

FILMING PERMIT

City of Rio Communities, NM

Today's Date: _____

Application Due Date: _____

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO THE CITY OF RIO COMMUNITIES CITY MANAGER.

Please type or print legibly. Return completed application to the City Manager, 360 Rio Communities Blvd.

For Official Use Preliminary Approval Location(s) Site Plan Valid Liability Insurance
 (Initial Boxes) Required Signatures Notarized Hold Harmless \$250 Permit Processing Fee/
 \$500 Deposit
 Rec.by: _____

GENERAL INFORMATION

Applicant/Production Company: _____ On-site Contact Person/Title: _____

Mailing Address: _____

Contact Phone #: _____ Secondary Contact Phone #: _____

Fax #: _____ Email: _____

Producer: _____ Location Manager: _____

Organization Type:

Non-profit For profit Government Corporation Other

Insurance Provider & Policy # (Attach Policy): _____

PRODUCTION INFORMATION

Classification (check ALL that apply)

| | | |
|-------------------------------------|-----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Feature | <input type="checkbox"/> TV Movie/Show/Series | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Short | <input type="checkbox"/> Music Video | <input type="checkbox"/> Student |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Documentary | <input type="checkbox"/> Other |

Production Title: _____ Production Type: Still Film Video Multimedia Other

Crew Size (Attach key personnel contact list): Prep & Shoot Dates (attach a schedule, see page 2):

_____ / _____ / 20__ to _____ / _____ / 20__

Hours of prep and shoot: Highlight prep and shoot times from 8:00 p.m. til 8:00 a.m. Attach schedule.

360 Rio Communities Blvd
Rio Communities, NM 87002

505-861-6803

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New Mexico Guidelines for Filming must be followed:

PRODUCTION INFORMATION cont.

Locations (check ALL that apply)

_____ Highway 47 North

_____ Manzano Expressway

_____ Industrial Park

_____ Highway 47 South

_____ Highway 304 South

_____ City Center

_____ Private

_____ Other (Please detail:) _____

Site Plan: Attach a complete schedule of prep dates with times and locations (Include addresses) and filming dates with times and locations (include addresses). In addition, a map of each location must be included identifying street names, proposed road closures and/or ITC areas, special parking and traffic circulation requirements, detours, required signage, etc. Additional details may be requested. Please include any other supplemental documents that may be helpful.

Sets/Props, Structures & Special Effects

Summarize sets and structures to be erected or modified (attach additional sheet if needed):

Summarize any special effects planned such as pyrotechnics, explosions, car crashes, etc. (attach additional sheet if needed):

Summarize the planned use of vehicle(s), aircraft(s), helicopter(s), hot air balloon(s), etc. (attach additional sheet if needed):

Placement of portable bathroom facilities and signs directing traffic around shooting schedules must be approved by Rio Communities. Attach map showing projected placement to this application: _____

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APPLICATION REVIEW (*REQUIRED SIGNATURES)

Preliminary Approval: General & Production Information and Site Plan must be completed prior to receiving Preliminary Approval.

Preliminary Approval by City Official: _____ Title: _____ Date: _____

Comments: _____

Proof of Liability Insurance*

Must obtain a Certificate of Insurance from production company's Insurer that Includes: 1) Name of Film & Dates, 2) Insurance policy for a minimum of \$1,050,000 naming the City of Rio Communities as Additional Insured

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Police Department*

Public safety production, security and traffic control must be confirmed with the Police Department.

The Police Department may require that private security and traffic control be provided.

Will you need security for the event? No Yes Provider: _____

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Fire Department*

Public safety must be confirmed with the Fire Department. Propane tanks, generators, temporary lighting, etc. require an inspection by the Fire Department. If LPgas is to be used, the production must provide documentation that the State Liquid Petroleum Gas Inspector has conducted an LPgas inspection and approval has been obtained from the Rio Grande Fire Department.

Approval by Fire Chief _____ Title: _____ Date: _____

Comments: _____

Ambulance Service, Inc.*

Notification of production, including dates and times, must be provided to the city manager.

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Will you need electricity or road closure(s)?

All costs incurred by production must be paid directly to the Public Works Department no later than one week following the end of filming. Electrical hookups are limited. Please specify the street(s) being requested for closure in your Site Plan.

No Yes 110v _____ 220v _____ # Type III Barricade _____ # Gate _____

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

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Will you need water or solid waste services?

All costs incurred by production must be paid directly to a Solid Waste Company no later than one week following the end of filming. Rollout bins and dumpsters are contracted with local companies. Portable bathroom facilities must be cleaned and serviced at least weekly or every 3 days from May 1 thru October 31.

No Yes Solid Waste Company: _____

Approval by City Official _____ Title: _____ Date: _____

Will you need waste water or water services?

All costs incurred by production must be paid directly to New Mexico Water no later than one week following the end of filming.

No Yes New Mexico Water is private company.

Specify services needed: _____

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Recreation Department:

All costs incurred by production must be paid directly to the City of Rio Communities no later than one week following the end of filming.

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

NM Department of Transportation

If the production occurs next to or impacts a public thoroughfare under the jurisdiction of the New Mexico Highway and Transportation Department, a signature of approval must be obtained from the District Office.

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Will you be serving food or providing temporary sanitary facilities?

If yes, you must obtain a signature from the NM Environment Department regarding food service and/or temporary sanitary facilities.

No Yes

Approval by City Official _____ Title: _____ Date: _____

Comments: _____

Other Comments: _____

Final Approval:

Approval by City Official _____ Title: _____ Date: _____

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CONSENT AND LIABILITY:

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. INITIALS (_____)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Rio Communities, its City Council, officers, agents, employers and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, criminal prosecution and/or administrative citation(s), fines.

Print Your Name: _____

Signature _____ Date: _____

Notary:

Subscribed and sworn to me before this _____ day of _____ 201____.

Notary Public: _____

My commission expires _____.

Seal:

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1. Rio Communities City Hall: 360 Rio Communities Blvd. City Hall telephone #:505-861-6803
2. Police Department telephone #: 505-_____.
3. Fire Department telephone #: 505-_____.
4. Ambulance Service telephone #: 505-_____.
5. PNM (Electric Company) telephone #: 505-_____.
6. Rio Communities Public Works telephone #: 505-861-6803.
7. New Mexico Water Company telephone #: 505-_____.
8. Rio Communities Recreation Department telephone #: 505-861-6803.
9. NM Department of Transportation telephone #: 505-_____.
10. NM Environmental Regional Office telephone #: 505-_____.

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