CITY OF LAS CRUCES FILM PERMIT APPLICATION

The City of Las Cruces Film Permit provides the city with important information about activities that may have an impact on right-of-way considerations as well as the City’s ability to provide emergency services to the public. Filming requires Film Las Cruces approval and may also require additional permits from other city departments.

It is the responsibility of applicants to conform to current laws and requirements and to ensure that the conduct of approved filming take place in an orderly fashion within the prescribed dates, times and locations, whether public or private, within the City of Las Cruces, consistent with the representations made by the applicant in the approved application. Failure to comply with requirements established by City departments can result in a shutdown of the filming with possible legal ramifications. A location agreement, certificate of insurance, copy of script (to be returned once reviewed) and shooting schedule must be submitted along with the Film Permit Application to Film Las Cruces.

Please contact us as far in advance as possible of any planned filming to get your Film Permit Application approved quickly and on time. While we require a minimum of three (3) days in advance of the film shooting date for approval of your film permit, you should call the Film Las Cruces office as soon as you begin to set tentative dates for filming. Additional approvals from other City departments may be required and you should plan for ample time should you need to secure those permits.

Permit Steps:
1. Obtain liability insurance naming the City of Las Cruces as additionally insured. The City of Las Cruces required commercial general liability coverage with a minimum limit of $1,000,000 ($1 million) per occurrence and a $2,000,000 ($2 million) aggregate, with the City names as additionally insured. Both Film Las Cruces and the City of Las Cruces shall require a copy of the Certificate of Insurance.
2. Print and fill out the Film Permit Application
3. Sign the Filming Location and Parking section on page 5 and any Letters of Notification applicable to residents or businesses on page 7.
4. Attach a script and scene description (if applicable), shooting schedule, list of signatures, addresses and phone numbers of surrounding businesses and/or residents.
5. Attach a map, description and scene sketch if requesting traffic control plan of the film site and/or route.
6. Call the Film Las Cruces office at (575) 805-3456 to schedule a required meeting to have your application reviewed and considered for approval.
7. You may need to obtain additional permits as required for:
   a) Sound Permit
   b) Street Closure Permit
   c) Facility Use Permit
   d) Parade Permit
8. Once all the necessary permit approvals and signatures are acquired, this application becomes a Film Permit.

Note: A copy of this application is retained by both Film Las Cruces and the City of Las Cruces to respond to all public inquires.

The applicant shall retain the original signed permit at all time on-site during filming.

Film Las Cruces Office
340 N. Reymond Street, Las Cruces, NM 88005
575-805-3456
liaison@filmlascruces.com
City of Las Cruces
Film Permit Application
(575) 805-3456
liaison@filmlascruces.com

New Application: □ Date of Application:___________
Revised Application: □ Permit #: __________________

Project Title:

Production Company:
Office Address:
Office Phone Number:

Location Manager: ____________________________
Cell Number: ________________

Assistant Location Manager: ____________________
Cell Number: ________________

Film Location Address:

Interior □ Exterior □ From: * (Day, Date, Time) to (Day, Date, Time)
________________________ __________________________

*Filming dates/times must reflect the moment production will arrive at the filming location (i.e. set up) and the time the last production vehicle leaves.

Location of Base Camp: **
**Base Camp cannot be on streets

Provide a brief description of the scene: ****
***You may substitute a script

Craft Service: ____________________________
Cell Number: ________________

Caterer: *****
****Proof of health permits may be required

Cell Number: ________________

Special Effects: ____________________________
Cell Number: ________________

Federal Pyro Licensee: Yes □ No □ Contact Name: ____________________________
Pyrotechnics: Yes □ No □ Cell Number: ________________
Section 1: Fees
There is no fee charged for submitting the Film Permit Application. Fees are charged for posting of temporary No Parking Signs, use of Police/Fire Department, City Vehicles and/or Personnel.

