

Board of Trustees

Noel Hatch
Maribel Marroquin
William E. Nelson
Kelly Rivers
Cynthia Ward



District Office
25751 Trabuco Road
Lake Forest, CA 92630-4348
Phone: (949) 951-9102
Fax: (949) 951-0236
www.occemeterydistrict.com

Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT

MOTION PICTURE/STILL PHOTOGRAPHY PERMIT INSTRUCTIONS

Please read all pages.

Fill out, sign and return the first two pages of the application at least two weeks prior to filming date to:

Orange County Cemetery District
25751 Trabuco Road Lake
Lake Forest, CA 92630

The application will be reviewed for approval by the General Manager. Applications will not be approved until the required certificate of insurance is received.

If you have any questions, please contact the District Office at (949) 951-9102 ext. 110.

Thank you.

CEMETERY LOCATIONS

Anaheim Cemetery
1400 E. Sycamore St.
Anaheim, CA 92805
(714) 535-4928

El Toro Memorial Park
25751 Trabuco Road
Lake Forest, CA 92630
(949) 951-8244

Santa Ana Cemetery
1919 E. Santa Clara Ave.
Santa Ana, CA 92705
(714) 953-2959

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General Manager

ORANGE COUNTY CEMETERY DISTRICT

DATE: _____

Tim Deutsch, General Manager
Orange County Cemetery District
25751 Trabuco Road
Lake Forest, CA 92630

Dear Mr. Deutsch:

The undersigned agree that we are using Orange County Cemetery District grounds at our own risk, and will indemnify, defend and hold harmless the Orange County Cemetery District against any claims, demands or liability of injury including death or property damages arising out of use of these grounds except for injury caused by the sole negligence of the Cemetery District, its officer or employees.

Name of Organization

Representative

Address

(_____) _____
Phone

City, State & Zip Code

Purpose of Use

Signature

Signature

Signature

Signature

**ORANGE COUNTY CEMETERY DISTRICT
MOTION PICTURE/STILL PHOTOGRAPHY PERMIT**

Application Requirements

Organization Name _____

Representative Name _____

Address _____

City, State and Zip Code _____

Contract Person _____ Phone (_____) _____

Contact Person _____ Phone (_____) _____

Fax (_____) _____ Email: _____

Production Type _____ Title _____

Unit Production Manager _____

Location Requested _____

Activity Description _____

Day _____ Date(s) _____ Exact Hours _____

Day _____ Date(s) _____ Exact Hours _____

Total # of Days _____ Total On-Site Personnel _____

Describe any need to alter site or special requests _____

Above information given by _____ Date _____

Signature _____ Phone (_____) _____

FOR DISTRICT USE ONLY

Approved: YES NO Insurance: YES NO FEES: Application \$ _____

By: _____ Non-Profit: YES NO Filming \$ _____

Total \$ _____

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General Manager

ORANGE COUNTY CEMETERY DISTRICT

MOTION PICTURE, TELEVISION, RADIO AND STILL PHOTOGRAPHY PRODUCTION

FEES:

Application Processing: \$100.00

Weekday Hourly Film Rates (\$200.00 Minimum):..... \$50.00 per hour
(Monday through Friday 7:30 a.m. to 4:30 p.m.)

Weekend and Evening Film Rates (\$300.00 Minimum)..... \$75.00 per hour

No filming is allowed on holidays.

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Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT

INSURANCE REQUIREMENTS

Permittee shall provide the District with verification of combined single limit insurance in the amount of One Million Dollars (\$1,000,000.00) for public liability and property damage, from an insurance company satisfactory to the District, in which the District shall be named as additional insured with permittee. The insurance verification certificate must contain a clause requiring the insurance company to give the District thirty (30) days written notice prior to any change in insurance coverage. Property coverages must contain a standard subrogation clause. Evidence of workers' compensation insurance must be given. Permits shall not be effective until evidence of such insurance is filed with this office and approved by the General Manager or his designee. Insurance certificate shall be mailed to the above address to the attention of Tim Deutsch, General Manager.

