvang and any of its officers, employees, and agents for any liabilities incurred as a result of any filming activities on my property.

Print Name- Property Owner

Signature- Property Owner

Date



City of Solvang Film Permit Application

Agreement for Payment of Development Application Processing Fees and all Fees Incurred for City Services Form

Production Company Name: _____

Mailing Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____

Agent/Party Responsible for Payment: _____

Agent/Party Mailing Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____

Name of Production: _____

As the responsible person or party, I hereby agree that the administrative, file storage, material costs, equipment costs and personnel costs incurred in the processing of the applications for the above referenced production will be paid to the City of Solvang. I understand that the deposit I am herewith submitting is for average processing costs and that any additional amount will be billed to me directly. I agree that such additional fees will be paid either: (a) prior to filming event, if required by the City at that time and/or; (b) prior to the issuance of the Film Permit.; and/or (c) at the time billing is received. In the event I withdraw the application, I understand that I will be billed for any outstanding amount, which I agree to pay within thirty (30) days of the billing notice. If not paid within the thirty (30) days, any amount due the City will bear interest at the highest legal rate. I agree to pay any attorney's fees incurred by the City in collecting said fees. I also understand that if the deposit amount has not been exceeded, I will receive a refund of the remaining amount.

Print Name

Signature

Date

(check one) Owner Agent Other