



City of Santa Barbara  
Photo and Film/Video Permit Office  
1232 De La Vina Street  
Santa Barbara, CA 93101  
(805) 897-1982 or (805) 897-1999

## One Stop Permitting Information for Photo and Film/Video Shoots

Welcome to the City of Santa Barbara's Photo and Film/Video Permit Office. This office is here to aid you in the permitting process and look forward to helping you with this facet of your production. From the 1912 founding of Charlie Chaplin's "Flying A Studios" through our hosting of thousands of productions over the years, Santa Barbara continues to be a vibrant production destination to this day. We value your business and will always do our best to accommodate the needs of your production while balancing those needs with the interests of our residents and community.

Anyone interested in doing a commercial photo or film/video shoot within the City of Santa Barbara must first review the following rules and regulations before completing the attached Photo and Film/Video Shoot Application.

### General Information

- The City of Santa Barbara offers one stop photo and film/video permitting with Parks and Recreation as the lead department issuing the permit and coordinating as many internal logistics as possible among City departments such as Police, Fire, Public Works, Waterfront, etc.
- A photo and film/video shoot permit is required for any photo shoot or film/video production, using public property within the City of Santa Barbara's jurisdiction (city limits (including Coast Village Road in Montecito), harbor, Stearns Wharf, city waters up to 3 miles off shore, and the Santa Barbara Airport). If a film/video production occurs on private property with the City of Santa Barbara's jurisdiction, a permit is also required. This is not the case for still photography taking place solely on private property. See the section on "Student Photo and Film/Video Shoots" regarding permit requirements for student projects.
- Due to security and special circumstances, all photo and film/video shoot requests for the Santa Barbara Airport or on an Airport leaseholder's property are handled directly by the Airport. Please contact the Santa Barbara Airport at (805) 967-7111 and speak to the Airport Marketing Coordinator (or the Airport Patrol Supervisor as back-up). You will not need to complete the attached Photo and Film/Video Shoot Application as they have a separate form and charge different fees.
- All photo and film/video shoot requests for the downtown parking lots, including the parking lot at the Amtrak Train Station, are handled directly by Public Works/Downtown Parking. Please contact this office at (805) 564-5656. If they approve your request, they will directly charge for use of the location and its parking spaces with the Photo and Film/Video Permit Office charging for the permit fees.
- We understand the fast moving nature of production and will always endeavor to turn around permits as quickly as we can while still insuring that all permitting requirements are met. However, it is in your best interest to submit your application as early as possible whether your production is complex or not. This allows us sufficient time to clarify answers on your application; check availability of the location; and route your application to City staff who know about construction/maintenance projects, street/sidewalk closures, and other impacts in the area. We may also need time to schedule City personnel such as SBPD officers or SBFD inspectors to oversee your production if necessary. This also allows you sufficient time to obtain insurance and any additional permits that might be required. The following minimum deadlines to submit a photo and film/video application are most ideal. We can and have worked with shorter timelines but a late fee of \$100.00 will be applied to applications received after these deadlines.

