

Date of Shoot _____

Received _____

Issued _____

Film/Photo Permit Application

General Production Information

Company Name	Production Title: _____ Production Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Photo Shoot <input type="checkbox"/> Feature Film <input type="checkbox"/> TV Series <input type="checkbox"/> Music Video <input type="checkbox"/> Documentary Director : _____ Producer: _____
Address	
Email	

Contact Information

Primary Contact	On-Site Contact
Name : _____ Title: _____	Name : _____ Title: _____
Phone: () _____	Phone: () _____
Email : _____	Email: _____

Date, Time and Location Information

List all locations on Port District Tidelands, including private and commercial property with a description of activity.

#1 Location:	#2 Location:
Detailed Description:	Description:
Start Date: _____ End Date: _____	Start Date: _____ End Date: _____
Start Time: _____ End Time: _____	Start Time: _____ End Time: _____
Total People On-Set: _____	Total People On-Set: _____
Vehicles Used for Prep and Production (Please provide Numbers of each Vehicle) _____ Crew Cars _____ Motorhomes _____ Trucks _____ Vans _____ Trailers _____ Other: _____ Total Number of Vehicles On-Site: _____ Total # Parking Spaces Needed: _____	Vehicles Used for Prep and Production (Please provide Numbers of each Vehicle) _____ Crew Cars _____ Motorhomes _____ Trucks _____ Vans _____ Trailers _____ Other: _____ Total Number of Vehicles On-Site: _____ Total # Parking Spaces Needed: _____

Port of San Diego Use Only

BP#	Trans#	Doc#	
Permit Fee\$	Check/M.O. #	Credit Card#	Cash Receipt#

Special Equipment / Special Effects (Check all that Apply)

- Driving Shots:** In Flow Process Trailer Tow Shots Stunts
- Pyrotechnics:** Sparks Fire Gunfire Explosion Squibs
- Equipment:** Refueler Generator Condor Crane Techno Crane BB Light
- Other:**

Additional Information and Documentation

- Please provide the following:** Location of Area Street Closures Parking Diagram
- Certificate of Insurance(s) Other :

Park Permit Certificate of Insurance Requirements

Certificate of Insurance

Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnify and hold harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.

Applicant must provide **certificate of insurance (COI) coverage naming "San Diego Unified Port District" as an additional insured and also be listed in the certificate holder box.** Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port of San Diego requires a minimum of \$1,000,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$2,000,000 coverage for property damage. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.

Port Contact

Sofi Bayardo, Special Events and Permitting Film and UAS Coordinator
3165 Pacific Highway, San Diego Ca 92101
619-686-6463 O 619-952-7981 C
filming@portofsandiego.org

NOTE: An additional UAS Permit Application is required if you are going to include the use of an Unmanned Aircraft System (UAS) for filming, please submit along with the Film/Photo Permit Application.

Permit Holder Responsibilities

As the holder of the event permit, you are responsible for the following:

- Keeping your approved permit and receipt with you on site at your event from setup to departure. It is your only proof of your approval to use the park for your event.
- Disposal of all trash accumulated by your event.
- Do not drive their vehicles on the grass areas or walkways at the park and utilize loading zones only when actively loading or unloading.
- Maintaining a sound-level that is considerate of other park users and surrounding neighborhoods. All amplified sound must cease at 10:00 p.m. in all parks except those in Coronado, where amplified sound must cease at 9:00 p.m.
- Complying with park hours of operation. Port of San Diego parks are open from 6:00 a.m. to 10:30 p.m.

Accessibility

Applicant shall ensure that all elements of the event are accessible to all, including persons with disabilities as required by law. Applicants are encouraged to incorporate the principles of Universal Design, which is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design, when developing the above required site plan. Specific accessibility to address for events shall include but is not limited to:

- Parking, including information and notification of alternate parking opportunities and locations;
- Accessible portable restrooms;
- Accessible shuttles, buses, and other provided transportation elements as part of the event;
- Placement of activities in areas for maximum accessibility;
- Communication and training of event staff, including volunteers, regarding accessibility and disability awareness
- Compliance with the Americans with Disabilities Act and applicable accessibility laws

Alcoholic Beverages

Park permits allow you to possess alcoholic beverages in a park, subject to the following exceptions:

- Keg beer and glass containers are prohibited.
- Alcoholic beverages are expressly prohibited in the city parks and on the beaches of the City of Coronado. (Coronado Municipal Code, Sec. 10.28.010). This applies to all Port of San Diego parks in Coronado.
- A designated area for alcohol consumption should be set up at your event to avoid any underage consumption.

Smoking Prohibited

Smoking is prohibited in any Port of San Diego park or beach. No person shall dispose of any cigarette, cigar, or tobacco in any place where smoking is prohibited, except in a designated waste disposal container.

Water and Electricity

Water and electricity are not available for public use in any Port of San Diego park. Permit holders must provide their own water and electricity. Generators are allowed, providing they are smaller than 75KWV.

Refundable Damage/Security Deposit

Depending upon the scope of setup required for the event, the Port may collect a minimum of \$1500.00 as damage/security deposit and will be assessed upon receipt of your completed application by the permit coordinator. The permit holder will be required to compensate the Port for any incidental costs arising out of failure to meet any of the guidelines above or for damage occurring as a result of a their event

Fire Marshal Permit

If your event meets any of the following conditions, contact the Fire Marshal in the city in which your event is to be held to determine if a permit in addition to your Port of San Diego park event permit, is required:

- If your event will utilize any fencing
- If your event will utilize a tent or set of tents placed together that equal 200 square feet (typically 10' by 20') of area or greater; or a canopy or set of canopies placed together that equal 400 square feet (typically 20' by 20') of area or greater
- If your event will have any cooking of food on site – including by a caterer(s) or concession vendors - other than a personal barbecue used in open space
- If Port staff determines from reviewing your application that you need to contact the appropriate City Fire Marshal. The following are contact numbers for the Fire Marshals of the Port cities:
 - City of Chula Vista Fire Prevention Division 619-691-5148
 - City of Coronado Fire Services Department 619-522-7374
 - City of Imperial Beach Fire Services Department 619-423-8223
 - City of National City Fire Department 619-336-4241
 - City of San Diego 619-533-4300
 - San Diego County 800-253-9933 or 858-974-5999



Use of a San Diego Unified Port District public facility is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the San Diego Unified Port District and other governmental entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the District for the purpose of cleaning or repairing damages to the property post the permitted event. The refund process does not start until 10 days after the event. The refund process may take up to 30 days depending on your form of payment.
3. Either party may cancel this permit by giving twenty-four (24) hours' notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a processing fee of \$35.00 if Applicant provides less than sixty days written notice to the District of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnifies and holds harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.
6. Applicant must provide certificate of insurance coverage naming the "**San Diego Unified Port District**" as an additional insured. Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port of San Diego requires a minimum of \$2,000,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$1,000,000 coverage for property damage. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.
7. The rights and privileges extended by this permit are **non-exclusive**.
8. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued. This permit may be terminated immediately by the Port District for misrepresentation of permit information, violation of the law or activities causing an unreasonable risk to public safety (as determined by any public safety agency).
9. Applicant must provide a current business license from the city in which the proposed activity will occur.
10. Permitted special events in Port of San Diego public facilities shall generally take priority over permitted commercial activity. From time to time, a special event may preclude or cause rescheduling or relocation of a permitted commercial activity. The commercial activity permittee will be notified as soon as is practicable if a conflict occurs.

I certify that the information contained my permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Unified Port District Code

Applicant Name (Print)

Applicant Signature

Date

Port Approval Signature

Date