

**CITY OF TAFT**

**FILM**

**PRODUCTION**

**INFORMATIONAL GUIDE**

**City of Taft**  
**209 East Kern Street**  
**Taft, CA 93268**  
**Phone: (661) 763-1222**  
**Fax: (661) 765-2480**

# CITY OF TAFT FILM INFORMATION

## 1. FILM PROCEDURES

- A. **Advance Notice for Approval:** An applicant will be required to submit a permit request at least one working day prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application may be required at least three working days in advance. To assist the City in providing smooth operations, as much advance notice as possible is recommended.
- B. **Clean Up:** The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris.
- C. **Filming on Private Property:** An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the city.
- D. **Flood Control:** When filming in a flood control channel, an applicant must vacate the channel when the permit indicates because of water releases. Please note that when filming in or on flood control properties, the agency must be named as an additional insured.
- E. **Public Works Department (Roads and Streets):** If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted by the city. The applicant must also obtain permission to string cable across sidewalks, or from generator to service point. If it is necessary to close a street, City Council approval by resolution must first be obtained in accordance with California Vehicle Code Section 21101(e).
- F. **Traffic Control:** For filming that would impair traffic flow, an applicant must use Taft Police Department enforcement personnel and comply with all traffic control requirements deemed necessary. In adjoining county areas, an applicant must use the California Highway Patrol.
  - 1. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the *Manual of Traffic Controls, State of California, and Department of Transportation*. All appropriate safety precautions must be taken.

2. Traffic may be restricted to one 12-foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the city, based on location.
3. Traffic shall not be detoured across a double line without prior approval of the appropriate department representative.
4. Unless authorized by the city, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
5. Any emergency road work or construction by city or county crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.

**G. Parking Lots:** When parking in a parking lot, an applicant may be billed according to the current rate schedule established by the city.

## **2. PRODUCTION ASSISTANCE**

When a company decides to film within the City of Taft, the City of Taft and/or the Taft District Chamber of Commerce will endeavor to:

- \* Confirm the company's credibility through the California Film Commission.
- \* Provide the company with information about accommodations and support services.

The City of Taft shall:

- \* Require the company to produce a certificate of insurance naming the city as additional insured to cover liability.
- \* Coordinate the issuance of required city, public works, fire and law enforcement permits. Offer police support during filming to insure that public safety concerns are addressed.

While the company is filming, every effort will be made to assure that the community is informed of the company's progress prior to, during and after actual shooting. Constant contact with businesses involved in filming will allow for accommodation of last minute changes made in the shooting schedule. The City of Taft will both encourage the community to be sensitive to production delays and ensure the company is adhering to its agreements.

**ORDINANCE NO. 658-98**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TAFT  
ADDING CHAPTER 18 TO TITLE IV OF THE TAFT MUNICIPAL CODE  
RELATING TO FILMING WITHIN THE CITY OF TAFT.**

WHEREAS, the City Council of the City of Taft desires to attract film production within the City limits of Taft; and

WHEREAS, the City Council of the City of Taft desires to establish guidelines for the convenience of production companies; and

WHEREAS, the City Council desires to promote film production within the community for the benefit of local businesses.

NOW, THEREFORE, the City Council of the City of Taft, California hereby ordains as follows:

**SECTION 1.**

Chapter 18: FILM PRODUCTION, is added to Title IV as follows:

- Section 4-18-1: Definitions
- Section 4-18-2: Permits and Exemptions
- Section 4-18-3: Rules and Regulations
- Section 4-18-4: Applications and Issuance
- Section 4-18-5: Insurance Provisions

Section 4-18-1: **Definitions:** For the purpose of this Chapter the following words and phrases shall have the meaning as set forth in this Section.

**MOTION PICTURE** All activity associated with staging or shooting commercial motion pictures, television shows or programs, and commercials.

**CHARITABLE FILMS** Commercials, motion pictures, television, video tapes, or still photography produced by a nonprofit organization, which qualified under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.

## **NEWS MEDIA**

The filming or video taping for the purpose of spontaneous, unplanned television news broadcast by reporters, photographers or cameramen.