#### **STILL PHOTOGRAPHY/DOCUMENTARY (crew size up to 30):**

Submit application a minimum of 5 – 7 working days prior to production

#### **FEATURE/TV/COMMERCIALS/AUTOMOBILE PHOTOGRAPHY/DOCUMENTARY (crew size up to 50):**

Submit application a minimum of 20 working days prior to production

#### **FEATURE/TV/COMMERCIALS/AUTOMOBILE PHOTOGRAPHY/DOCUMENTARY (crew size 51 – 100+):**

Submit application a minimum of 30 working days prior to production

- Requests to have street closures or blocking of the public right-of-way may require you to submit a SBPD Special Events application to the Police Department. Note that this application ideally should be submitted at least 30 days in advance of the production though a shorter time frame may be possible.
- Sufficient detail should be included on the application to avoid any misunderstandings and the possible suspension or revocation of your permit due to performance of acts not described in the application.
- If the application is approved, a permit will be issued. A copy of the permit must be maintained at the filming or photo shoot location and presented upon demand to any City of Santa Barbara or government official.
- It is the responsibility of the applicant to obtain any City permit and/or license or pay for any City personnel that may be required in addition to the Photo and Film/Video Shoot permit.
- Providing written notification to residents and businesses affected by a photo and film/video shoot is the sole responsibility of the production company. The written notification should provide information on the shoot such as the date, time and place and outline the impacts the shoot will have on them, such as street closures, limiting parking, noise, etc. Parks and Recreation must receive and pre-approve this notification before it is distributed.
- It is the responsibility of the applicant to collect and dispose of any trash, recycling or debris generated by the production and restore public property (street, sidewalk, park, beach, harbor, wharf or building) to its original condition.
- The City may assess penalty fees if permit conditions are violated. Examples of violations include, but are not limited to, exceeding the permit time; unapproved stopping or blocking in the public right-of-way; parking in unauthorized areas; filming/photographing in unpermitted areas; exceeding the size and scope of permit; misrepresenting photo or filming activities; unauthorized use of weapons, pyrotechnics, special effects, hot work, welding; damage to City property.
- The right to revoke permission for use of public property at any time is retained by the City of Santa Barbara. All activities must comply with City Municipal Code and permittee shall comply with requests from Police in response to complaints. In the case of a major fire, Act of God or other emergency in which City staff must be pulled from the production site, photography and filming will cease until such time City staff are available again.
- The City shall receive either audio or visual credit in the production whenever possible unless the City elects to waive such credit.

### Insurance Requirements

- All photo and film/video shoots occurring on City property are required to submit a Certificate of Insurance prior to the first day of shooting. For shoots requiring NO closure of a sidewalk and/or NO partial or full closure of a street, please refer to Category 1 below. For shoots requiring a full closure of the sidewalk and/or a partial or full closure of a street, please refer to Category 2 below. Both categories must adhere to the requirements in the "Other Insurance Provisions" section. Note that the certificate of insurance should cover the entire time that you will be using City property including prep and/or strike if these activities fall outside of the production days.
- The insurance requirements may be waived on a case-by-case basis if a film/video shoot occurs completely on private property and does not use any City property or City-owned right-of-way.

#### **CATEGORY 1 – MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

## **CATEGORY 2 – MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$5,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$2,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

### **OTHER INSURANCE PROVISIONS (applies to Category 1 and Category 2)**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The "*City of Santa Barbara, its officers, employees and agents*" shall be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the permittee. General liability coverage can be provided in the form of an endorsement to the permittee's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

#### ***Primary Coverage***

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the permittee's insurance and shall not contribute with it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

#### ***Waiver of Subrogation***

Permittee hereby grants to the "*City of Santa Barbara, its officers, employees and agents*" a waiver of any right to subrogation which any insurer of said permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

## **Student Photo and Film/Video Shoots**

Permits are NOT required for student photo and film/video shoots if your project does not need any of the following:

1. Exclusive use of a street, sidewalk, park or beach.
2. Streets and/or sidewalks blocked or closed off to vehicular or pedestrian traffic.
3. Use of the Santa Barbara Airport, Stearns Wharf or the Harbor/Marina area.
4. Use of weapons, real or otherwise. This includes, but is not limited to, guns, knives, swords, etc.
5. Use of pyrotechnics, real or otherwise. This includes, but is not limited to, fireworks, explosives, grenades, etc.
6. SBPD officers for safety or traffic control.

If any of the above is required for your project, a permit is required and an application must be completed. Permit fees will be waived as long as the student can submit a current student I.D. or letter from their course instructor, on school letterhead, indicating that the production is a part of their current coursework.

Insurance requirements are not waived if a permit is required. Please ensure that your school has a valid Certificate of Insurance on file with the City.

## **Fee Information**

There are two types of fees for photo and film/video shoots. The "permit fee" is required for all photo and film/video shoots. If you plan to shoot in a City park, beach, Stearns Wharf or the Harbor, a "facility use fee" is charged in addition to the

permit fee. Fee rates depend on the location where photography or filming occurs. See the applicable Facility Use Fee charts below.

In situations where City personnel may be required to be present during the shoot, a fee for staff will be charged. See the Staff and Miscellaneous section below for further information.

All fees are payable via cash, check (payable to City of Santa Barbara), VISA, MasterCard or Discover.

