Film Insurance Guidelines

Filmmakers seeking permits to film on-location in any of the areas served by FilmL.A. must either have on file or provide proof of insurance meeting both our requirements and those of each jurisdiction involved. The insurance step is very important, since timely insurance submission is necessary to prevent permit coordination delays. Permits cannot be released until your insurance has been verified.

Please note that mandatory coverage varies widely by jurisdiction. We do not advise you to purchase insurance without reviewing this document and/or calling us at 213.977.8600 to discuss your plans with a FilmL.A. Insurance Specialist.

Sample certificates for all jurisdictions are available on the Forms page of our website.

Requirements by Jurisdiction

City of La Habra Heights

- One ACORD 25 Certificate of Liability Insurance naming "City of La Habra Heights, its officers, servants, agents, employees, and volunteers" as “Additional Insureds”.

- "Additional Insured" endorsement = "City of La Habra Heights, its officers, servants, agents, employees and volunteers"

- Certificate must include a thirty-day notice of cancellation provision (10 days for non-payment of the certificate premium). It must be obtained from an insurer admitted to do business in California or written through a California-licensed broker.

- Total minimum Commercial General Liability coverage limits (per occurrence) are as follows:
  
  $1,000,000 for motion capture (filming)  
  $5,000,000 for aircraft or pyrotechnics use

- Automobile Liability requirements:
  
  Where the permit applicant, or any of its representatives, agents or employees will use vehicles in conjunction with the filming (i.e. picture vehicle, camera car, production vehicles et al), insurance coverage must meet the minimum limits of $1,000,000 per accident.

- Proof of Workers Compensation coverage is required. Must include Employers’ Liability coverage with limits of not less than $1,000,000 per accident per CA state law.
• Insurance policy must stipulate that insurance will operate as primary insurance, and that no other insurance maintained by the City will be called upon to cover any loss.

• City of La Habra Heights Hold Harmless Agreement signed by an authorized company representative.

• Submit certificates to FilmL.A. by email at insurance@filmla.com. If you have any questions about our requirements, please contact our office at 213.977.8600 and ask to speak with an Insurance Specialist.
**FILM INSURANCE CERTIFICATE REQUIREMENTS FOR THE CITY OF LA HABRA HEIGHTS**

1) **Description of Operations:** The City of La Habra Heights, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers are added as additional insured.

2) **Certificate Holder:** City of La Habra Heights, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers.

   6255 W. Sunset Blvd, 12th Floor
   Hollywood, CA 90028

**CERTIFICATE OF LIABILITY INSURANCE**

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<th>INSURER A</th>
<th>INSURANCE COMPANY NAME(S)</th>
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**COVERAGES**

- Commercial General Liability
- Auto Liability
- Proof of Workers Compensation

**MINIMUM LIMITS**

For Filming:
- $1,000,000 per occurrence.

For Still Photography:
- $500,000 per occurrence.

**ADDITIONAL INSURED**

- The City of La Habra Heights named as additional insured.
- Additional insured endorsement must be attached to certificate upon submission. (See page 2 for sample.)

**INSURANCE COMPANY**

- Must be licensed to do business in California.

**Please Note:**

Additional requirements may apply to this jurisdiction.

See Insurance Guidelines for full details.

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1) **Description of Operations:** The City of La Habra Heights, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers are added as additional insured.

2) **Certificate Holder:** City of La Habra Heights, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers.

Please submit Certificate of Liability with Endorsement Form to insurance@filmla.com.

For any additional questions, please contact our office at (213) 977-8600.
ADDITIONAL INSURED ENDORSEMENT FORM
FOR THE CITY OF LA HABRA HEIGHTS

POLICY NUMBER:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
This endorsement modifies insurance provided under the following:

SCHEDULE

Name of Person or Organization:

The City of La Habra Heights its Special Districts, Elected Officials, Officers, Agents, Employees, and volunteers are added as additional insured.

Please submit your completed Additional Insured Endorsement Form with your Certificate of Liability.

Email to: insurance@filmla.com.

FilmL.A. Updated 2013/08/30