Instructions for submitting application for film & photography permits:

1. All film and photography permit applications must be submitted 4 business days / 96 hours (weekends and holidays are not business days) prior to the first prep/shoot day. Filming and photography is not permitted on weekends.

2. Complete the DPR 245

3. Contact the Marin Sector Film & Event Coordinator to submit your application at 415-898-4362 ext. 205.

4. APPLY WITH THE CALIFORNIA FILM COMMISSION: You must also apply with the California Film Commission (CFC) at www.film.ca.gov using their Online Permit Application after you have approval from the Marin Sector Film & Event Coordinator.

5. REQUESTING CHANGES and AMENDMENTS TO YOUR PERMIT: Changing the date of a submitted application requires cancelling the current application and resubmitting with the 10 day advance requirement. Any requests for changes (not including a date change) to an approved permit must be submitted in writing by email to the Marin Sector Film & Event Coordinator 72 hours in advance ¬weekends and holidays excluded. Sufficient notice must be given. Last minute changes may require a new permit.

6. CANCELLATIONS: If a cancellation is made less than 24 hours-notice, the film company is responsible for paying the park review fee and the scheduled monitor a minimum of four (4) hours. Calling and emailing cancellations to the film coordinator is required.

7. EMERGENCY, FIRE and SAFETY CLOSURES: Film shoots are subject to cancellation without notice in the event that a park emergency occurs. The park can be closed for fire danger during the summer and fall. No filming will take place during a fire closure.

Film Guidelines Everything commercial still and video photographers need to know about filming in State Parks. (43•pages I 575kb I Acrobat PDF)

http://www.parks.ca.gov/pages/782/files/film.pdf

Fees are collected on behalf of California State Parks by the California Film Commission:

Simple productions (Still or Motion): $65.00/day plus onsite parking fees. Complex productions (Still or Motion): $200.00/day plus onsite parking fees.

Parks Filming Monitor Hourly Rates-monitor type to be determined film coordinator

Peace Officers	$79.00	Environmental/Cultural Resources	$74.00
Maintenance	$56.00	Interpreters	$55.00
Administration	$46.00	Lifeguard (seasonal)	$39.00
Park Aide	$29.00		

Monitors are portal to portal -generally adding one hour of time. If a monitor is required from outside of the Marin Sector, generally three hours of travel time will be added.

State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

MOTION PICTURE ACTIVITY INFORMATION *(Not a Permit)*

FILM TITLE	LOCATION *(District/Unit)*	
PRODUCTION COMPANY	OFFICE PHONE NO. ( )	FACSIMILE NO. ( )
COMPANY ADDRESS	CITY/STATE/ZIP CODE	
LOCATION MANAGER	PHONE NO. ( )	CELL PHONE NO. ( )

TYPE OF FILMING
☐ Commercial ☐ Still Photography ☐ Music Video ☐ Television ☐ Reality TV ☐ Feature ☐ Student

FILMING SCHEDULE

WORK TYPE	DATE(S)	TIME		MONITOR
		From	To	
Set Construction				
Film Dates				
Set Strike				

LOCATION
(Enter letters from items on reverse as appropriate)

AREA DESCRIPTION: *Be specific. Note roads, trail signs or lifeguard tower numbers, and list areas in chronological order of the day's film shoot.*

ACTIVITY: *Be specific. Include a detailed description of interaction between talent (e.g., a story board or a daily script of the project) and set design (e.g., greens brought in, propane fires, water activity, simulated weapons, stunts, picture vehicles and other props).*

EQUIPMENT: *Give details on camera and lighting package, oversized cranes, condors, 4x4 vehicles, equipment use and where equipment needs to be placed in regards to the above area descriptions.*

STAGING AREAS

NO. IN CAST AND CREW	NO. OF PRODUCTION VEHICLES	NO. OF PASSENGER VEHICLES

The Permittee, its contractors, agents and employees shall abide by all rules and regulations of the California Department of Parks and Recreation. The Permittee does not have exclusive rights to the area(s) listed above. RESTRICTION OF PUBLIC ACCESS IS PROHIBITED. All film activity must be appropriate for viewing by the visiting public. No closed sets, nudity, pornography, profanity, loud music or other obscene activities will be allowed on State Park Property. Film footage that is recognizable as State Park Property SHALL NOT be later displayed or spliced into a scene that contains inappropriate images including but not limited to nudity, pornography or other obscene activity.

COMPANY REPRESENTATIVE SIGNATURE ▶	TITLE	DATE
DISTRICT SUPERINTENDENT OR DESIGNEE SIGNATURE ▶	TITLE	DATE

FOR DEPARTMENT USE ONLY	TIME CALIFORNIA FILM COMMISSION NOTIFIED	TIME PARK UNIT NOTIFIED	TIME MONITOR NOTIFIED	DAMAGE ☐ Yes ☐ No	DATE DAMAGE REPORT FILED	DATE REPAIR COMPLETE

SPECIAL PROVISIONS

All rules and regulations apply unless special permission is received by the District Superintendent or by his/her designated representative.

☐ A. _____Rangers/Lifeguard peace officers will be assigned to monitor filming activities. The Permittee will provide a company radio to the Department monitor.