#### Permit Fees

Application Fee	\$10/application
Still Photography Shoots	\$85/day
Film/Video Shoots (movies, TV, commercials, videos)	\$278/day
Student Photo and Film/Video Shoots Note: Students must submit a letter from their course instructor, on school letterhead, indicating the production is part of their current coursework in order to have permit and facility use fees waived	\$0
Late Fee (applied to applications received with less than 10 working days prior to the shoot)	\$100/application
Rider Fee (for modification of dates, times or locations after original permit has been issued )	\$15 / changed permit

#### Facility Use Fees – City of Santa Barbara Parks and Beaches

For parks and beaches, facility use fees are broken into 3 levels and based on the size of the crew and whether exclusive or non-exclusive use of the parkland is desired. Additionally, if the applicant can show that they are a resident within Santa Barbara City limits, a “resident discount” is also given. Proof of City residency, in the form of a driver’s license or utility bill, is required for the resident fee.

Fee Level & Description	Crew Size	Resident Fee	Non-Resident Fee
LEVEL 1 STILLS & ALL OTHER  (Fashion Stills, Travel, Documentary, Educational, Corporate, Industrial, Satellite, Foreign broadcast, Sports, Exercise, Low-Budget Cable and Local Commercials, and Access TV)	a) Crew of less than 15, non-exclusive use b) Crew of 15-29, non-exclusive use c) Crew of 30+, exclusive use	\$175/day \$204/day \$245/day	\$210/day \$245/day \$294/day
LEVEL 2 MAJOR FILM / VIDEO SHOOTS  (TV Commercials / Auto Stills / Music Videos)	a) Crew of less than 30, non-exclusive use b) Crew of 30-44, non-exclusive use c) Crew of 45-69, exclusive use d) Crew of 70+, exclusive use  NOTE: Setup and/or strike days outside of the filming day to be charged at 50% of the per day fee.	\$309/day \$412/day \$515/day \$721/day	\$371/day \$494/day \$618/day \$865/day
LEVEL 3 MAJOR FILM / VIDEO SHOOTS  (Feature Films / TV Movies / TV Series)	a) Crew of less than 50, non-exclusive use b) Crew of 50-74, exclusive use c) Crew of 75+, exclusive use  NOTE: Setup and/or strike days outside of the filming day to be charged at 50% of the per day fee.	\$335/day \$515/day \$721-\$1,030/day	\$402/day \$618/day \$865-\$1,236/day
STUDENT PHOTO & FILM/VIDEO SHOOTS  (Letter from instructor or current student photo I.D. required)		\$0	\$0

#### Facility Use Fees – Stearns Wharf and Harbor Area

For Stearns Wharf and the Harbor/Marina areas, exclusive use of both areas is not possible and photography and filming cannot interfere with vehicle, vessel and pedestrian traffic and launch ramp and fish hoist activities. Vehicles are subject to regular parking fees and note that motor homes are not permitted on Stearns Wharf.

Due to increased numbers of visitors to these areas during the summer months, photo/film permit requests for dates between Memorial Day through Labor Day will be reviewed on a case-by-case basis and may be denied due to the volume

of activity in the area. At the same time, permit requests to shoot on the weekends, holidays and special events may also be denied or strongly discouraged for the same reason.

Fee Description	Crew Size	Fee
STILL PHOTOGRAPHY	a) Crew of less than 15 people b) Crew of 15-25 b) Crew over 25 people	\$100/day \$200/day \$201 - \$500/day (depending on size and facility impact)
FEATURE FILMS & TELEVISION PRODUCTIONS	a) Crew of less than 15 b) Crew of 15-25 c) Crew over 25 people	\$250/day \$500/day \$750 - \$1,000/day (depending on size and facility impact)
STUDENT PHOTO & FILM/VIDEO SHOOTS		\$0

