



Community & Economic Development

P.O. Box 1609, Mammoth Lakes, CA, 93546

(760) 965-3630

www.townofmammothlakes.ca.gov

Photo and Film Permit Application

Permit fee is \$50 per application.

Application must be submitted **14 days** prior to production date.

Production Type ¹			
<input type="checkbox"/> Still Photography	<input type="checkbox"/> Feature Film	<input type="checkbox"/> Short Film	<input type="checkbox"/> Documentary
<input type="checkbox"/> TV Commercial	<input type="checkbox"/> TV Show/Movie	<input type="checkbox"/> Music Video	<input type="checkbox"/> Drone Application
<input type="checkbox"/> Other: _____			
Production Title _____			

Applicant Information			
_____		_____	
Production Company Name	Phone Number		
_____		_____	_____
Address	City	State	Zip Code
_____		_____	_____
Production Company Contact	Phone Number	Email	
_____		_____	_____
On-Site Production Company Contact	Phone Number	Email	
_____		_____	_____

Location Information – Attach additional sheets if using multiple locations.	
Description of Location and Activities:	

<input type="checkbox"/> Private Property	<input type="checkbox"/> Town Park or Trail
<input type="checkbox"/> Public Right-of-Way or other Public Facility/Land	
Location Address: _____	
_____	_____
Date(s)	Hours (including setup and take down)

Signature of Property Owner if using Private Property	Printed Name

Date	

Personnel and Equipment Information	
# of Crew _____	Actors/Models _____
Trucks _____	Vans _____
Dressing Rooms _____	Motor Homes _____
Catering Trucks _____	
Portable Restrooms _____	
Other Vehicles: _____	
<input type="checkbox"/> Lighting	<input type="checkbox"/> Generators
<input type="checkbox"/> Signage	<input type="checkbox"/> Live animals
<input type="checkbox"/> Weapons(real or simulated)	<input type="checkbox"/> Pyrotechnics
<input type="checkbox"/> Snow/Ice	
# of Cameras _____	
Other Equipment: _____	
<input type="checkbox"/> Drone Pilot: _____	FAA ID Number: _____
If using a drone, a copy of the pilot's FAA issued license must be included with application.	
Description of equipment identified:	

¹ Production types exempt from Film Permits include the following activities on private property: small scale photo and video shoots not requiring lighting, generators, or more than one vehicle; real estate photography; and the use of private drones (subject to FAA rules and regulations) for small scale productions (e.g. filming residential properties for real estate purposes).

Traffic and Parking

If obstructing public right-of-way:

- Public Street or Right-of-Way – Requires engineered traffic control plan or documentation that traffic control will be provided by Town of Mammoth Lakes Police Department or California Highway Patrol. For obstructions on State Route 203, Caltrans approval must be obtained by the applicant prior to the issuance of a Town filming permit.
- Public Sidewalk – Requires pedestrian movement plan.

Proposed parking locations for all crew and equipment vehicles:

Site Plan

Submissions must include a site plan containing the following:

- Property lines and adjoining street frontages
- Building Locations
- Site Access
- Parking Areas designated for filming activity, crew, and the public
- Proposed Outdoor Lighting
- Detailed maps and layout for all filming locations

Insurance Requirements

If any part of the production occurs on public property, or the activity receives any Town funding, insurance shall be required. Generally, \$1,000,000 liability insurance will be required naming the Town (and the other public property owner, if applicable) as additionally insured and insuring participants and spectators. **A separate endorsement form is required.**

Required documents: Certificate of Liability Insurance Endorsement Form

Additional Required Documents

- Copy of permit from Mono County Health Department if food will be served.
- Copy of Alcoholic Beverage Control permit if alcohol will be served.
- Copy of USFS permit if production will be on Federal lands.
- Copy of Caltrans permit if production will be on the State Highway.

Conditions of Approval

1. Only equipment documented in the permit is allowed at the film or photo location.
2. Use in the public right-of-way shall conform to safety and signing standards as specified in the most recent Manual of Traffic Controls for Construction and Maintenance Work Zones by the California Department of Transportation. A copy is available for review in the Town offices.
3. Unless permission is explicitly granted this permit is not valid for any activity within public rights-of-way while it is snowing.
4. The Town of Mammoth Lakes must approve all signage. Unless the production is part of an approved community wide non-profit activity, only one sign, not exceeding 20 square feet is permitted. Scaled color drawings may be required for such signage prior to approval or display. Signs must be professional looking, no cardboard signs or other temporary painted signs. No other signs, streamers, balloons, pennants, or similar advertising or attraction devices are permitted.
5. If filming takes place in a residential neighborhood, neighbor notification may be required at the Town's discretion.
6. If, in the opinion of the Town, the production creates an on- or off-site traffic problem, activity shall immediately cease or change to correct such problem as designated by the Town or property owner.
7. Production shall be restricted to the hours between 7:00 AM and dusk, unless otherwise approved by the permit. All areas of activity shall be manned at all times.

8. The applicant shall patrol for trash as necessary to assure that the production does not result in additional litter at any time. Upon completion of production, or as otherwise directed, all brush, timber, scrap, material, etc., shall be entirely removed and the area or right-of-way left in as clean and presentable condition or better than existed before production started.
9. The Town may require a bond or other approved security for site restoration and cleanup.
10. All terms and conditions of this permit are revocable or subject to modification at any time.
11. No party other than the named permittee is authorized to work under this permit.
12. The final approved permit or copy (signed by both the permittee and Town) must be present at all times during the production and must be presented to any Town employee upon request.
13. No material, objects, or people shall be stored or placed within eight (8) feet from the edge of pavement or traveled way or within the shoulder line where the shoulder is wider than eight feet without traffic control and prior approval.
14. The permittee shall be responsible for Town expenses, including, salaries, traveling expenses, incidental expenses, overhead and overtime, if applicable.
15. Additional notes or comments may be submitted along with the application. Additional conditions may be added to the final permit. All conditions herein, and any other conditions and requirements added to the permit by the Town, shall be required permit conditions and shall be adhered to for the duration of the production. The Town reserves the right to alter or revoke this permit for any reason at any time.

ACKNOWLEDGEMENT AND SIGNATURE

In consideration of the acceptance of this Photo & Film Permit, signatories and applicant hereby waive, release, and discharge any and all claims for damages or death, or bodily injury, and property damage which may have, or which may hereafter accrue as a result of the activities permitted hereunder.

This release is intended to waive, release, and discharge in advance, the Town of Mammoth Lakes and its officers, agents, servants, volunteers and employees (collectively, the "Released Parties") from liability, even though that liability may arise out of negligence or carelessness on the part of the persons or entity named above and even if such persons and entity are otherwise strictly liable. The applicant further agrees to defend, indemnify, and hold harmless the Released Parties against any claim, liability, cause of action, and/or damages arising out of the applicant's acceptance and/or use of this permit.

It is understood that the activities authorized hereunder and on all attachments involves an element of risk associated with the activity, whether known or unknown, and whether known or unknown to the persons and entity above named. By signing below the signatory represents and warrants that he or she is authorized to sign this application, and accept and agree to its terms, on behalf of the applicant entity, if the applicant is not a natural person.

Signature: _____

Date: _____

Printed Name: _____

Printed Title: _____