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- (1) The certificate must be made out to the Orange County Cemetery District and be addressed as above.
 - (2) The certificate shall state that the District "will or shall" be given at least thirty (30) days advance notice of the cancellation of the policy. Words such as "will endeavor to" or "agrees to" are not acceptable. The certificate must state "will or shall give" at least thirty (30) days advance notice with no attached disclaimer clause.
 - (3) The certificate shall show the expiration date of the policy. Words such as "until canceled" will be acceptable.
 - (4) The certificate may be an exact copy or duplicate. However, it must be originally certified (signed) by the insurer. Certification by the insurance agency or broker is considered sufficient.
 - (5) The certificate shall state that there is in existence a valid policy of workers' compensation insurance in a form approved by the Insurance Commissioner, OR workers' compensation may be submitted on a separate certificate.
 - (6) In the case where permittee does not employ persons directly, it will be acceptable to execute a waiver form.

Should you require any further clarification or desire additional information, please contact the District Office at (949) 951-9102 Ext. 110. Thank you.

ARTICLE 160

CEMETERY USE REGULATIONS

MOTION PICTURE, TELEVISION, RADIO AND STILL PHOTOGRAPHY PRODUCTION ACTIVITIES POLICY

PURPOSE:

The purpose of this policy is to regulate the motion picture, television, radio and photographic production activities within the District's cemeteries in a manner that preserves the peace and tranquility of the District's cemeteries and surrounding community.

POLICY:

The Orange County Cemetery District may, under certain conditions, permit the use of the District's cemeteries, facilities and other property for motion picture, television, radio and photographic production activities by any person, entity, organization or business outside the context of an official interment service or unrelated to the specific official functions of the District.

PERMIT REQUIRED:

No person, entity, organization or business shall use any real property, facility, right-of-way, road, sidewalk, driveway or any other space owned, operated or leased by the District for any motion picture, television, radio and photographic production activities without a permit issued by the District pursuant to the provisions of this policy.

EXEMPTIONS:

Other than the indemnification provisions of this policy, the following persons, entities and organizations shall be exempt from the remaining provisions of this policy:

- (1) News media outlets for the purpose of broadcasting news reports and events;
- (2) Public agencies;
- (3) Currently enrolled students who produce written proof from their educational institution that the student is engaged in a bona fide student project or assignment if related to the operations of functions of the District; and
- (4) Bona fide non-profit tax-exempt organizations in good standing with all relevant local, state and federal regulatory agencies

APPLICATION REQUIRED:

An official application form provided by the District must be completed and submitted to the District and approved by the General Manager or his/her designee before any motion picture, television, radio and photographic production activities may take place in any of the District's cemeteries, facilities or other property outside the context of an official interment service or unrelated to the specific official functions of the District.

APPLICATION INFORMATION:

The following information shall be provided by applicant:

- (1) The applicant's name, mailing address, email address and telephone number;
- (2) The name, address, email address, and telephone number of the person or persons in charge of the proposed production activities;
- (3) The specific location where the proposed production activities will take place;
- (4) The inclusive hours and dates when the proposed production activities will occur;
- (5) A general statement of the character or nature of the proposed production activities;
- (6) The exact number of on-location personnel to be involved with the proposed production activities;
- (7) The exact amount/type of vehicles/equipment to be employed along with a parking plan;
- (8) A description of any conduct or activities related to the proposed production activities which may cause public concern or potentially disrupt the quiet enjoyment of the surrounding community; and
- (9) Any other information requested in the District's permit application.

If the applicant fails to provide all of the above information in the District's permit application, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

APPLICATION FEE:

Applicant shall pay the requisite application fee for the cost of processing the application, in the amount set forth in the District's duly adopted fee schedule. If the applicant fails to pay the requisite application fee, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

IMPACT COSTS:

Applicant shall pay for any anticipated costs associated with mitigating any known potential impacts the District may incur in connection with the proposed production activities. The amount of such costs shall be determined on a case by case basis by the General Manager or designee depending on the scope, intensity and location of the proposed production activities. If the applicant fails to pay the requisite impact costs, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

SECURITY DEPOSIT:

To ensure cleanup and repair of any District property that will be utilized in any manner in connection with the proposed production activities, the applicant may be required to submit a refundable security deposit in a reasonable amount determined by the General Manager or designee. The District may use any portion of the security deposit to pay for any cleanup or repair that is deemed necessary by the General Manager or designee because of the applicant's use of the subject property and the applicant's failure to perform the necessary cleanup or repair in a timely manner. If the District uses any of

the money to pay for cleanup or repair, the District will provide the applicant with a written list of conditions that necessitated the cleanup or repair and the amounts of money taken from the security deposit for such purposes. Upon completion of proposed production activities and inspection of the site by the District, if no cleanup or repair is needed, the full amount of the security deposit shall be returned to the applicant within thirty days of completion of the District's inspection of the subject property. If the applicant fails to pay the requisite security deposit, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

COST OF ADDITIONAL SERVICES:

If during the course of the production activities the General Manager or designee determines that additional services are necessary to protect public health or safety or to maintain the peace and tranquility of the surrounding community, such services may be provided or retained by the District and the applicant shall be required to reimburse the District for any such additional services.