Section 2: General Information
1. Applicant/Production Company:
2. On-Site Contact:
3. Mailing Address:
4. Work Phone: Cell Phone:
5. Fax Number: Email Address:
6. Producer (if different from applicant):
7. Producer’s Cell Phone: Producer’s Email Address:
8. Organization Type: □ Corporation □ Non-Profit □ For Profit □ Government □ Student □ Other
9. Insurance Provider:
10. Insurance Policy Number:
11. Copy of Insurance Attached: Yes □ No □
12. Naming the City of Las Cruces as additional insured: Yes □ No □
   *Both the City of Las Cruces and Film Las Cruces will require a copy of the Certificate of Insurance. Please include copies with this application.
13. Shooting Script, Shooting Schedule, Location Breakdown, Cast/Crew List attached: Yes □ No □
14. Daily Call Sheet to be emailed to Film Office.

Section 3:
Film Title or Product:
Production Type: □ Still □ Film □ Video □ Multimedia □ Other
Classification: □ Feature □ Short □ Commercial □ Television □ Music Video □ Documentary □ Educational □ Student □ Other
Section 4: Filming Location and Parking*
*Must be completed for each location

Physical Address:__________________________________________

Type of Structure:________________________________________

Prep dates:______________________________________________

Shooting dates:___________________________________________

List Sheet(s) affected by filming and proposed closures:

Identify any special parking and traffic circulation requirements (e.g. road closures, detours, parking layouts, etc.)

Provide additional details as necessary.

Equipment and vehicle descriptions (include type, size and quantity):

Sanitation and location facilities:

RVs and Hook-up facilities:

Trucks/Cars:

Generators:

Attach drawing showing parking of equipment/crew vehicles
Summarize sets and structures to be altered/erected:

Summarize any special effects planned: * (pyrotechnics, explosions, weapons firing, car crashes, etc.)
*Attach copies of ATF/Explosive Licenses:

Summarize the planned use of vehicles, aircraft, drones, helicopters, hot air balloons, etc.:

Summarize the use of animals:

List any City of Las Cruces properties wanting to use:

Signature of Production Representative   Date Signed
Telephone Number:

For Film Las Cruces on behalf of the City of Las Cruces   Date Signed

Film Las Cruces Office Contact:
Film Las Cruces – 340 N. Reymond Street, Las Cruces, NM 88005
Office: (575) 805-3456
liaison@filmlascruces.com
LETTERS OF NOTIFICATION

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and to describe the filming activities.

All letters of notification must be forwarded to the Film Las Cruces Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be received by the resident/business at least 48 hours in advance of filming.

Please use the following checklist to ensure that your letter includes all relevant details.

1. Letter is on production company letterhead.
2. Production company name, working title and type of production are listed.
3. Name, title and phone numbers of the location manager, assistant location manager are provided.
   a. You must also include Film Las Cruces, (575) 805-3456.
4. Duration of filming is given (dates and times).
5. Date(s) and time of day that production vehicles will arrive at location as well as wrap time and day must be included.
6. Street dressing, gunfire and/or special effects must be included.
7. Specifics regarding proposed alternate parking arrangements for permit parkers have been included.
8. It is up to the production company to find alternative parking arrangements suitable to the residents.
9. Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we require a letter that provides residents, businesses and other organizations in affected areas information concerning the type of activity that is planned related to the filming, and that they be assured that the production company is committed to making this a positive experience for all concerned. We expect that due respect and consideration will be extended to all residents in the areas in question.
Dear Resident,

We are planning to film scenes of _______________________________________________ at ____________________________.

Proposed Hours: ________________________ from ______________ to ______________.

Description of scenes and parking: ________________________________________________________

We have applied for the necessary permit(s) and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time.

Thank you in advance for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this notice, please contact us at the production office or by cell phone. Please do not hesitate to call.

You may also contact:
Film Las Cruces Office
Production Company

Production Office Phone Number

Production Representative

☐ I HAVE NO CONCERNS regarding the proposed activities.
☐ I HAVE NO CONCERNS but prefer not to sign my name.
☐ MY CONCERNS regarding the proposed filming activities are:

____________________________________________________________________________________

Resident / Owner Signature: Date:

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total # of tenants in building: _____________
Addresses signed for: ______________________

I, as manager of the above buildings, have notified all the tenants and know of no substantial obligation to the proposed filming activity. I am signing on the tenants’ behalf.

Manager Signature and Phone Date: