



**COMMUNITY DEVELOPMENT DEPARTMENT
BUSINESS LICENSE DIVISION**

1700 W. 162nd Street, Gardena CA 90247

TEL: (310) 217-9518 **EMAIL:** CDDLICENSEANDPERMITCENTER@CITYOFGARDENA.ORG

Film Production Permit Application

Pursuant to the Gardena Municipal Code (GMC) Section 5.36.040, the permit application fee must accompany the application for the purpose of defraying costs of processing. The fee shall be the property of the City and shall be retained, whether the permit is granted or denied.

Name of the Company Requesting Film Permit	
Company Address	
Name of Person Requesting Film Permit (Contact Representative)	
Telephone No.	Email
Name of Film Production Company/Applicant	
Address	
Telephone No.	
Total No. of Participants Involved	Parking: <input type="checkbox"/> Off-Street <input type="checkbox"/> On-Street <input type="checkbox"/> Both
Total No. and Types of Vehicles Involved, Including All Caterers or Vendors	

Applicant intends to use the following (describe all that apply):

- ☐ Animals _____

☐ Chemicals _____

☐ Explosives _____

☐ Fire _____

☐ Other _____

☐ Pyrotechnics _____

☐ City Facilities* _____

☐ City Streets* _____

☐ None of the Above

*Use Agreement Required in addition to Film Permit



1700 W. 162nd Street, Gardena CA 90247

Filming Location

Time

Phone No.

Time

Phone No.

Time

Phone No.

LP-900, rev. 09/19/2017



**COMMUNITY DEVELOPMENT DEPARTMENT
BUSINESS LICENSE DIVISION**

1700 W. 162nd Street, Gardena CA 90247

TEL: (310) 217-9518 **EMAIL:** CDDLicenseandPermitCenter@cityofgardena.org

On behalf of the film production company, I hereby agree to defend, indemnify, and hold City, its elective and appointive officers, agents, employees, and volunteers harmless from any claim, demand, damage, liability, loss, cost, or expense for any damage whatsoever, including but not limited to death or injury to any person and injury to any property arising from the performance of the film production company's activities. The City shall not waive any rights against the film production company by any acceptance or deposit by the film production company of insurance policies. I understand that if the requirements of the GMC Section 5.36, Film Production Policies and Procedures and/or any applicable conditions set forth are not met that our use will not be permitted or may be terminated.

Signature with Title	Date
----------------------	------

FOR CITY USE ONLY

Each department listed below is requested to indicate terms and conditions that must be met before permit will be issued.

Police Department

Supplemental Personnel Required: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Comments/Recommended Conditions are as Follows (attach additional sheet, if necessary):	
Signature	
Title	Date

LA County Fire Department

☐ Proof of Motion Picture/TV Filming Permit is Attached



**COMMUNITY DEVELOPMENT DEPARTMENT
BUSINESS LICENSE DIVISION**

1700 W. 162nd Street, Gardena CA 90247

TEL: (310) 217-9518 **EMAIL:** CDDLICENSEandPermitCenter@cityofgardena.org

Business License

- ☐ Proof of \$1,000,000 General Liability and \$1,000,000 Auto Liability
- ☐ Proof of Conformance with Federal and State Worker's Compensation Requirements
- ☐ Proof of Noticing/Approval of Businesses/Residents in Area of Production
- ☐ Proof of Permit Fee Exemption: Non-Profit or Student Film Status

Signature	
Title	Date

Community Development Director or Designee

- ☐ Administrative Approval of Permit is Hereby Granted
- ☐ Approval of Permit is Hereby Granted with Conditions Listed Below
- ☐ Permit is Hereby Denied _____

Conditions of Community Development Approval are as Follows:

1.
2.
3.
4.
5.

Signature	
Title	Date



**COMMUNITY DEVELOPMENT DEPARTMENT
BUSINESS LICENSE DIVISION**

1700 W. 162nd Street, Gardena CA 90247

TEL: (310) 217-9518 EMAIL: CDDLICENSEandPermitCenter@cityofgardena.org

Supplemental Employment Proposal

Employer's Name	Date
Employer's Address	Phone No.
Local Address	Phone No.
Nature of Current Business	
Name of Person to be Contacted	
Address	
Phone No.	Hours/Days Available
Type of Work Proposed for City Employees	
Duration of Proposed Employment	From To
Hours of Proposed Employment	From To
Days of Proposed Employment (circle appropriate days): M T W Th F Sat Sun	
Reason City Employees are Desired	
List and Special Conditions or Hazards Involved in the Proposed Employment	

City Use Only: Department Review

City Department	Date Rcvd	By
Proposal: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date	By
If not approved, state reason:		



**COMMUNITY DEVELOPMENT DEPARTMENT
BUSINESS LICENSE DIVISION**

1700 W. 162nd Street, Gardena CA 90247

TEL: (310) 217-9518 **EMAIL:** CDDLICENSEandPermitCenter@cityofgardena.org

If approved, list number of personnel required by classification:

Classification of Employee(s)	Number of Employee(s)	Hourly Rate x 1.5	Hours Required	Total Cost

If the employment is ongoing, the annual or monthly deposit required of the employer shall be determined by the City Finance Department.

Verification of Deposit of Funds

Funds Received On (Date)	By
Deposit of Funds Verified (Date)	By