INDEMNIFICATION:

Applicant shall agree to defend, indemnify and hold harmless the District, its officers, officials, agents, employees and volunteers from and against any and all claims, demands, actions, losses, damage, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith, including settlement fees), arising out of the proposed production activities, except for any such claim arising out of the sole and/or active negligence or willful misconduct of the District, its officers, agents, employees or volunteers.

INSURANCE:

Applicant shall provide the District with verification of combined single limit insurance in the amount of One Million Dollars (\$1,000,000) for public liability and property damage. The General Manager may waive or modify this requirement if it is deemed that the scope, intensity and/or location of the proposed production activities present little to no significant risks. However, if the applicant fails to otherwise provide proof of such insurance, deemed acceptable by the General Manager or designee, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

HOLD HARMLESS, INDEMNIFICATION AND ASSUMPTION OF THE RISKS AGREEMENT:

Applicant shall execute a Hold Harmless, Indemnification and Assumption of the Risks Agreement deemed acceptable by the District's General Legal Counsel. If the applicant fails to execute such an agreement, the application shall be deemed incomplete and shall not be processed, nor shall a permit be approved.

PERMITTED HOURS:

Motion picture, television, radio and photographic production activities may only be permitted between 7:30 a.m. and 4:30 p.m., which may be adjusted at the discretion of the General Manager based upon the General Manager or Cemetery Manager's sole

determination that the proposed production activity will not disrupt the normal operations of the District or cause any disruptions or nuisances to the surrounding community.

RESTRICTIONS:

Motion picture, television, radio and photographic production activities shall be subject to the following restrictions:

- The conduct of the proposed production activities shall not unduly interfere with normal operations of the District, threaten to result in damage or detriment to District property, or threaten or cause bodily harm or extreme discomfort to any person.
- Use of the District's office phone is prohibited except in an emergency.
- Loud noises (guns, music, screams, loud machinery or vehicles, etc.) are prohibited.
- Blocking of roads is prohibited.
- Vehicles on grass are prohibited.
- All activities must cease when an interment service is in progress.
- Applicant must provide own dressing rooms and restrooms. (Note: Facilities for large groups are not available.)
- Applicant must provide security and crowd control.
- Entrances showing the cemetery name may be filmed, however, filming of family markers is discouraged.
- No one is allowed in a casket without District approval. (Note: Cemetery cannot provide casket).
- No nudity shall be permitted.
- No animals, except for service working animals may be permitted.
- The dignity and decorum of the cemetery shall be maintained at all times.
- No smoking or alcohol use shall be permitted.
- All other cemetery use policies shall be applicable.

CONDITIONS OF APPROVAL:

The General Manager or designee in their sole discretion may impose conditions of approval on a permit for the proposed production activities for purposes of mitigating any anticipated direct or indirect negative impacts on the District or surround community.

CREDIT:

If the resulting motion picture or film includes credits, the Orange County Cemetery District and the name of the cemetery shall be acknowledged as one of the locations included in the subject motion picture or film, using the District's official seal/logo, unless otherwise directed by the General Manager.

VIOLATIONS:

Failure to comply with any provision of this policy or condition of a permit for the proposed production activities shall result in automatic revocation of the subject permit without an opportunity to appeal to the Board of Trustees. Upon such revocation, the applicant shall immediately cease all production activities, and remove all vehicles, supplies, equipment and all other material from the District's premises.

OUTSTANDING COSTS OWED TO DISTRICT:

The amount of any outstanding costs owed to the District shall be deemed a civil debt. The District may commence the appropriate legal action in the name of the District in any court of competent jurisdiction to seek the necessary court order to compel the debtor to pay the District any outstanding debt owed to the District, plus attorneys' fees as the prevailing party. The remedy prescribed by this section shall be cumulative, and the use of this particular civil action to collect an unpaid debt owed to the District shall not bar the use of any other civil, equitable or administrative remedies available to the District.

PREVAILING PARTY:

In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this policy or as a result of any alleged breach of any provision of this policy, the prevailing party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.

Adopted: November 6, 1991
Last Review: November 5, 2019
Resolution No. 2019-09