



City of Las Vegas, NM
FILM PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED TO THE CITY OF LAS VEGAS FILM LIAISON.

Please type or print legibly. Return completed application to the **Community Development Department, 1700 North Grand Avenue.**

- For Official Use Only**
- Preliminary Approval
 Locations(s) Site Plan
 Valid Liability Insurance
 Required Signatures
 Notarized Hold Harmless
 \$250 Permit Processing Fee/\$500 Deposit
 Rec. by _____
 Extended Film Permit per
 City Ordinance 450-30 (8) (c)

GENERAL INFORMATION

Applicant/Production Company:	On-Site Contact Person/Title:
Mailing Address:	
Contact Phone#:	Secondary Contact Phone#:
Fax #:	Email:
Producer:	Location Manager:
Organization Type: <input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Government <input type="checkbox"/> Corporation <input type="checkbox"/> Other	
Insurance Provider & Policy# (Attach Policy)	

PRODUCTION INFORMATION

Classification (Check ALL that apply)

_____ Feature	_____ TV Movie/Show/Series	_____ Educational
_____ Short	_____ Music Video	_____ Student
_____ Commercial	_____ Documentary	_____ Other _____

Production Title	Production Type:
Crew Size (Attach key personnel contact list):	Prep & Shoot Dates (Attach a schedule, see page 2): _____ / _____ / 20____ to _____ / _____ / 20____



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PRODUCTION INFORMATION cont.

Locations (Check ALL that apply)

- Railroad Historic District
- Plaza/Bridge St. Historic District
- Carnegie Park Historic District
- North New Town Historic District
- El Distrito de las Escuelas
- Las Vegas Municipal Airport
- State/National Designated Areas
- Educational Institutions

- Douglas/6th St. Historic District
- Lincoln Park Historic District
- Old Town Residential Historic District
- NMHU Area Historic District
- Roads (specify below)
- Dee Bibb Industrial Park
- Private Business(es) (specify below)
- Other (specify below)

***Historic Buildings may need approval of the Design Review Board

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):



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APPLICATION REVIEW (*Required Signatures)

<p>Preliminary Approval by City Film Liaison* Comments:</p>	<p>General Production Information and General Site Plan must be submitted prior to receiving Preliminary Approval. Detailed final site plan must be submitted at least 5 days prior to prepping and/or filming days. 1700 N. Grand Avenue, 505-1404</p> <p>Community Dev. Dept.: _____ Date: _____</p>
<p>Proof of Liability Insurance* Comments:</p>	<p>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 Las Vegas as additional insured. 1700 N. Grand Avenue, 505-454-1404 x1303</p> <p>Human Resource Dept.: _____ Date: _____</p>
<p>Police Department* Comments:</p> <p>Will you need security for the event? <input type="checkbox"/> No <input type="checkbox"/> Yes Provider _____</p>	<p>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. 318 Moreno St., 505-425-7504</p> <p>Police Dept.: _____ Date: _____</p>
<p>Fire Department* Comments:</p>	<p>Public safety must be confirmed with the Fire Department. Propane tanks, generators, temporary lighting, etc. require an inspection by the Fire Dept. If LP gas is to be used, the production must provide documentation that the State Liquid Petroleum Gas Inspector has conducted a LP gas inspection and approval has been obtained from the Las Vegas Fire Dept. 155 Bridge, 505-425-6321</p> <p>Fire Dept.: _____ Date: _____</p>
<p>Superior Ambulance Service, Inc.* Comments:</p>	<p>Notification of production, including dates and times, must be provided to Ambulance Service. MariLynn Land, 505-836-7932 or 708 Dalbey Drive</p> <p>Superior Ambulance: _____ Date: _____</p>
<p>Will you need electricity? Comments:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes 110v _____ 220v _____</p>	<p>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. 1700 N. Grand Avenue, 505-454-1401 x1803</p> <p>Public Works: _____ Date: _____</p>
<p>Will you need road closure(s)? Comments:</p> <p>#Type III Barricade _____ #Gate _____</p>	<p>Please specify the street(s) being requested for closure in your Site Plan. 1700 N. Grand Avenue, 505-454-1401 x1805</p> <p>Streets Division: _____ Date: _____</p>



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<p>Will you need Solid Waste Services? Comments:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>#Rollout _____ # Dumpster _____</p>	<p>All costs incurred by production must be paid directly to the Solid Waste Department no later than one week following the end of filming. Rollout bins and dumpsters are limited. 35 Aragon Road, 505-454-3832</p> <p>Solid Waste Dept: _____ Date: _____</p>
<p>Will you need Wastewater or Water Services? Comments:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Specify Services needed: _____</p>	<p>All costs incurred by production must be paid directly to the utilities Department no later than one week following the end of filming. 905 12th Street, 505-454-3832</p> <p>Utilities Dept: _____ Date: _____</p>
<p>Recreation Department Comments:</p>	<p>All costs incurred by production must be paid directly to the Recreation Department no later than one week following the end of filming. 1751 N. Grand Avenue, 505-426-1739</p> <p>Recreation Dept: _____ Date: _____</p>
<p>NM Department of Transportation Comments:</p>	<p>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. 28 Industrial Drive, 505-429-0210</p> <p>NM Dept. of Transportation: _____ Date: _____</p>
<p>Will you be serving food or providing temporary sanitary facilities? Comments:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Food <input type="checkbox"/> Sanitary Facilities</p>	<p>If yes, you must obtain a signature from the NM Environmental Department regarding food service and/or temporary sanitary facilities. 2538 Ridge Runner Road, 505-454-2800</p> <p>Environmental Department: _____ Date: _____</p>

Other

Comments:



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FINAL APPROVAL

Community Development Director

City Manager

Comments: _____

Xc: Mayor

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 that the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Las Vegas, its City Council, officers, agents, employers and volunteers from and against any and all losses, claims, damages, liabilities, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply will 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: _____

Subscribed and sworn to me before this _____ day of _____ 20____.

Notary Public

My Commission Expires: _____ (Seal)