Section 4-18-2: **Permits and Exemptions:** No person shall use any public or private property, facility or residence for the purpose of making commercial motion pictures or television pictures or commercial still photography without first applying for and receiving a permit.

### **Exemptions:**

- A. News Media: The provisions of this Chapter shall not apply to or affect reporters, photographers or cameramen in the employ of a newspaper, news service, or similar entity engaged in on-the-spot broadcasting of news events concerning those persons, scenes or occurrences which are in the news and of general public interest.
- B. The filming or video taping of motion pictures solely for private, family use.

Section 4-18-3: **Rules and Regulations:**

- A. **Rules:** The City Manager or his/her designee is hereby authorized and directed to promulgate rules and regulations governing the form, time and location of any film activity set forth within the City. He/she shall also provide for the issuance of permits. The rules and regulations shall be based upon the following criteria:
  - 1. The health and safety of all persons;
  - 2. Avoidance of undue disruption of all persons within the affected area;
  - 3. The safety of property within the City; and
  - 4. Traffic congestion at particular locations within the City.

Section 4-18-4: **Applications and Issuance:**

- A. **Issuing Authority:** The issuing authority shall be the City Manager or his/her designee.

- B. **Applications:** The following information shall be included in the application:
1. The name of the owner, the address and telephone number of the place at which the activity is to be conducted;
  2. The specific location of such address or place;
  3. The inclusive hours and dates such activity will transpire;
  4. A general statement of the character or nature of the proposed filming activity;
  5. The name of the production company and the name, address and telephone number of the person or persons in charge of such filming activity;
  6. The exact number of personnel to be involved;
  7. Use of any animals or pyrotechnics;
  8. The exact amount/type of vehicles/equipment to be involved; and
  9. A list of special needs from City Departments.
- C. **Filming Permit/Application Fee:** \$40.00. This may be waived for Charitable Films.
- D. **Business License Fee:** \$75.00 which includes a review fee of \$35. This may be waived for Charitable Films.
- E. **Reimbursement for Personnel:** The production company shall reimburse the City for any personnel/equipment provided to the company (i.e., police, fire, traffic control) for the purpose of assisting the production.
- F. **Cleanup/Restoration Deposit:** To ensure cleanup and restoration of the site, an applicant may be required to post a refundable deposit at the time application is submitted. Upon completion of filming and inspection of the site by the City, the deposit may be returned to the applicant.
- G. **Change of Date:** Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued provided established limitations are complied with in respect to time and location.

Section 4-18-5: **Insurance Provisions:**

- A. **Commercial General Liability Insurance:** \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The City of Taft, its officers, officials, employees and volunteers shall be named as additional insured. The production company's insurance shall be primary as respects the City of Taft, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City shall be excess of the production company and shall not contribute with it. The coverage shall not be canceled except after thirty (30) days written notice to the City. A General Liability Endorsement as provided by the City shall be submitted prior to issuance of a permit under this ordinance.
- B. **Worker's Compensation Insurance:** An applicant shall conform to all applicable federal and state requirements for Worker's Compensation Insurance for all persons operating under a permit.
- C. **Hold Harmless Agreement:** An applicant shall execute a Hold Harmless Agreement as provided by the City prior to the issuance of a permit under this ordinance.

The City of Taft requires commercial general liability insurance. Please refer to the city ordinance.

## CHAPTER FOUR

### EXHIBIT 1-A

Reproduction of Insurance Services Office, Inc. Form

**INSURER:** ISO FORM CG 20 10 11 85: (MODIFIED)  
**POLICY NUMBER:** COMMERCIAL GENERAL LIABILITY  
**ENDORSEMENT NUMBER:** EXHIBIT 1-A

**THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.**

### ADDITIONAL INSURED — OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Name of Organization

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement )

**WHO IS AN INSURED** (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

#### Modifications to ISO form CG 20 10 11 85:

- 1 The insured scheduled above includes the Insured's officers, officials, employees and volunteers.
- 2 This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.
- 3 The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail return receipt requested has been given to the Entity.
- 4 Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of section 2782 of the Civil Code.

