



CITY OF TORRANCE FILM PERMIT APPLICATION

ONLINE APPLICATION INSTRUCTIONS

Complete the first two pages of this form, print the entire form, sign and bring completed form to:

Jay Scharfman
City of Torrance City Manager's Office
3031 Torrance Blvd.
Torrance, CA 90503
310 618-5880

Applicant/Contact

Date

Address

Phone

City and State

Zip Code

Production Company

Address

Phone

City and State

Zip Code

Project Type: Television Motion Picture Commercial Video Education
 Non-Profit Student Film Still Photography Other

Project Title _____

Briefly Describe Plot

Location 1 _____

Date(s) _____ Time(s) _____

No. of Cast and Crew _____

No. and Types of Vehicles _____

Types of Equipment Used _____

Describe Proposed Filming Activity at this Location

(Include special effects [i.e. pyrotechnics, car crashes], driving shots, using public streets, etc. The conditions of your permit will be based on the types of filming activity anticipated. Attach additional sheets if necessary.)



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Location 2 _____

Date(s) _____ Time(s) _____

No. of Cast and Crew _____

No. and Types of Vehicles _____

Types of Equipment Used _____

Describe Proposed Filming Activity at this Location

Insurance Requirement

- A. Event applicant must provide, at its sole expense, the following insurance:
1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
 - a) Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
 - b) Property Damage of at least \$250,000 per occurrence; or
 - c) Combined single limits of at least \$1,000,000 per occurrence
 2. General Liability including coverage for premises, products and completed operations, independent contractors and vendors, personal injury and contractual obligations with combined single limits of at least \$1,000,000 per occurrence.
 3. Workers' Compensation with limits as required by the State of California and Employers liability with limits of at least \$1,000,000.

B. The contractors insurance must be primary and non-contributory.
The City of Torrance, City Council, members of boards and commissions, every officer, agent, official, employee and volunteer must be named an additional insured under the automobile and general liability policies.

Each insurance policy must contain a provision that no termination, cancellation or change of coverage can be made without 30 days prior notice to the City.

The insurers must be admitted to do business in California and rated B+ or better in the most recent addition of the Best's Key Rating Guide and only if they are a financial class of VII or better.

Permittee hereby agrees to ensure compliance with the conditions of the permit, including any attachments, agrees to obtain approval for changes in the original permit, and understands that failure to comply with these requirements may result in the immediate cancellation of production.

Applicant

Title

Date



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EACH DEPARTMENT BELOW IS REQUESTED TO INDICATE TERMS AND CONDITIONS THAT MUST BE MET BEFORE ANY FILMING PERMIT IS ISSUED.

Police Department Conditions

Will private security be used? Yes No

Name of Firm	Lic. #
Address	Phone
City and State	Zip Code
Contact Person	Phone
Number of Guards at Each Location	_____
_____	_____
_____	_____

Will security be armed? Yes No

Signature _____ Date _____

The Torrance Police Department has given you approval for a film permit within the City of Torrance. The following conditions and rules apply:

1. There is a minimum 72 hour notice required for any changes in permit conditions (dates, times, locations, etc.).
2. Minimum police staffing is 6 hours per officer shift.
3. There will be a non-refundable minimum charge of 6 hours per officer shift for cancellations within 48 hours of permit start time.
4. Officer staffing is required at all times while production equipment or personnel are on location and only within the times approved on the film permit.
5. The Police Department has the right to deny a film request or cancel the film permit within 48 hours of the permit start time in cases of unexpected staffing shortages or City emergencies.



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Fire Department Conditions

Signature _____ Date _____

Community Development Conditions

Signature _____ Date _____

Parks and Recreation Conditions (attach copy of picnic permit request if required)

Signature _____ Date _____

Airport Conditions

Signature _____ Date _____

City Manager Approval

City Manager _____ Date _____

Finance Department

Conditions met and fees paid. Filming approved for: _____

Signature _____ Permit # _____ Date _____