

CITY OF CALISTOGA

SPECIAL EVENT INFORMATION

Thank you for choosing Calistoga as the location for your special event. The City of Calistoga staff welcomes your interest in our community and will strive to assist you however possible.

Previous events which have taken place in Calistoga include television and motion picture filming, parades, organized bicycle events, banner hangings, street festivals, marathons, and other celebrations.

Each of these events has a direct impact upon the community, and each of these events encroach onto public property and/or affect the City resources in some manner.

For this reason, it is of significant importance that you remain in contact with the Special Events Coordinator to insure that you understand the necessity of obtaining all required permits prior to the commencement of your special event.

Because special events include everything from a simple request to hang a banner over a public highway, to a complex request to close a major portion of the City for a duration of a few days, each special event has to be considered on its own merits prior to determining how involved the application process will be, and what costs will be associated with the special event.

Generally, you will need to obtain an encroachment permit if your special event is planned to occur on public property, or any public right-of-way. If the event involves any State Route, you will also need to obtain an encroachment permit from the State of California. If the event requires the use of City personnel or City equipment/materials, you will be charged for these. If your event involves vendors who will be selling products, a business license will have to be obtained by your vendors. Additionally, you will need to provide the necessary liability insurance coverage for your event, with the City of Calistoga named as an additional insured. There may be other concerns which will need your consideration during the application process.

The documents in this packet are supplied for your review. It may not be necessary to concern yourself with every document, as it is possible some of the documentation may not apply to your special event.

Upon completing your review of the enclosed information, please feel free to contact the Special Event Coordinator for further information and guidance concerning your special event.

FILM PERMIT INFORMATION

In August of 1990, the Calistoga City Council passed and adopted legislation in conjunction with AB 4680 (Statham) (Chapter 955, Statutes of 1988), involving Motion Picture/Television Film Permits.

THIS LEGISLATION ESTABLISHED THE FOLLOWING GUIDELINES:

- 1. Permit application information shall be accepted in person, by telephone or by FAX transmittal.**
- 2. Maximum time requirements for permit approval:**
 - Two (2) working days for approval and issuance of a film permit which does not require traffic controls, stunts, special effects, or road closures.**
 - Four (4) working days for traffic control which exceeds three (3) minutes, stunts, or special effects.**
 - Ten (10) working days for road closures.**

The City shall expedite the permit process through department review and approvals.
- 3. Permit "riders" will be allowed and will not be limited to a certain number; however, permits cannot be extended by rider after the completion of the filming activity.**
- 4. Permit application fee shall be charged, and a permit required for any and all filming on private property. The City reserves the right to review all permit applications for shooting on private property.**
- 5. Permit application fee is non-refundable and non-transferable.**
- 6. Police personnel are required on all activities involving City right-of-way or use of any City building, park, or parking lot. Additional City personnel may be assigned as required**
- 7. Business license fees shall not be charged.**
- 8. A minimum of one million dollars public liability insurance, which endorses the City as an additional insured, is required prior to issuance of any film permit. Depending on the type of filming, additional insurance may be required, as determined by the City.**
- 9. Permittee shall have a copy of the permit on-site at all times during the production.**

**CITY OF CALISTOGA
FILM PERMIT APPLICATION**



DATE: _____

COMPANY: _____

Address: _____ Phone: _____

_____ Fax: _____

_____ Cell: _____

PROJECT TITLE: _____

Project Type : _____

Location Mgr.: _____ Prod. Mgr.: _____

Shoot Dates : _____ Shoot Time: _____

Shoot Location: _____

Activities: _____

Total Personnel: _____ Vehicles: Trucks: _____ Vans: _____

Autos : _____ Cater: _____

Generators: _____ Picture Cars: _____ Camera Cars: _____

Motorhomes: _____ Other: _____ (specify) _____

Pyrotechnics: Description: _____

Special F/X#: _____

Technician : _____

License # : _____

Telephone # : _____

Will you be requesting traffic control and/or road closure? _____

Insurance: _____ Exp. date _____

**FILM APPLICATION FEE IS \$217.00 WHICH IS NON-REFUNDABLE AND
NON-TRANSFERABLE. RETURN APPLICATION FEE WITH THIS APPLICATION:**

**CITY OF CALISTOGA
SPECIAL EVENTS COORDINATOR
1235 WASHINGTON STREET
CALISTOGA, CA 94515**

**TELEPHONE = (707) 942-2810
FAX NUM. = (707) 942-2819**

**CITY OF CALISTOGA
SPECIAL EVENT ENCROACHMENT
PERMIT APPLICATION**

NAME: _____

ADDRESS: _____

TELEPHONE: _(____)_____

FAX: _(____)_____

CELLULAR: _(____)_____

TYPE OF EVENT: _____ Banner Hanging _____ Parade
_____ Marathon _____ Photography/Film
_____ Street Festival _____ Car Rally/Race
_____ Wedding/Reunion/Party _____ Bicycle/Motorcycle Rally/Race
_____ Other Special Event – Specify: _____