\_\_\_\_\_  
Signature-Authorized Representative

\_\_\_\_\_  
Address

CG 20 10 11 85

Insurance Services Office, Inc. Form (Modified)



209 E Kern St., Taft CA 93268-3292 Attn: Bus. License Coordinator • (661) 763-1350 EXT. 31

## BUSINESS LICENSE TAX APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED • PLEASE ALLOW 7-10 DAYS TO PROCESS THIS APPLICATION

Business Name \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_  
 Business Location \_\_\_\_\_ Bus FAX ( ) \_\_\_\_\_  
(Cannot be P.O. Box per State of California, Business & Professions Code Section 17538.5)

Mailing Address \_\_\_\_\_ Start Date \_\_\_\_\_  
 \_\_\_\_\_ Rate Type \_\_\_\_\_

DESCRIPTION OF BUSINESS \_\_\_\_\_ SIC CODE \_\_\_\_\_

OWNERSHIP: Corporation  Corp-Ltd. Liability  Partnership  Sole Proprietor  Limited Partnership  Trust

State Lic. No. \_\_\_\_\_ Lic. Type \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Resale No. \_\_\_\_\_ FEIN No. \_\_\_\_\_ SEIN No. \_\_\_\_\_

**Enter below names of Owners, Partners, or Corporate Officers**

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Home Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
(Cannot be P.O. Box) Drivers Lic. No. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Home Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
(Cannont be P.O. Box) Drivers Lic. No. \_\_\_\_\_

**Additional Information**

No. of Employees \_\_\_\_\_ No. of Rooms \_\_\_\_\_ Occupancy Limit \_\_\_\_\_ No. of Coin Operated Machine(s) \_\_\_\_\_  
 No. of Units (Apartment or Hotel/Motel only) \_\_\_\_\_ No. of Deliveries per Week (Wholesalers) \_\_\_\_\_

**In case of emergency, please contact:**

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_

**Do you own or lease property? If Yes, please enter property owner's name, address, and phone number.**

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_

This license period is for the twelve months ending:

Enter Estimated Gross Receipts: \$

Estimated Gross Receipts are based on months:

to

PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ON BACK OF THIS FORM BASED ON ESTIMATED GROSS RECEIPTS. ENTER TAX IN BOX BELOW AND SIGN.

Non-Refundable Review Fee <small>one-time only</small>	\$	40.00
Business License Tax	\$	40.00
State Mandate Fee	\$	1.00
<b>TOTAL TAX DUE</b>	\$	<b>81.00</b>

Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115.

**PAYMENT OF A BUSINESS LICENSE TAX DOES NOT RELIEVE THE APPLICANT (BUSINESS) OF THE REQUIREMENT TO COMPLY WITH OTHER REGULATIONS OF THE CITY, COUNTY, STATE, OR FEDERAL GOVERNMENT. I DECLARE, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED ABOVE IS TRUE AND CORRECT.**

Date: \_\_\_\_\_ Signature of Owner/Representative: \_\_\_\_\_

**RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF TAFT**

**CITY OF TAFT  
HOLD HARMLESS AGREEMENT**

Permittee waives all claims against City, its officers, agents, employees and volunteers, for loss or damage caused by, arising out of or in any way connected with the exercise of this permit and permittee agrees to hold harmless, indemnify and defend City, its officers, agents, employees and volunteers, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents, employees and volunteers caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City.

City shall have the privilege of inspecting the premises covered by this permit at any or all times.

This permit shall not be assigned.

City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

Permittee agrees to comply with the terms and conditions contained in the attached Filming Ordinance, Filming Permit/Application and any other special requirements deemed necessary by the City.

The permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permit must be kept on site at all times.