☐ B. _____Gate personnel and/or _____ set guards will be provided by the Permittee and will follow the guidelines set by the Department.

☐ C. _____Fire persons and _____ fire/water trucks will be present at all times during filming activity upon Department lands. Vehicles must be equipped with a minimum of 1,000 gallons of water and 300 feet of 1-1/2 inch hose with nozzle, and the driver must be familiar with pumper operation. Water for fire equipment and water trucks to be provided by the Permittee or obtained from specified metered facilities. Fees for the metered water is to be paid to the appropriate jurisdiction by the Permittee. The California Film Commission may also require a Fire Safety Officer on site due to county or city regulations.

☐ D. The Permittee is to furnish their own _____electricity _____sanitary facilities. The Permittee may use public phones in the area.

☐ E. The Permittee will furnish their own trash receptacles, and remove all trash and debris from Department lands upon completion of each day's filming. Department owned trash containers shall not be utilized by the Permittee.

☐ F. All vehicles, equipment and animals will be confined to public access roads or parking lots.

☐ G. Shuttle vehicles or mini vans are to be used to transport people from parking areas to the filming location. Vehicles will not exceed _____MPH while on Department land.

☐ H. All special effects are to be approved in advance. Appropriate State or county special effect permits will be checked on site.

☐ I. _____ No smoking permitted due to location or weather conditions. _____ Smoking permitted in fire safe areas designated with "smoking signs," and having butt cans containing 2 inches of water in the base and a 10 lb. fire extinguisher on site.

☐ J. Arc lights are not to be used in fire risk areas or under "Very High" fire weather condition. Low heat lights (12Ks, HMIs) may be used in the back country/vegetation areas. Cable for lighting will be placed along roadways or trails without causing a public safety tripping hazard. Interior lighting or specialized lighting will require a Fire Safety Advisor.

☐ K. No livestock or animals will be permitted to run loose; all animals are to be caged or confined when not working.

☐ L. No structures or sets are to be built, no trees or shrubbery are to be cut, trimmed or injured, and no disturbance is to be made of the ground surface.

☐ M. Permittee may bring in potted plants provided they are obtained from a licensed California Nursery, they are not in bloom or carrying mature seed, and they are not subject to current quarantine restrictions. Permittee may bring in cut greens obtained from non-quarantined areas of the same county. Permittee must remove all these materials from Department lands. Permittee shall not bring in un-composted organic ground cover. The Department's goal is to protect native ecosystems.

☐ N. Filming is to terminate immediately and Department lands are to be vacated immediately when "EXTREME" fire weather conditions arise, with the remainder of the shooting day to be made up at a subsequent date and time.

☐ O. The Permittee shall maintain a clean working area and upon completion of work, all locations are to be cleared of equipment, props and trash. Cleanup will be to the Department's satisfaction, with final inspection to be conducted by the District Superintendent or his/her representative.

☐ P. Overnight storage of vehicles or equipment is not allowed.

☐ Q. On consecutive shoot days, areas of filming will be cleared of all hazards, and equipment returned to the base camp at the end of each day's filming. A certified unarmed set guard will be required for the security of equipment and vehicles for overnight storage.

☐ R. Monitor costs may be refundable if the company cancels by noon the prior day. Late cancellations will be charged a 4-hour minimum of monitor costs.

☐ S. The Permittee shall repair any and all damage to Department resources, facilities or property caused by the Permittee's activities, and the District Superintendent shall be the sole judge of the extent of such damage and the adequancy of any repair or restoration. Replacement or repair must be completed within 7 working days from the original permit date.

☐ T. **CREDITS:** California State Parks shall be recognized in the credits of appropriate film projects. The credits will read, "Special thanks to California State Parks, [Park Name] _____", and display the Department's logo - .

☐ U. **PARKING FEES:** Parking fees will be calculated by the site ranger and the Permittee will be billed the day after completion of the film project. The Permittee is to send parking fee payment within 7 business days after receipt of billing.

☐ V. **DEPOSIT:** The Permittee has placed a deposit up front for estimated department monitoring costs, park review fee and vehicle mileage as follows:

Estimated Department Monitoring Costs: $79.00 per hour with a 4-hour minimum. Monitor may claim 1-hour drive time portal to portal.
Park Review Fee: Complex permit, monitor required on site - $200 per day. Simple permit (still or student), no monitor required - $65 per day. This fee is NON-REFUNDABLE and subject to change.
Vehicle Mileage: Reimbursement cost - $ 0.51 per mile.

Department Monitor	(_____ hrs. x $_____)	=	$_____
Additional Staff	(_____ hrs. x $_____)	=	$_____
Park Review Fee	(_____ days x $_____)	=	$_____
Vehicle Mileage	(_____ miles x $ 0.51 x _____ days)	=	$_____
	Total Deposit		**$_____**

☐ W. **BILLING:** The Department will complete its billing within 10 business days after completion of the film project. The Permittee will be billed for the balance due after deduction of their deposit, or the Department will request a refund through the State Controllers office for any overpayment. For questions concerning your billing, please call (818) 880-0392 .