



FILM AND PHOTOGRAPHY PERMIT GUIDELINES 2020

Santa Cruz District California State Parks
303 Big Trees Park Road, Felton, CA 95018

The Mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

BEFORE contacting the Santa Cruz District Film Coordinator please have the following information available:

- The production representative's email address, cell phone number, address and telephone;
- Specific location(s) within the park unit to be used;
- A general statement describing the character or nature of the proposed filming activities;
- Exact number of personnel to be involved;
- Exact number of vehicles to be involved;
- Activity which may cause public alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (drones);
- The type of equipment to be used;
- A parking/transportation plan;
- All applicable documentation for drone usage. (FAA pilot certificate, UAS registration certificate, waivers, description of flight operations, etc.);
- Security deposit to ensure cleanup and restoration of location sites, an applicant may be required to submit a refundable deposit;
- Liability insurance (CFC will request this)

FILM AND PHOTOGRAPHY APPLICATION PROCESS

1. CONTACT Santa Cruz District Film Coordinator at (831) 335-6325 to discuss location, date, time, availability, and full details of request.
2. APPLY WITH THE CALIFORNIA FILM COMMISSION: You must apply with the California Film Commission (CFC) at www.film.ca.gov using their Online "State" Permit Application.

3. REVIEW California State Parks, Santa Cruz District GUIDELINES.
4. REQUESTING CHANGES and AMENDMENTS TO YOUR PERMIT: Changing the date of a submitted application requires cancelling the current application and resubmitting with the 30 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 Santa Cruz Film & Event Coordinator at least 72 hours in advance. **SUFFICIENT NOTICE MUST BE GIVEN**. Last minute changes may require a new permit and could postpone and/or cancel the production date.
5. CANCELLATION: 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(s) (a minimum of four (4) hours). Contacting the Santa Cruz State Parks film coordinator is required.
6. EMERGENCY, FIRE, and SAFETY CLOSURES: Film shoots are subject to cancellation without notice in the event that a park emergency occurs. No filming will take place during an emergency closure.

FILM & STILL PHOTOGRAPHY FEE STRUCTURE

TYPE OF REVIEW	FEE
Simple (stills or motion)	\$65
Complex (stills or motion)	\$200

- Simple vs. Complex shoot classifications will be determined by State Parks and the California Film Commission.
- All day use/parking fees apply to all vehicles upon entering the park.

ON-SITE STATE PARKS MONITOR

A State Park Monitor is required to monitor **most** film shoots. Some park units have stricter requirements (ie. Año Nuevo’s Natural Preserve will almost always needs a State Park monitor present). A State Park monitor is required to be present from setup to breakdown of event with a minimum of 4 hours paid time not including drive time portal to portal. Depending on size and scope of proposed shoot, the State Park Film Coordinator may require other departmental staff to be assigned to the event. Permit approval depends on the acquisition of State Park monitor; if no monitor is available the permit a film shoot will be cancelled and/or postponed.

CLASSIFICATION	FEE
Peace Officer	\$74 per hour
Lifeguard	\$39 per hour
Senior Park Aide	\$29 per hour
Maintenance	\$56 per hour
Envir./Cultural Resources	\$74 per hour
Park Interpreters	\$55 per hour
Event Coordinator	\$48 per hour

SANTA CRUZ DISTRICT FILM REGULATIONS

- Standard hours for film activities 8 am to 8 pm
- All park rules and regulations must be followed (ie. All dogs on leashes, no bicycles on pedestrian trails) by all crew/staff during production.
- The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of all garbage, recycling, greens, debris, and signage. Permittee is responsible for all garbage removal.
- A walk through with the film coordinator or supervising ranger will be mandatory post production.

BILLING

- 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 controller’s office for any overpayment.
- 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)_____.”

SECURITY

- If deemed necessary by State Parks, safety personnel and/or ___set security guards will be provided by the permittee and will follow the guidelines set by the department.

VEHICLES

- All vehicles, equipment and animals will be confined to public access roads or parking lots.
- Shuttle vehicles or mini vans may be required to be used to transport people from parking areas to the filming location. Vehicles will not exceed 15 MPH while on department land.
- Overnight storage of vehicles or equipment is not allowed without a State Parks approved security plan (security guards, etc.).

- All vehicles are subject to parking fees (\$8 to \$10 for regular auto; 10 to 20 passenger bus \$50; 25+ passenger bus \$100) regardless if they are in a designated parking spot or not.
- If such activity interferes with traffic or involves potential public safety hazards, appropriate agencies must be contacted by production company and potential personnel hired.
- If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary “No Parking” signs must be posted with approval of the local authority. The applicant must also obtain permission to lay and safely mat cable across sidewalks or from generator to service point.
- Traffic Control: for filming that would impair traffic flow, an applicant must use CHP, County Sheriff or local law enforcement personnel and comply with all traffic control requirements deemed necessary.

PARKING

- 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 10 business days after receipt billing.
- All vehicles/equipment to be parked off road must be pre-approved by the Santa Cruz State Parks film coordinator or the onsite monitor. All vehicles parked off road must have cardboard, visqueen, tarp, or oil trays to prevent any leaks contaminating the environment.
- When vehicles are off designated roads and or trails, permittee must have oil pans and/or matt/cardboard under each vehicle as a precaution towards vehicle leaks.

SIGNAGE

- All residents and merchants within a 200 foot radius of the filming location must receive notice of filming dates of the production activity.
- Signage (A frames) might be mandatory for informing the public of large scale productions.

DAMAGES

- 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 adequacy of any repair or restoration. Replacement or repair must be completed within 7 working days from the original permit date.

OVERNIGHT

- 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.

FIRES/SMOKING

- 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.
- Smoking permitted in fire safe designated areas (parking lots are usually the only locations allowed).
- 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.
- Fire Safety: smoking, fires, flames, propane devices are prohibited! Fire extinguishers are required on set when working in areas with generators or potential drone flight.
- Fire persons and/or fire/water trucks may be required to be present during filming activity upon department lands. When fire vehicles are required, they 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 certified 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 are 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.

MONITORS

- Rangers/Lifeguard peace officer will be assigned to monitor filming active duties. The permittee will provide a company radio to the department monitor.
- Other classifications of State Park Monitors may be required at the discretion of State Parks.

ANIMALS

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

VEGETATION

- 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.
- 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 preserve native ecosystems.

- Resource protection: All plants, animals, soils, and structures are protected! Cutting of any plants is prohibited. Keep personnel and equipment off all green vegetation.

GARBAGE

- 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.
- 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 State Parks Monitor or his/her representative.
- Zero waste policies are suggested and refillable water towers are highly encouraged in lieu of single use plastic water bottles during film shoots and events larger than 20 people.

ELECTRICITY/PORTA POTTIES

- The permittee is to furnish their own ___electricity___ sanitary facilities. One porta-potty to be provided by permittee per every 50 people.

SPECIAL FX

- All special effects are to be approved in advance. Appropriate State or county special effect permits will be checked on site. A SFX report will be mandatory from Special Effects department.
- Prop Firearms: All replica firearms will be inspected for safety. All realized firearms utilized as props will be checked for safety and marked as such.
Please prepare the following information before applying for a permit:

LIFEGUARDS

- If there is an aquatic component to the film shoot (ie. entering water) a lifeguard monitor will most likely be necessary and will be determined by State Parks.

FIRST AIDE

- A set medic will be required when any stunts or activities other than normal low risk filming is occurring.