



Town of Yountville Filming and Photography Permit Application and Guidelines

The Town of Yountville requires anyone planning a film/photography production anywhere in Yountville to have a permit issued by the Town. An application must be submitted to the Parks and Recreation Department. It will be considered for approval based on the following guidelines.

DEFINITIONS

Motion picture, television, still photography: All activity pertaining to staging or shooting commercial motion pictures, television shows or programs, and commercials in any medium including film, tape or digital format.

Charitable Films: Commercials, motion pictures, television, videotapes, or still photography produced by a nonprofit organization, which qualifies under Section 501(3) 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: Photography, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or cameramen.

Studio: A fixed place of business where filming activities (motion or still photography) are regularly conducted at the premises.

Student Films: Motion picture, television, or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student film maker must supply proof that he/she is currently enrolled in an educational institution.

APPLICATION

To be completed by a representative who can sign on behalf of the Production Company and/or group/individual that will be filming/photographing. A completed packet must be submitted a minimum of 30 working days prior to the requested date. Incomplete packets will not be considered. A completed application packet, application fee and refundable damage deposit should be sent to:

**Town of Yountville
Parks & Recreation Department
6516 Washington Street
Yountville, CA 94599
Phone: 707-944-8712
Fax: 707-944-1596**

REQUIRED FEES

Application Fee (due upon submittal of application):

- Submitted 90 days or more prior to event: \$183
- Submitted less than 90 days prior to event: \$332

A Refundable Security Deposit of \$500 is due at the time and application and will be returned within 30 days after the event date pending no additional Town staff time is incurred and there is no damage to the area.

Please make all checks payable to Town of Yountville.

PERMIT

Upon approval of application a film permit will be issued which is required to be in the possession of the on-site location manager at all times during the filming/photography event.

CONDITIONS

In addition to the application form and associated fees, a completed application packet shall include the following documentation, licenses, permits, approvals, etc.

Business License: Anyone who partakes in a filming/photography production is required to hold a valid Town of Yountville Business License. Business licenses can be obtained from:

**Town of Yountville
6550 Yount Street
Yountville, CA 94599
Phone: 707-944-8851
Fax: 707-944-9619**

Insurance: A Certificate of Insurance is required that names the Town, its employees, officers and/or officials, agents, and volunteers as additional insured. *The required amounts of coverage are \$1,000,000 Property Damage and \$2,000,000 General Liability.* You must also include an endorsement.

Location Management: The location manager, or his/her designated representative, must be present at the filming location until filming activities are completed.

Notification Letter: A letter of notification regarding the filming/photography is to be distributed by the production company or individual doing the filming/photography to all residences and businesses a minimum of one block in all directions from the filming/photography location(s) at least 48 hours in advance. Hand delivery is required. The letter shall include, but not be limited to information regarding location, impact on access, areas of parking and traffic restriction, anticipated noise levels, name and phone number of filming/photography representative who can respond to inquiries.

Parking: All parking arrangements for cast, crew and production vehicles must be made a minimum of thirty (30) days in advance of the shoot and be submitted as part of the application packet. Parking for trucks and trailers is extremely limited in the Town and it is recommended that the location manager visit the Town to assess its parking needs prior to the filming/photography event.

Pyrotechnics: All productions involving pyrotechnic activities require special approval from the Napa County Fire Marshal's Office.

**Napa County Fire Department
Fire Marshal's Office
1125 Third Street
Hall of Justice
Napa, Ca 94599
(707) 299 – 1464
firemarshal@countyofnapa.org**

Reimbursement for Cost Incurred: The production company shall reimburse the Town of Yountville for any costs incurred during filming/photography. Those costs shall be calculated at full cost recovery rates.

Temporary Structure Approvals: Temporary structures exceeding 200 square feet including tents and canopies must be inspected by the Napa County Fire Department.

**Napa County Fire Department
Fire Marshal's Office
1125 Third Street
Hall of Justice
Napa, Ca 94599
(707) 299 – 1464
firemarshal@countyofnapa.org**

Town Staff Services: Scheduling of police, fire, or other Town staff is on a manpower availability basis. Requests for staff assistance must be made in the application packet. A two-hour minimum charge applies for all Town staff. Cancellations less than twenty-four hours in advance shall be invoiced at full scheduled cost. Charges are calculated for each staff member by the hour or any portion thereof.

