

**Port of Los Angeles  
Film Permit Insurance Requirements**



<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.	
TYPE OF COVERAGE	LIMITS OF LIABILITY
<b>General Liability *</b> <b>Railroad Exclusions Deleted</b> (required when work is within 50 feet of railroad tracks) <b>Pyrotechnics Liability</b> (required when work includes pyrotechnic activities) Any activity in or near water areas	\$1,000,000 - \$5,000,000  \$3,000,000 - \$5,000,000
<b>Auto Liability *</b>	\$1,000,000 - \$5,000,000
<b>Charterer's Legal Liability *</b> (chartered vessels) <b>Protection &amp; Indemnity *</b> (owned vessels) (Moving vessels) (Docked vessels) <b>Watercraft Liability owned/non-owned in lieu of above is acceptable, if applicable</b>	\$3,000,000 - \$5,000,000  \$3,000,000 - \$5,000,000 \$1,000,000 - \$3,000,000
<b>Vessel Hull &amp; Machinery</b>	Replacement Value
<b>Workers' Compensation</b> with Waiver of Subrogation <b>USL&amp;H **</b> (Longshore & Harbor Workers' Compensation Act) <b>Jones Act **</b> **Required when activities are in or near water	Statutory
<b>Aircraft Liability * or Unmanned Aircraft System Liability (UAS) *</b> (required for use of any manned or unmanned aircraft) <b>Passenger Liability for manned aircraft</b> (Limit \$1M per seat)	\$2,000,000 - \$5,000,000

**\*This Policy shall include an additional insured endorsement (CG2010/CA2048 or equivalent) with the language as follows:** *The City of Los Angeles Harbor Department Board of Harbor Commissioners, its officers, agents, employees. shall be listed as additional insureds.*

**Should the film company opt for its subcontractor or independent contractor to submit proof of insurance on behalf of the film company, the policy shall also include the film company as additional insured.**

**INSURANCE SUBMISSION REQUIREMENTS AND PROCESS**

The insurance approval process requires Risk Management to assess the risk levels and insurance of your film activities. Insurance and limits of liability in the table above is provided only as a guide of the coverage that may be required of your company. Additional insurance not listed above may also be required.

Evidence of insurance shall comply with the Port of Los Angeles insurance requirements prior to the start of using Port of Los Angeles property for any filming or still photography. The Port of Los Angeles requires at least seven (7) business days' advanced notice of your proposed film permit request for staff to review and facilitate the approval process. Exceptions may be allowed but is not guaranteed. Approval of your film permit will be granted by Wharfinger Division when your insurance is verified and formally approved by Risk Management.

Electronic submission of evidence of your insurance is required. Your insurance broker or agent shall submit insurance to **KwikComply**® at <https://kwikcomply.org/> by following the instructions to register and submit the appropriate insurance on your behalf. **KwikComply**® is the City's online insurance compliance system and is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance in electronic format. The advantages of **KwikComply**® include standardized, universally accepted forms, paperless approval transaction (24 hours, 7 days per week), and security checks and balances.

Additional information on filming can be found on our website at [Permits | Business | Port of Los Angeles](#). Risk Management of the Port of Los Angeles may be reached at (310) 732-3758 or by email at [polariskmgmt@portla.org](mailto:polariskmgmt@portla.org). Our Film Permit Insurance Compliance contact is Marie Gutierrez [mgutierrez@portla.org](mailto:mgutierrez@portla.org).