



*Town of Yountville*

*"The Heart of the Napa Valley"*

**TOWN OF YOUNTVILLE**

## **FILMING/PHOTOGRAPHY PERMIT GUIDELINES & APPLICATION**

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The Town of Yountville requires anyone planning a film/photography production anywhere in Yountville to have a permit issued by the Town. An application must be submitted to the Parks and Recreation Department. It will be considered for approval based on the following guidelines.

### **DEFINITIONS**

**"Motion picture, television, still photography"** shall mean and include all activity pertaining to staging or shooting commercial motion pictures, television shows or programs, and commercials in any medium including film, tape or digital format.

**"Charitable films"** shall mean commercials, motion pictures, television, videotapes, or still photography produced by a nonprofit organization, which qualifies under Section 501(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes, or photos.

**"News Media"** shall mean photography, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or cameramen.

**"Studio"** shall mean a fixed place of business where filming activities (motion or still photography) are regularly conducted at the premises.

**"Student Films"** shall mean motion picture, television, or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student film maker must supply proof that he/she is currently enrolled in an educational institution.

**Application:** To be completed by a representative who can sign on behalf of the Production Company and/or group/individual that will be filming/photographing. A completed packet must be submitted a minimum of 30 working days prior to the requested date. Incomplete packets will not be considered. A completed application packet, application fee and refundable damage deposit should be sent to:

**Town of Yountville  
Parks & Recreation Department  
6516 Washington Street  
Yountville, CA 94599  
Phone: 707-944-8712  
Fax: 707-944-1596**

### **REQUIRED FEES**

Application Fee (due upon submittal of application):

- Submitted 90 days or more prior to event: \$150
- Submitted less than 90 days prior to event: \$275

Refundable (if no damage occurs and no extra clean-up is required) Security Deposit (due upon submittal of application): \$250

Please make all checks payable to Town of Yountville. Please allow up to 30 days following event for Security Deposit to be returned.



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**PERMIT**

Upon approval of application a film permit will be issued which is required to be in the possession of the on-site location manager at all times during the filming/photography event.

**CONDITIONS**

In addition to the application form and associated fees, a completed application packet shall include the following documentation, licenses, permits, approvals, etc.

**Business License:** Anyone who partakes in a filming/photography production is required to hold a valid Town of Yountville Business License. Business licenses can be obtained from:

**Town of Yountville  
6550 Yount Street  
Yountville, CA 94599  
Phone: 707-944-8851  
Fax: 707-944-9619**

**Insurance:** A Certificate of Insurance is required that names the Town, its employees, officers and/or officials, agents, and volunteers as additional insured. *The required amounts of coverage are \$500,000 Property Damage and \$1,000,000 General Liability.*

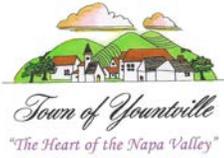
**Location Management:** The location manager, or his/her designated representative, must be present at the filming location until filming activities are completed.

**Notification Letter:** A letter of notification regarding the filming/photography is to be distributed by the production company or individual doing the filming/photography to all residences and businesses a minimum of one block in all directions from the filming/photography location(s) at least 48 hours in advance. Hand delivery is required. The letter shall include, but not be limited to information regarding location, impact on access, areas of parking and traffic restriction, anticipated noise levels, name and phone number of filming/photography representative who can respond to inquiries.

**Parking:** All parking arrangements for cast, crew and production vehicles must be made a minimum of thirty (30) days in advance of the shoot and be submitted as part of the application packet. Parking for trucks and trailers is extremely limited in the Town and it is recommended that the location manager visit the Town to assess its parking needs prior to the filming/photography event. There will be a charge of \$50 per day for each parking spot that the applicants wish to be blocked for exclusive use of the film crew or vacant for filming purposes.

**Pyrotechnics:** All productions involving pyrotechnic activities require special approval from the Napa County Fire Marshal's Office.

**Napa County Fire Department  
Fire Marshal's Office  
California Department of Forestry and Fire Protection  
1199 Big Tree Road  
St. Helena, California 94574-9711  
Phone: (707) 967-1419 Fax (707) 967-1474**



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**Reimbursement for Cost Incurred:** The production company shall reimburse the Town of Yountville for any costs incurred during filming/photography. Those costs shall be calculated at full cost recovery rates.

