

IMPORTANT NOTICE

FILMING SCHEDULE

(As per Section 1.3.1-D)

Filming has been scheduled for this block between _____ and _____ on _____.

We will attempt to minimize any disruption or inconvenience to you and leave the area as quickly as possible.

If you have any physical condition or special circumstance we need to know about, please call us to let us know.

Thank you for your patience!

Film Company Contact:

Name	Title
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Company	Phone
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City of Petaluma Contact:

City Manager's Office
(707) 778-4345

Petaluma Downtown Association Contact: (if filming in the *downtown* area)

Phone: (707) 762-9348
FAX: (707) 762-4317

Sonoma County Film Office

Phone: (707) 565-7170

SAMPLE DOCUMENT

PRIVATE PROPERTY RIGHT-OF-ENTRY/USE PERMISSION FORM(S)

(application line item 26)

Applicants must obtain written permission from all affected private property owners including businesses, merchants, and residences to enter and/or use their property. Evidence that permission(s) have been obtained must be submitted with the application packet. Congregating on private property is subject to notification of owner(s) and approval by the owner(s) or manager(s) of the properties involved. Note that compensation to enter and/or use private property is required in certain instances by private property owners, businesses, merchants, residences, and tenants (See Section 1.4.3).

Private Property Right-Of-Entry/Use Permission Form example:

“I, _____, hereby grant permission to _____ to enter and/or use my property located at _____ for the purpose of filming and/or photographing a production known as _____ on the following dates: _____.” Said permission is subject to the following conditions: (insert specific conditions for each property).

Grantee (Film Production Company):

Date _____ Signature _____ Print Name _____ Phone: _____.

Grantor (Property Owner, Merchant, Tenant, etc.):

Date _____ Signature _____ Print Name _____ Phone: _____.