Traffic Control Plan/Site Plan Map: Applicant must submit a clear and legible traffic control plan and diagram and site plan map. Diagrams must include locations of requested detours, blocking of public right of way including side walks, delay warnings, routing, no parking, or other required signage, and must be approved by Town Public Works Director and public safety personnel. The applicant is responsible for posting all signage as outlined in the approved plan.

Public Peace and Safety: The Town Manager may impose conditions to protect the public peace and safety.

Revocation of Permit: Any permit granted pursuant to this section shall be revocable at any time by the Town Manager or designee for good cause.

Cancellation: Cancellation of an approved film permit must be received from permit holder no less than three (3) business days prior to scheduled start of filming. The permit holder is responsible for any labor or direct Town costs accrued at the time of cancellation.



Town of Yountville Filming and Photography Permit Application

APPLICATION DATE:		FILMING DATE/S:	
EVENT NAME:			
ORGANIZATION NAME:		Non-Profit Organization: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTACT/APPLICANT NAME:		Email:	
ADDRESS:	CITY:	STATE:	ZIP:
DAYTIME PHONE:		DAY OF/CELL PHONE:	
ON SITE MANAGER:		CELL PHONE:	
NUMBER OF PERSONNEL			
TYPE OF PRODUCTION:			
<input type="checkbox"/> TV SPECIAL	<input type="checkbox"/> TV SERIES	<input type="checkbox"/> STILL PHOTOGRAPHY	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> FEATURE FILM	<input type="checkbox"/> STUDENT FILM	<input type="checkbox"/> DOCUMENTARY	<input type="checkbox"/> OTHER

PRODUCTION REQUIREMENTS

Provide specific and detailed information about the production - attach additional sheets as necessary. It is your responsibility to disclose all information about the production regardless of whether a specific activity is listed in this section or not. Additional permits may be required and must be approved by the Town Manager for special circumstances such as large crowds, intermittent traffic control, some stunts and special effects, and street closures. Such permits can require a minimum of 30 days for processing and approval following receipt of application packet. **Please include any items you have checked yes for on your site plan map.**

REQUESTS	YES/NO	DETAILS
Traffic Control		
Street or Sidewalk Blocked		
Electrical Access		
Parking Spaces		

EMT/PARAMEDIC SERVICES		
TEMPORARY STRUCTURES		

PRODUCTION VEHICLE/EQUIPMENT INFORMATION

Provide a list of all vehicles and equipment to be utilized in filming/photography.

Vehicle/Equipment	Purpose	Location

STUNTS SPECIAL EFFECTS: (Provide detail - use separate sheet if necessary)

Check if Yes	Special Approval Conditions	Specific Description	Location
	Pyrotechnics		
	Explosives		
	Flammable Liquids		
	Chases (Vehicle & Foot)		
	Collisions		
	Traffic		
	Fights		
	Falls		
	Gun fire		
	Lighting		
	Weather/climate		
	Sound		
	Open Flame		
	Other: Describe		

LOCATION INFORMATION:

LOCATION INCLUDING ADDRESS	DESCRIPTION OF USE	START DATE & TIME	END DATE & TIME	POTENTIAL IMPACTS

USE OF PRIVATE PROPERTY? YES NO

If yes, provide written approval from each property owner/manager.

CERTIFICATE OF INSURANCE REQUIRED

A Certificate of Insurance is required that names the Town, its employees, officers and/or officials, agents, and volunteers as additional insured. *The required amounts of coverage are \$1,000,000 Property Damage and \$2,000,000 General Liability.* You must also include an endorsement.

As an authorized representative of the above-listed company, applicant agrees to comply with all applicable laws, and to maintain the premises in good condition and to return the premises to the same condition as they were before said use. Applicant acknowledges obligation to reimburse expenses for Town staff, facilities, and equipment which will be calculated at full cost recovery rates.

By signing this I am certifying that I have read and understand the film/photography guidelines that accompanying this application and agree to the policies and procedures. We agree to indemnify and hold harmless the Town of Yountville, its officers, agents, and employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit. Other permits may also be required, such as Amplified Sound Permit, etc.

Applicant's Signature: _____ **Date:** _____