**Temporary Structure Approvals:** Temporary structures exceeding 200 square feet including tents and canopies must be inspected by the Napa County Fire Department.

**Napa County Fire Department  
Fire Marshal's Office  
California Department of Forestry and Fire Protection  
1199 Big Tree Road  
St. Helena, California 94574-9711  
Phone: (707) 967-1419 Fax (707) 967-1474**

**Town Staff Services:** Scheduling of police, fire, or other Town staff is on a manpower availability basis. Requests for staff assistance must be made in the application packet. A two-hour minimum charge applies for all Town staff. Cancellations less than twenty-four hours in advance shall be invoiced at full scheduled cost. Charges are calculated for each staff member by the hour or any portion thereof.

**Traffic Control Plan:** Applicant must submit a clear and legible traffic control plan and diagram. Diagram must include locations of requested detours, delay warnings, routing, no parking, or other required signage, and must be approved by Town Public Works Director and public safety personnel. For information on signage requirements, call the Town's Public Works Department at 707-944-8851. The applicant is responsible for posting all signage as outlined in the approved plan.

**Public Peace and Safety:** The Town Manager may impose conditions to protect the public peace and safety.

**Revocation of Permit:** Any permit granted pursuant to this section shall be revocable at any time by the Town Manager or designee for good cause.

**Cancellation:** Cancellation of an approved film permit must be received from permit holder no less than three (3) business days prior to scheduled start of filming. The permit holder is responsible for any labor or direct Town costs accrued at the time of cancellation.





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**EQUIPMENT VEHICLE INFORMATION**

Provide a list of all vehicles and equipment to be utilized in filming/photography (include type and size - examples: 1 ton pickup truck, 10 passenger van, 60 foot crane, 3,500 watt portable gas generator, private crew vehicle, etc.) Indicate purpose & location of vehicle/equipment to be used (examples: personal crew vehicles, parked prop vehicles, moving prop vehicles, transportation, etc.)

	Vehicle/Equipment	Purpose	Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**STUNTS SPECIAL EFFECTS:** (Provide detail - use separate sheet if necessary)

	Special Approval Conditions	Specific Description	Location
1	Pyrotechnics		
2	Explosives		
3	Flammable Liquids		
4	Chases (Vehicle & Foot)		
5	Collisions		
6	Traffic		
7	Fights		
8	Falls		
9	Gun fire		
10	Lighting		
11	Weather/climate		
12	Sound		
13	Open Flame		
14			
15			
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19			
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21			
22			



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**PERSONNEL:** On a separate sheet (List by job responsibility. You may group similar positions performing similar tasks such as production assistants, transportation crew, camera crew, security, EMTs, cast, extras, etc. Attach extra sheets if necessary.)

**Number of Personnel** \_\_\_\_\_ **Arrival Time** \_\_\_\_\_ **Departure Time** \_\_\_\_\_

**LOCATION INFORMATION**

Provide information for each location in the spaces below (include the name of the business and type of property – examples: Town Sidewalk, Town Street, Park, Business or Residential Property. What kind of activity will take place; photo, filming, Stunts, Special Effects, etc.) How many vehicles and equipment will be used at the location?

**Location # 1**

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Business/Property Name \_\_\_\_\_  
Type of Business/Property & Address \_\_\_\_\_  
Type of Activity & Equipment: \_\_\_\_\_

**Location # 2**

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Business/Property Name \_\_\_\_\_  
Type of Business/Property & Address \_\_\_\_\_  
Type of Activity & Equipment: \_\_\_\_\_

**Location # 3**

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Business/Property Name: \_\_\_\_\_  
Type of Business/Property & Address: \_\_\_\_\_  
Type of Activity & Equipment: \_\_\_\_\_

**Location # 4**

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Business/Property Name: \_\_\_\_\_  
Type of Business/Property & Address: \_\_\_\_\_  
Type of Activity & Equipment: \_\_\_\_\_