### Staffing and Miscellaneous Fees

Fee Description	Fee	Special Notes
Police Officer, if required	\$69 – 85/hour (depends on pay rate of person assigned)	This will be invoiced separately after the shoot. Note that other Police resources such as a police vehicle or motorcycle may be required and are charged separately from the officer.
Park Monitor, for parks and beaches, if required	\$17/hour or \$50 for spot checks	This is at the discretion of Parks and Recreation whether a shoot requires a park monitor for the entire duration or “spot checking” at the start, mid-day and wrap times.
Waterfront Monitor, for Stearns Wharf and Harbor, if required	\$17/hour or \$50 for spot checks	This is at the discretion of Waterfront whether a shoot requires a monitor for the entire duration or “spot checking” at the start, mid-day and wrap times.
Parking in any waterfront parking lot along Cabrillo Boulevard	\$12/parking space	To pre-reserve parking in these lots, call Waterfront Parking at 805-564-5523 or 805-897-1965. Note that motor homes are not allowed on Stearns Wharf.

### Penalty Fees

A penalty fee may be applied if the conditions of a permit are violated.

Fee Description	Fee
Exceeding the permit time (penalty starts at \$100 and escalates by \$100 for each ½ hour the time is exceeded)	\$100 - \$500
Unapproved stopping or blocking of pedestrian traffic in the public right-of-way Unapproved stopping or blocking vehicular traffic in the public right-of-way Parking in unauthorized areas Exceeding the size and scope of a shoot, based on the amount of area used and whether area is in public right-of-way Minor damage to City property Filming/photographing in unpermitted areas	\$500 - \$1,000
Using and area specifically excluded from the permit Misrepresentation of the photo or filming activities Moderate damage to City property	\$1,000 - \$1,500
Repeated documented violations Major damage to City property	\$1,500 - \$2,000

### Cancellation Policy

We expect that your production has given prior thought as to how weather and personnel issues might affect your shoot schedule. While we generally do not refund money if a shoot has been cancelled, we will work with you to reschedule the date if it is needed. If the production cancels less than 24 hours prior, due to non-weather related reasons, no fee will be refunded.

## The Next Step...

Please submit the following:

- Completed Photo and Film/Video Shoot Application emailed to:
  - CLeyva@SantaBarbaraCA.gov
  - SJang-Bardick@SantaBarbaraCA.gov
  - Film@SantaBarbaraCA.com
  
- Certificate of Insurance for the appropriate insurance limit
  - The **City of Santa Barbara, its officers, employees and agents** should be named as additional insured. This entire phrase must be on the insurance certificate.
  - Do not delay in submitting the application while waiting for your insurance certificate. That can be submitted separately.

The City of Santa Barbara Photo and Film/Video Permit Office will contact you about fees and other possible requirements once your application is reviewed. You may also be required to submit a site map showing where actors/models, camera, lighting, other equipment, etc. will be placed so that staff has an accurate understanding of the proposed layout of your shoot.

If you have questions before you submit the application, please contact the Photo and Film/Video Permit Office at (805) 897-1982 or (805) 897-1999 or the Santa Barbara County Film Commission Office at (805) 966-9222.



# City of Santa Barbara

## Photo and Film/Video Shoot Application

### Type of Production

\_\_\_\_\_ Still Photography      \_\_\_\_\_ Educational / Documentary / Industrial / 2<sup>nd</sup> Unit  
\_\_\_\_\_ TV Commercial      \_\_\_\_\_ TV Series / Music Video      \_\_\_\_\_ Feature Film / TV Movie  
\_\_\_\_\_ Student Still Photography      \_\_\_\_\_ Student Film

### Production Title

Title \_\_\_\_\_

### Applicant Information

Applicant \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### Location Information Specify the name of the street(s), park, beach, wharf or building to be used

#### LOCATION #1 \_\_\_\_\_

Park / Beach \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Wharf / Harbor \_\_\_\_\_ Private Property \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) \_\_\_\_\_

Requesting exclusive use of location? \_\_\_\_\_

On-Site Representative & his/her title \_\_\_\_\_

On-Site Representative's Cell Phone \_\_\_\_\_

#### LOCATION #2 \_\_\_\_\_

Park / Beach \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Wharf / Harbor \_\_\_\_\_ Private Property \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) \_\_\_\_\_

