

# Film Permit Application Process

Thank you for your interest in filming in Torrance. To expedite the approval process, please complete the following steps and submit your application at least ten (10) business days prior to filming date(s):



Step	Action
1.	<b>Film Permit Application</b> Complete sections 1-5.
2.	<b>Certificate of Insurance and Endorsement (Required)</b> Obtain a Certificate of Insurance which includes General Liability and Automobile Liability (if using vehicles in the filming, including stationary vehicles) and Worker's Compensation insurance. Refer to Page 5 of the Film Permit Application for instructions; sample insurance documents are also included with these instructions.
3.	<b>Location Authorization Letter (if applicable)</b> If filming at a private property and/or residence, please obtain a letter from the owner/manager which provides permission for the applicant to film at the location(s) on the date(s) and time(s) listed on the Film Permit Application.
4.	<b>Facility Reservation (if applicable)</b> If you would like to film at a City park and/or facility, please contact the Community Services Department at (310) 618-5982 to ensure the location is available. Additional fees may apply.
5.	<b>Application Review</b> Bring the Film Permit Application (all five pages), insurance documents and Location Authorization Letter (if applicable) to the City of Torrance for review by the following departments: <ol style="list-style-type: none"> <li>1. <b>Police – 3300 Civic Center Drive</b></li> <li>2. <b>Community Development (Permit Center) – East Annex of City Hall</b></li> <li>3. <b>Fire (Permit Center) – same as above</b></li> <li>4. <b>Community Services – West Annex of City Hall (Final Approval)</b></li> </ol>
6.	<b>Fees</b> Return to the Permit Center to pay your fees and receive your Film Permit.

**Torrance City Hall**  
**3031 Torrance Blvd.**  
**Torrance, CA 90503**  
**Monday – Friday\***  
**8 A.M. – 5:20 P.M.**

\* City offices are closed every other Friday.

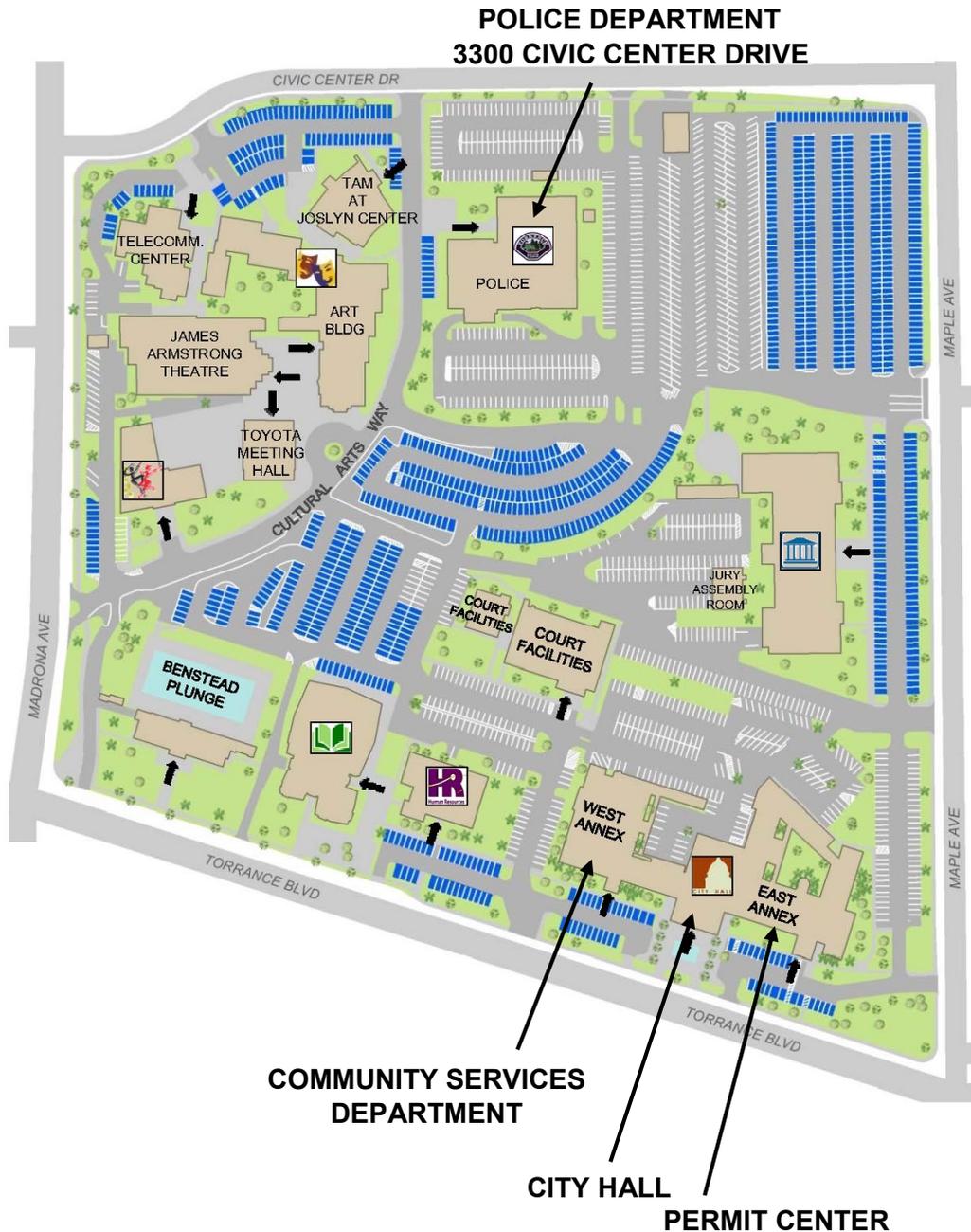
### Questions?

**Contact the Special Events and Filming Office (SEFO):**  
**SEFO@TorranceCA.Gov or (310) 618-2456**

# FILM PERMIT APPLICATION DEPARTMENT REVIEW

Please go to the departments in the order listed below to have your application reviewed and approved:

1. Police
2. Community Development (Permit Center)
3. Fire (Permit Center)
4. Community Services (Facility Booking - West Annex)
5. Finance (Permit Center)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Name and address of Production Company listed on the Film Permit Application.

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ 1,000,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GENL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS						\$
	NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	OCCUR CLAIMS-MADE						\$
	DED RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

Automobile Liability Insurance is required if automobiles will be used in the film, including parked automobiles.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: The City of Torrance, City Council, members of the boards and commissions, every officer, agent, official, employee and volunteer.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Torrance 3031 Torrance Blvd. Torrance, CA 90503	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: Must match the General Liability Policy number

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

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

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>
<span style="border: 1px solid black; padding: 2px;">The City of Torrance, City Council, members of the boards, commissions, every officer, agent, official, employee and volunteer.</span>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.