



**City of Las Vegas, NM
Film Permit Application**

Today's Date:
Application Due Date:

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 (Initial Boxes)**
- | | | |
|---|--|---|
| <input type="checkbox"/> Preliminary Approval | <input type="checkbox"/> Location(s) Site Plan | <input type="checkbox"/> Valid Liability Insurance |
| <input type="checkbox"/> Required Signatures | <input type="checkbox"/> Notarized Hold Harmless | <input type="checkbox"/> \$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: <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: <input type="checkbox"/> Still <input type="checkbox"/> Film <input type="checkbox"/> Video <input type="checkbox"/> Multimedia <input type="checkbox"/> Other
Crew Size (Attach key personnel contact list):	Prep & Shoot Dates (Attach a schedule, see page 2): ___ / ___ / 201___ to ___ / ___ / 201___



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PRODUCTION INFORMATION cont.

Locations (check ALL that apply)

- | | |
|---|---|
| <input type="checkbox"/> Railroad Historic District | <input type="checkbox"/> Douglas/6th Street Historic District |
| <input type="checkbox"/> Plaza/Bridge St. Historic District | <input type="checkbox"/> Lincoln Park Historic District |
| <input type="checkbox"/> Carnegie Park Historic District | <input type="checkbox"/> Old Town Residential Historic District |
| <input type="checkbox"/> North New Town Historic District | <input type="checkbox"/> NM Highlands University Area Historic District |
| <input type="checkbox"/> El Distrito de las Escuelas | <input type="checkbox"/> Roads (specify below) |
| <input type="checkbox"/> Las Vegas Municipal Airport | <input type="checkbox"/> Dee Bibb Industrial Park |
| <input type="checkbox"/> State/National Designated Areas | <input type="checkbox"/> Private Business(es) (specify below) |
| <input type="checkbox"/> Educational Institutions | <input type="checkbox"/> Other (specify below) |

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)

Preliminary Approval by City Film Liaison*

Comments:

General & Production Information and Site Plan must be completed prior to receiving Preliminary Approval.
1700 N. Grand Avenue, 505-426-3277

Community Dev. Dept:

Date:

Proof of Liability Insurance*

Comments:

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, 505-426-3286

Human Resources Dept:

Date:

Police Department*

Comments:

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 Street, 505-425-7504

Will you need security for the event?

No Yes Provider _____

Police Dept:

Date:

Fire Department*

Comments:

Public safety must be confirmed with the Fire Department. Propane tanks, generators, temporary lighting, etc. require an inspection by the Fire Department. If LP gas is to be used, the production must provide documentation that the State Liquid Petroleum Gas Inspector has conducted an LP gas inspection and approval has been obtained from the Las Vegas Fire Department.
604 Legion Drive, 505-425-6321

Fire Dept:

Date:

Superior Ambulance Service, Inc.*

Comments:

Notification of production, including dates and times, must be provided to Ambulance Service.
708 Dalbey Drive, 505-454-9884

Superior Ambulance:

Date:

Will you need electricity or road closure(s)?

Comments:

No Yes 110v _____ 220v _____

Type III Barricade _____ # Gate _____

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.

Public Works Dept:

Date:

Will you need water or solid waste services?

Comments:

No Yes

Rollout _____ # Dumpster _____

Water Meter _____

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.

Solid Waste Dept:

Date:



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APPLICATION REVIEW cont.

Will you need waste water or water services?

*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, 505-426-3214*

Comments:

Utilities Dept:

Date:

No Yes

Specify services needed: _____

Recreation Department

*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, 505-426-3206*

Comments:

Recreation Dept:

Date:

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.
District Office, US Highway 85, 505-425-7527*

Comments:

NM Dept. of Transportation:

Date:

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.
2538 Ridge Runner Road, 505-454-2801*

Comments:

Environment Dept:

Date:

No Yes

Other

Comments:

FINAL APPROVAL

Community Dev. Director

Comments:

City Manager

Comments:

xc: Mayor



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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 Las Vegas, 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 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 _____ 201 _____.

(SEAL)

Notary Public

My commission expires _____