

**City of Los Angeles Harbor Department Insurance Requirements  
Film and Still Photography Permits**



<b>To: Permit Holder/Indemnitor</b>	
Film permit holder assumes full responsibility for the conduct of all function/filming attendees, and is financially responsible for any damage done to the facility. Indemnitor acknowledges prior examination of the premises to be used and the condition thereof. Indemnitor will surrender the premises in as good order as when found. Indemnitor will provide all necessary trash receptacles, and all trash, unused food, recyclables, and other papers will be deposited in said receptacles or bagged for disposal. It is Indemnitor's sole responsibility to remove all receptacles and bagged trash when leaving the premises.	
<b>Insurance Requirements – additional coverage may be required</b>	
<b>Coverage Type (*shall be named additional insured required for this coverage)</b>	<b>Required (minimum) Limit</b>
General Liability * (Including contractual liability, Premises-Operations Liability)	\$1,000,000
Any activity in water areas	\$3,000,000
Auto Liability *	\$1,000,000
Charterers Liability *	\$3,000,000
Protection & Indemnity * (Moving vessels) (Docked vessels)	\$3,000,000 \$1,000,000
Vessel Hull & Machinery	Required case-by-case basis
Workers' Compensation/Employer's Liability – including Waiver of Subrogation	Statutory/\$1,000,000
USL&H (Longshore & Harbor Workers' Compensation Act) and/or Jones Act - <b>Required only when activities are in or near water</b>	\$1,000,000

**When to submit insurance:**

Evidence of insurance that complies with both our permit and insurance requirements must be submitted prior to the start of using City of Los Angeles Harbor Department property for any filming or still photography. A permit cannot be effective without approval of insurance by City of Los Angeles Harbor Department - Risk Management Division. Evidence of insurance can be submitted at any time before filming in the City of Los Angeles Harbor Department – two days prior to your start date is recommended for the approval process. *Please note:* Wharfinger Division of City of Los Angeles Harbor Department will not grant approval of permit nor authorize the release of permit to Film L.A., Inc. without receipt of formal approval of insurance by the City of Los Angeles – Risk Management Division.

**Submit insurance (electronic submission is the preferred method) to:**

Marie Gutierrez, Risk & Insurance Assistant of the City of Los Angeles, Harbor Department – Risk Management Division, via email at [mgutierrez@portla](mailto:mgutierrez@portla). or by fax at (310) 833-8230.

**The Certificate Holder shall be addressed to:**  
 City of Los Angeles Harbor Department (for film permit insurance)  
 Attn: Risk Management Division  
 425 S. Palos Verdes Street  
 San Pedro, CA 90731

**Acceptable evidence of insurance:**

- Acord 25 Certificate of Liability Insurance with an additional insured endorsement (CG2010 or equivalent) naming the following as **additional insureds**:
  - **City of Los Angeles, its officers, agents, employees, and its tenants**
  - **FilmLA, Inc.**
- City of Los Angeles Harbor Department Endorsement Forms
- CAO Risk Management approved insurance documents

**Verification of approved insurance:**

May be obtained by checking the Port of Los Angeles Insurance Tracking System of the City of Los Angeles Harbor Department – Risk Management at <http://polaits.lacity.org>. You will know your insurance has been approved by the City of Los Angeles Harbor Department when: (1) it is in the Insurance Tracking System or (2) when you receive a City of Los Angeles Harbor Department email confirmation that it has been approved.

**Please direct your insurance agent or broker to this link for further detailed instructions:** [and Information on Complying with City of Los Angeles Harbor Department Insurance](#) . Click ‘Business’ and scroll to ‘Risk Management’.

Any questions or concerns, please contact Marie Gutierrez at (310) 732-3837 or at [mgutierrez@portla](mailto:mgutierrez@portla).