



## San Mateo County Harbor District

504 Avenue Alhambra, PO Box 1449  
 El Granada, CA 94018  
 (650) 583-4400

### Application for Commercial Filming/Still Photography Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A non-refundable application fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability naming San Mateo County Harbor District as an additional insured.

Applicant:	Company:
	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:
Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s) (attach additional pages if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULE BY LOCATION(S)** (Includes filming, parking and base camp):

Date	Location	Start Time	End Time	Type of Activity (e.g., film, prep, or strike)	Number of Cast & Crew

Description of Equipment/Props (attach additional pages if necessary):

\_\_\_\_\_

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\_\_\_\_\_

List of vehicles including type and license plate number (attach additional pages if necessary):

Vehicle Make and Model	License Number

Use of Roads and/or Trails? (Y/N): \_\_\_\_ Describe proposed use (attach additional pages if necessary):

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Are you familiar with/ have you visited the requested area? Y    N  
 Have you obtained a permit from the San Mateo County Harbor District in the past? Y    N  
 (If yes, provide a list of permit dates and locations on a separate page.)  
 Do you plan to advertise or issue a press release before the event? Y    N

Request for fee waiver:	Yes	No
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Reason for request of fee waiver:

- a.) Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of the permit application process that he/she has reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.
- b.) All sales, work or other services shall be performed only in the areas designated by District staff as the space within the facility for said service, work or sale.
- c.) Any permit authorized pursuant to this application shall be revoked immediately, and shall be null and void, if applicant is found in violation of any of the Terms and Conditions of this permit, or any provisions of law, including the San Mateo County Harbor District ordinance code.
- d.) The permit issued pursuant to this application shall be valid only during the time period listed in the permit.

Liability of Parties: Indemnification: Insurance:

Applicant shall indemnify, hold harmless and defend District for and against any and all injury to and deaths of persons, and injuries to property, and all claims, demands, losses, damages and liability, arising out of the applicant's activities under this permit and the use by applicant of District facilities.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Board Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000

in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit. Said policy shall state by its terms and by an endorsement that said policy shall not be cancelled until the District has had at least thirty (30) days written notice of such cancellation.

Absence of insurance makes the Permit null and void.

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the amount listed in the permit fee schedule. A request for fee waiver may be made. Application, administrative charges and some staffing fees are non-refundable. *This completed application should be mailed, emailed or faxed to the address found on the first page of this application.*

**Note** that this is an application only and does not serve as permission to conduct any use of the Harbor District. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the Harbor District prior to the event for final approval by the General Manager.

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