

**CITY FACILITY ADDENDUM**

City facility addendum must be attached to film permit when using **any** City of Burbank-owned facility or building.

Filming in or on City-owned facilities and buildings is a privilege which will be granted on a case by case basis. The City reserves the right to approve or disapprove the use of any and all city-owned facilities/buildings for any and all filming purposes. Consideration will be given to the anticipated level of disruption and/or interruption of City services and access thereto by the public. Filming activities which would otherwise cast the City and/or its officers and employees in an unfavorable or embarrassing light will not be allowed.

**Name of City-owned Facility and/or building to be used in filming:**

**Address:** \_\_\_\_\_

**Date(s) of Filming:**

**Arrival and Wrap Time:**

**Describe activity/scene to be filmed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activity/Scene involves:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Alterations to landscape | <input type="checkbox"/> Auto crash |
| <input type="checkbox"/> Explosion Fire or Flames | <input type="checkbox"/> Nudity     |
| <input type="checkbox"/> Physical fighting        | <input type="checkbox"/> Weapons    |

**Name of person** who will be responsible for filming at the location: \_\_\_\_\_

**Production Company:**

**Address:**

\_\_\_\_\_  
**Name and City Department**  
(Print/Type)

\_\_\_\_\_  
**Authorized Film Company Representative**  
(Print/Type)

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Signature/Date**

**(City Use Only)**

Approved       Disapproved

Conditional Approval: (list conditions) \_\_\_\_\_

City employee authorizing permit must email this addendum to the Film Coordinator [nbrolsma@burbankca.gov](mailto:nbrolsma@burbankca.gov) or [gkozai@burbankca.gov](mailto:gkozai@burbankca.gov)