What is the date(s) of your event: _____

What is the time(s) of your event: _____

What is the location of your event: _____

How many participants do you expect: _____

How many vehicles do you expect on site: _____

How many volunteers/workers/aides will you have: _____

What City property/buildings/streets will you be using: _____

What City resources/personnel will you need: _____

Who will be responsible for cleaning/repair: _____

Will you be dispensing/selling alcoholic beverages: _____

Will you be contracting with a private security firm: _____

ENDORSEMENT

This endorsement, effective _____ 20 ____, policy # _____

issued to _____

issued by _____

for (project description or title) _____.

ADDITIONAL INSURED

IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CITY OF CALISTOGA, ITS OFFICERS, EMPLOYEES, AND AGENTS ARE NAMED AS ADDITIONAL INSURED.

PRIMARY INSURANCE

IT IS FURTHER UNDERSTOOD AND AGREED THAT THE INSURANCE AFFORDED BY THIS POLICY SHALL BE CONSIDERED PRIMARY INSURANCE AS RESPECTS ANY OTHER VALID AND COLLECTIBLE INSURANCE THE CITY OF CALISTOGA MAY POSSESS, INCLUDING ANY SELF INSURED RETENTION THE CITY MAY HAVE, AND ANY OTHER INSURANCE THE CITY DOES POSSESS SHALL BE CONSIDERED EXCESS INSURANCE ONLY.

CANCELLATION CLAUSE

THIRTY (30) DAYS WRITTEN NOTICE OF CANCELLATION SHALL BE GIVEN TO THE CITY OF CALISTOGA IN THE EVENT OF CANCELLATION AND/OR REDUCTION IN COVERAGE OF ANY NATURE. SUCH NOTICE SHALL BE SENT TO:

*CITY OF CALISTOGA
C/O SPECIAL EVENT COORDINATOR
1235 WASHINGTON STREET
CALISTOGA, CALIFORNIA 94515*

THIS PARAGRAPH SUPERSEDES THE CANCELLATION CLAUSE IN THE CERTIFICATE OF INSURANCE.

SEVERABILITY OF INTEREST

THIS INSURANCE SHALL ACT FOR EACH INSURED AND ADDITIONAL INSURED AS THOUGH A SEPARATE POLICY HAD BEEN WRITTEN FOR EACH. THIS, HOWEVER, WILL NOT ACT TO INCREASE THE LIMIT OF LIABILITY OF THE INSURING COMPANY.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN THE SAME.

Authorized Insurance Representative

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD)
04/19/2

PRODUCER
[REDACTED]

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
[REDACTED]

INSURER A: North American Specialty
INSURER B: Philadelphia Life Insurance Company
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	60C2530645	01/01/2000	01/01/2001	EACH OCCURRENCE \$ 2,000 FIRE DAMAGE (Any one fire) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADIV INJURY \$ 2,000 GENERAL AGGREGATE \$ 2,000 PRODUCTS - COMP/OP AGG \$ 2,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	60C2530645	01/01/2000	01/01/2001	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - ESA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	OTHER Excess Medical	SR23028 FFQM-01	04/20/2000	04/20/2001	25,000 per person

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Named Insured to read: Imagine Tours
Re: Various Tours from May 1 to August 1, 2000

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER: A

CANCELLATION

City of Calistoga
See attached

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 010 DAYS WRITING NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Brett Moore

**CITY OF CALISTOGA
SPECIAL/FILM EVENT**

FEE SCHEDULE

APPLICATION FEES

Encroachment Permit Application Fee		\$ 25.00
Banner Permit Application/Permit		\$ 50.00
Film Permit Application Fee		\$ 217.00
Vendor Business License	Per Day	\$ 12.00

HOURLY BILLING RATES

Public Works Maintenance Supervisor	Per Hour	\$ 74.40
Public Works Senior Maintenance Tech.	"	\$ 59.12
Public Works Maintenance Technician	"	\$ 44.87
Public Works Secretary	"	\$ 46.86
Police Lieutenant	"	\$ 88.53
Police Sergeant	"	\$ 73.41
Police Officer	"	\$ 53.74
Parks & Recreation Supervisor	"	\$ 56.95
Parks & Recreation Employee	"	\$ 43.78
Firefighter	"	\$ 44.87

USE OF CITY RIGHT-OF-WAY OR PROPERTY

Use of City Right-of-way	Per Day*	\$ 150.00
Use of City Parking lot/Building/Park	Per Day*	\$ 500.00

**** Filming involving any City property requires the presence of two police personnel to be compensated at a rate of four (4) hours per day minimum.***