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Signature of Authorized Representative

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Date

**CITY OF TAFT  
FILMING PERMIT/APPLICATION**

TYPE OF PRODUCTION: Motion ( ) Still ( )

PERMIT NUMBER \_\_\_\_\_  
Filming Permit/Application Fee \_\_\_\_\_

( )TELEV ( )COMM ( )DOC ( )VIDEO ( )STILL ( )STUDENT/NONPROFIT ( )OTHER

COMPANY NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PRODUCTION NAME AND/OR NUMBER \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

PRODUCTION MANAGER \_\_\_\_\_ PHONE NO. \_\_\_\_\_ PAGER \_\_\_\_\_

LOCATION MANAGER \_\_\_\_\_ PHONE NO. \_\_\_\_\_ PAGER \_\_\_\_\_

**PRODUCTION INFORMATION:**

( )PRIVATE PROP. ( )CITY STREET CUSE (PARKING, FILM, ETC.) ( )CITY PARKING LOTS ( )STREET CLOSURE  
( )POST STREET (FOR NO PARKING) ( )CITY SERVICES (INDICATE SPECIAL NEEDS)

LOCATIONS: (ATTACHED ADDITIONAL SHEETS IF NECESSARY)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

LOC.#	DATE FROM	DATE TO	HOURS FROM	HOURS TO	W/ENDS	AFTER HOURS	SPECIAL EFFECT
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____

**SPECIAL NEEDS FROM CITY DEPARTMENTS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**GENERAL INFORMATION NOTES:**

#PEOPLE \_\_\_\_\_ GEN \_\_\_\_\_ TRUCK \_\_\_\_\_ VANS \_\_\_\_\_ DR. R.S/HW \_\_\_\_\_ MOTOR HOMES \_\_\_\_\_  
CAMERA CARS \_\_\_\_\_ PIC CARS \_\_\_\_\_ CREW CARS \_\_\_\_\_ OTHERS \_\_\_\_\_

- ( ) INT DIALOGUE ( ) EXT DIALOGUE ( ) DRIVING SCENES ( ) RUNNING SHOTS ( ) TOW SHOTS
- ( ) DRIVE BYS ( ) DRIVE UPS & AWAYS ( ) CAMERA MOUNTS ( ) CAMERA ON SHOULDER OF ROAD
- ( ) CAMERA IN TRAFFIC LANE ( ) LEGALLY PARK EQUIP ON SHOULDER OF ROAD
- ( ) SPECIAL EFFECTS – DETAIL \_\_\_\_\_
- ( ) PYROTECHNICS – DETAIL \_\_\_\_\_

**SCENES:** \_\_\_\_\_

**PARKING:** \_\_\_\_\_

**NOTES & OTHER SPECIAL CONDITIONS:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: FOR CITY USE ONLY**

APPROVALS:

FIRE DEPARTMENT By \_\_\_\_\_

DATE: \_\_\_\_\_

POLICE DEPARTMENT By \_\_\_\_\_

DATE: \_\_\_\_\_

<u>FEE TYPE</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>PAID</u>	<u>CHECK #</u>
BUSINESS LICENSE				
FILM PERMIT				
PUBLIC WORKS				
POLICE DEPT.				
FIRE DEPT.				
OTHER				
<b>TOTAL DUE</b>				

SIGNATURE \_\_\_\_\_

**ATTACHMENTS:** ( ) INSURANCE CERTIFICATE EXPIRATION DATE \_\_\_\_\_

- ( ) INSURANCE CERTIFICATE LIMITS/ADDITIONAL INSURED (Minimum level of General Liability Insurance is \$500,000; Provide Certificate of Insurance Naming City of Taft, Its Officers, Agents, Volunteers, and Employees as additional insureds)
- ( ) HOLD HARMLESS AGREEMENT
- ( ) CITY BUSINESS LICENSE APPLICATION

## **Kern County Film Permit Application**

A valid Kern County Commercial Film Permit is required for ***ALL PROJECTS filming within the county boundaries*** -- including those taking place on federal, state, civic, special district or private properties. Additional permits or approvals may be required depending upon the specific location and activity. Please consult the Kern County Film Commission for additional requirements.

### **Contact Information**

[www.filmkern.com](http://www.filmkern.com)

Kern County Board of Trade & Film Commission  
2101 Oak St.  
Bakersfield, CA 93301  
(800) 500-KERN  
(661) 868-5376