

RANCHO SIMI RECREATION AND PARK DISTRICT

This is NOT a permit to film. Please fill out as much detail as you can in order to provide a comprehensive quote. Include aerial shots, maps and scene information if necessary.

PROCEDURES:

1. Submit application via email to Nikki Davy at nikki@rsrpd.us or in person at our Corporate offices at 4201 Guardian Street, Simi Valley, CA 93065. A quote is then generated and returned to you. After the acceptance of the quote, the permit will be sent out for signature via Adobe Signature.
2. Submit Insurance – The insurance certificate and hold harmless agreement (as endorsement to the insurance certificate) should name the Rancho Simi Recreation and Park District as an additionally insured. Example of insurance certificate is found on filming website.
3. Hold Harmless – form is located on filming website – sign and return.
4. Payment is due BEFORE filming commences. If paying by check, please make payable to Rancho Simi Recreation and Park District – you can either mail or drop off to our head office – 4201 Guardian Street, Simi Valley. We also accept VISA, MASTERCARD and AMEX payments either in person or over the phone – 805 584 4415 or 805 584 4400. You can also follow the link in Amilia that was automatically emailed to you to complete your purchase online.
5. After these steps have been completed, the permit will be executed, and a copy provided to you.

PLEASE READ CAREFULLY – ADDITIONAL CONDITIONS AND INFORMATION FOR FILMING ON DISTRICT PROPERTY.

1. The film production company **may** be required to notify residents within a 300' radius of the site of any shooting schedules prior to the actual filming day(s). This will be advised when the quote is provided to you.
2. The film production company is responsible for the security of its props, equipment and personal property at its sole cost and expense.
3. Public parks are to remain open to the public for public recreation during any filming. Pedestrian and vehicular traffic that may impact shooting during a hot set will be controlled by the Rancho Simi Recreation and Park District's Park Rangers or Security Personnel. RSRPD may also assign a Film Monitor to your permit, this is determined on a case-by-case basis and will be included in the quote.
4. In addition to the fees required by the Rancho Simi Recreation and Park District, there may also be assessed business of filming permit fees, fees for traffic control on surface streets, fees for fire safety marshal or medic and other fees required by the City of Simi Valley, the County of Ventura or the State of California. Note, the City of Simi Valley is a separate entity to Rancho Simi Recreation and Park District.
5. Times indicated on the permit are the opening and closing times of your shoot.

FILM PERMIT APPLICATION



Name of Production:							
Distribution Channel	TV	Digital/Online	Theatre	Still Photography			
Type:	Feature Film	Reality	Commercial	Industrial			
	Documentary	Music	BASE CAMP				
	OTHER						
Student:	School	ID #					

COMPANY INFORMATION

Company Name:		
Film Permit Service:		
1. Contact Person Name:		
2. Onsite Person Name:		
Email:	1.	2.
Phone:	1. (Mbl)	2. (Mbl)
	1. (Ofc)	2. (Ofc)
Address:		
Address 2:		
City, State, Zipcode:		

LOCATION INFORMATION

PARK, TRAIL, FACILITY SHOOT LOCATION 1: Specific Area within location (attach aerial shots/maps if applicable) Production Date(s):						
	Start Date:	End Date:	Set Up Time	Strike Time		
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FILM PERMIT APPLICATION



SHOOT INFORMATION

Genre of movie, etc.							
Description of Scene(s) to be filmed.							
Use of animals:	YES / NO	If yes, provide details:					
Use of Specific Sounds: Gunfire (type and load), explosions, etc.	YES / NO	If yes, provide details:					
Weapons: If yes, amount and what type.							
Special Effects: Pyrotechnics, Car Crashes, Fire/spark, Smoke, etc.	YES / NO	If yes, provide details:					
Stunts:							
Number & type of trucks, oversized vehicles, motorhomes, etc. For condors, size and weight.							
Drone(s): Description of Scene(s)							
Drone(s): Pilot license # or Company Info							
Number of Cast:		Number of Production Crew:		Number of Personnel Vehicles:		Talent?	
Number of Meal Tents:		Number of Catering Trucks:		Number of generators:		Number of Gators:	
How Did you hear about us?							