



City of Visalia

Filming Event Check List

- ☐ Submit a complete Special Events Application to the City of Visalia at least 60 days prior to the planned event.
- ☐ Provide information regarding the location(s), date(s) and time(s) for each filming location.
- ☐ For all activity within the public right-of-way, a Temporary Street Closure Permit is required.
 - If activity involves a complete or partial street closure, a traffic control plan is required.
 - The City reserves the right to approve/deny any and all complete or partial street closures.
 - Complete the Good Neighbor Policy which is to be signed by all the adjoining property owners and businesses.
- ☐ Provide and maintain insurance for the applicant and all of its subcontractors as described:
 - General liability in the amount of one million dollars (\$1,000,000) per occurrence naming the City of Visalia as additionally insured.
 - If employees then Worker's Compensation insurance with statutory limits, and employer's liability insurance with limits of not less than one million dollars (\$1,000,000) per incident.
- ☐ Provide a brief explanation of the event which can be used for a press release to keep the general public informed.
- ☐ Submit any additional information that may assist with the processing of the request to use public facilities for the purpose of filming or other events.