



CITY OF LAGUNA NIGUEL
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
(949) 362-4300

FILM, VIDEO AND STILL PHOTOGRAPHY PERMIT APPLICATION

The City of Laguna Niguel requires all professional photographers/videographers to obtain a film/video/photo permit when capturing images of posed individuals and/or animals while receiving compensation for taking those images on public property. A professional photographer/videographer is defined as someone who participates for gain or livelihood in the activity of taking photos/videos or producing images.

What is a Film, Video and Still Photography Permit?

A Film, Video and Still Photography Permit is a request to permit professional filming/photography activities within the City. Film, Video and Still Photography Permits are required for all filming/photography activities except those for personal, non-commercial use, the regular activities of the news media, and those conducted at and entirely on private property without an impact to parking or traffic flow. (Examples: Wedding Photos, Engagement Photos, Family Photos, etc.)

Fees

Photography Permit: \$150 per day

Film/Video Permit: \$300 per day

Deposit: \$300 per day

Further Information

For additional information or to discuss the specifics of your application, please contact the Administrative Secretary of the Parks and Recreation Department at **(949) 425-5101**.

Submission of Application

Please complete and return form at least 12 days prior to date of request to:

Crown Valley Community Center
Attention: Administrative Secretary
29751 Crown Valley Parkway
Laguna Niguel, CA 92677

PERMIT APPLICATIONS MUST BE RECEIVED AT LEAST 12 DAYS PRIOR TO THE PHOTO/VIDEO SHOOT DATE FOR CONSIDERATION AND PROCESSING.

Permit Applying for:

____ Still Photography (Complete Sections 1-4 and 8)

____ Film/Video (Complete Sections 1-3 and 5-8)

1. CONTACT INFORMATION		
APPLICANT CONTACT		PHONE
ADDRESS		
CITY	STATE	ZIP
CONTACT EMAIL		
PRODUCTION COMPANY		PHONE
ADDRESS		
CITY	STATE	ZIP

2. LOCATION(S):	
<input type="checkbox"/> Crown Valley Community Center	<input type="checkbox"/> Chapparosa Park
<input type="checkbox"/> Niguel Botanical Preserve	<input type="checkbox"/> La Paz Sport Park
<input type="checkbox"/> Crown Valley Park	<input type="checkbox"/> Juaneno Park
<input type="checkbox"/> Laguna Niguel City Hall	<input type="checkbox"/> Beacon Hill Park
<input type="checkbox"/> Sea Country Senior & Community Center	<input type="checkbox"/> Yosemite Park
<input type="checkbox"/> Laguna Niguel Skate & Soccer Park	<input type="checkbox"/> Marina Hills Park
<input type="checkbox"/> Bear Brand Park	<input type="checkbox"/> Rancho Niguel Park
<input type="checkbox"/> Other _____	

3. PRODUCTION INFORMATION	
DATE(S)	TIME(S)
NUMBER OF PEOPLE	
NUMBER AND TYPES OF VEHICLES	
TYPES OF EQUIPMENT USED	
DESCRIBE PROPOSED 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 photo/filming activity anticipated. Attach additional sheets if necessary.	

4. PHOTO SHOOT TYPE				
____ FAMILY	____ ENGAGEMENT	____ WEDDING	____ GRADUATION	____ PET
OTHER (DESCRIBE) _____				

APPLICANTS MUST COMPLETE THE SECTIONS BELOW IF APPLYING FOR A FILM PERMIT; OTHERWISE, PROCEED TO SECTION 8.

5. FILM PRODUCTION INFORMATION		
PRODUCTION TITLE		
PRODUCTION TYPE (please check)	<input type="checkbox"/> FEATURE FILM <input type="checkbox"/> TV SERIES <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MUSIC VIDEO <input type="checkbox"/> OTHER (please describe): _____	<input type="checkbox"/> NONPROFIT <input type="checkbox"/> STUDENT FILM <input type="checkbox"/> DOCUMENTARY
BRIEFLY DESCRIBE PLOT		

6. LOCATION ONE INFORMATION	
LOCATION 1	
DATE(S)	TIME(S)
NUMBER OF CAST & CREW	
NUMBER 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	

7. LOCATION TWO INFORMATION

LOCATION 2	
DATE(S)	TIME(S)
NUMBER OF CAST & CREW	
NUMBER 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	

***ALL APPLICANTS MUST SIGN THIS FORM BEFORE PROCESSING.**

8. AFFADAVIT

The undersigned as agent and representative of the applicant hereby agrees to the conditions of approval for this permit and further agrees to obtain City approval for any change or deviation from the information provided herein. It is agreed and understood that failure to comply with the conditions of this permit shall cause the permit to be revoked and cancellation of production.	
The applicant shall indemnify and hold harmless the city and their officers, agents and employees, and shall defend, indemnify and save harmless the city and their officers, agents and employees, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including workers' compensation claims, of or by any person, in any way resulting from any act or omission of the applicant or such officers, agents or employees of the applicant.	
SIGNATURE OF APPLICANT	DATE

PLEASE ATTACH PROOF OF INSURANCE, APPLICATION AND ALL APPLICABLE DOCUMENTS, AND DELIVER TO:

**Crown Valley Community Center
Attention: Administrative Secretary
29751 Crown Valley Parkway
Laguna Niguel, CA 92677**

SECTIONS BELOW TO BE COMPLETED BY THE CITY OF LAGUNA NIGUEL

Each of the following departments is requested to indicate terms and conditions that must be met before any permit is issued.

9. POLICE SERVICES CONDITIONS

CONDITIONS
REVIEWED BY
NUMBER OF DEPUTIES REQUIRED
HOURLY RATE 4 HOURS MINIMUM PER DEPUTY
TOTAL DUE FOR POLICE SERVICES

10. FIRE AUTHORITY CONDITIONS

CONDITIONS
REVIEWED BY

11. COMMUNITY DEVELOPMENT CONDITIONS

CONDITIONS
REVIEWED BY
ANY FILM RESTRICTIONS WITHIN THE DISTRICT?

12. PARKS AND RECREATION CONDITIONS

CONDITIONS
REVIEWED BY
ANY FILMING ON CITY PARK OR FACILITIES PROPERTY?
(Location)
TOTAL SECURITY DEPOSIT DUE

13. PUBLIC WORKS CONDITIONS

CONDITIONS
REVIEWED BY
ANY FILMING ON PUBLIC STREETS AND/OR SIDEWALKS?
(Location)
ENCROACHMENT PERMIT TOTAL DUE

14. DEPUTY CITY MANAGER/ HR RISK APPROVAL

SIGNED	DATE
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15. FINANCE

FEES DUE	BALANCE DUE
RECEIPT #	DATE

16. ISSUANCE

PERMIT #	EFFECTIVE DATE	THROUGH
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