Requesting exclusive use of location? \_\_\_\_\_

On-Site Representative & his/her title \_\_\_\_\_

On-Site Representative's Cell Phone \_\_\_\_\_

**LOCATION #3** \_\_\_\_\_

Park / Beach \_\_\_\_\_ Street / Sidewalk \_\_\_\_\_ Wharf / Harbor \_\_\_\_\_ Private Property \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe scene (please be as detailed as possible) \_\_\_\_\_

Requesting exclusive use of location? \_\_\_\_\_

On-Site Representative & his/her title \_\_\_\_\_

On-Site Representative's Cell Phone \_\_\_\_\_

*Note: If you have more than 3 locations, list them on a separate sheet of paper with the same amount of details as above.*

### Filming Information

#### Personnel:

# of Crew \_\_\_\_\_ # of Actors / Models \_\_\_\_\_

#### Equipment:

# of cameras \_\_\_\_\_ Sound Equipment? Describe \_\_\_\_\_

# of Generators \_\_\_\_\_ # of Lights, Reflectors \_\_\_\_\_

Playback Area on-site? \_\_\_\_\_ Craft Service on-site? \_\_\_\_\_

#### Vehicles:

# of motorhomes and their length \_\_\_\_\_

# of production vehicles and their length \_\_\_\_\_

# of on-camera vehicles \_\_\_\_\_ # of crew vehicles \_\_\_\_\_

1. Planning on bringing in sets, dressings or props? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

2. Expecting any continuous or intermittent sounds that could be considered excessive or irritating when compared to normal noise levels in the area? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

3. Any weapons used in the production? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

4. Any pyrotechnics or special effects in the production? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

5. Will production need to remain on-site overnight? \_\_\_\_\_ No \_\_\_\_\_ Yes, please indicate how overnight security will be handled.



6. Will portable toilets be brought in? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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7. Planning to block sidewalks or stop traffic in street? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below.

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8. Need to post "no parking" on streets or nearby parking lot for production vehicles or crew vehicles?  
\_\_\_\_\_ No \_\_\_\_\_ Yes, describe below

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9. Need to pre-reserve parking spaces in one of the waterfront parking lots?  
\_\_\_\_\_ No \_\_\_\_\_ Yes, describe below

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10. Is any aircraft being used? \_\_\_\_\_ No \_\_\_\_\_ Yes, describe below. Include the "N" number of each, whether it will be a camera mount aircraft or action aircraft, minimum altitude of each aircraft and whether it will be crashed/damaged or landing outside the Santa Barbara Airport. Note that FAA clearance must be verified.

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FAA Officer contacted \_\_\_\_\_

11. Request for Santa Barbara Police Officers, vehicles or other police equipment? \_\_\_\_\_ No \_\_\_\_\_ Yes, please indicate the number you are requesting of each.

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**Please sign, print and fax this completed application to (805) 897-1945 and (805) 966-1728**

*Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## Santa Barbara County Film Commission Required Economic Reporting Form

E-Mail: [Film@SantaBarbaraCA.com](mailto:Film@SantaBarbaraCA.com) Fax: (805) 966-1728 Tel: (805) 966-9222

In order for the Santa Barbara County Film Commission to report back to City and County jurisdictions on the economic impact of local media production, we require productions to provide basic information on shoots.

Please fill out section "A" with the submission of the application for a permit. Follow up with completed sections "B" and "C" no more than 10 (ten) business days after wrap of your Santa Barbara shooting. Email or fax this form to the Santa Barbara County Film Commission (see above.) Reported information will remain confidential.

### A) Contact Name for Final Economic Impact Reporting

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### B) Economic Reporting (USD)

# Room Nights in Santa Barbara Hotels (# of crew x number of nights): \_\_\_\_\_

Name of Santa Barbara Hotel(s):  
\_\_\_\_\_

Rate Paid at Hotel(s): \_\_\_\_\_

Santa Barbara Crew Hires:

Total # Hires: \_\_\_\_\_

Total # Days worked: \_\_\_\_\_

Santa Barbara Cast Hires:

Total # Hires: \_\_\_\_\_

Total # Days worked: \_\_\_\_\_

Post Production costs to be spent in Santa Barbara: \_\_\_\_\_

### C) Feedback

Please let us know if you had a positive experience filming in Santa Barbara, or how we can better serve your next Production. Thank you.

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