

CITY OF RIO RANCHO FILM PERMIT APPLICATION

505-896-8211 (Office) or 505-274-3082 (Cell)

ntrujillo@rrnm.gov

Date of Application: _____

INTRODUCTION

Welcome to Rio Rancho! We hope your filming experience is a good one and know that we will help sheppard you through the permitting process.

The application must be submitted at least two (2) weeks in advance for productions filming longer than two weeks, one (1) week in advance for production filming 1-2 weeks (7-14) business days, and three (3) business days for production filming 1-5 days to allow for processing.

NOTE: for films requiring a level of City involvement (i.e., road closures, neighborhood impacts, noise) please provide notice of ten (10) business days. Filming that will require Chief's overtime, please allow seven (7) business days to process.

APPROVAL

Approval may be subject to:		<input type="radio"/> Special conditions attached
City Manager Office Review:		Date:
Development Services Review:		Date:
Police/Dept. of Public Safety Approval:		Date:
Fire/Rescue Dept. Approval:		Date:
Required Film Liaison Approval:		Date:
Assigned Permit #:		Date:

CHECKLIST

- Review and Submit completed application to City of Rio Rancho Film Liaison
- Applicable fees shall be paid to "City of Rio Rancho". Payment can be made at the cashier window on the first floor of City Hall, 3200 Civic Center Circle NE, Rio Rancho NM 87144
- Right of Way Permit – submit traffic plan w/ permit if applicable (**This is an additional step in the process**)
- Add City of Rio Rancho to liability Insurance and submit with application
- Chief's overtime contract signed and submitted if applicable
- Obtain signatures of those affected by the filming, if applicable, and submit with application

HOURS OF FILMING

Unless permission has been obtained from the City in advance and affected property owners are notified at least 48 hours in advance, filming will be limited to the following hours:

- Monday thru Friday - 6:00 am to 10:00 pm
- Saturday and Sunday – 8:00 am to 6:00 pm
- Officially recognized holidays – 8:30 am to 6:00 pm

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IMPORTANT INFORMATION

I.	<p><u>Notification of Neighbors:</u> The applicant shall provide a short written description, approved by the Film Liaison, Department of Police/Public Safety and Fire/Rescue Department of the schedule for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by the boundaries set by the Police/Department of Public Safety and Fire/Rescue Department). The applicant or his designee shall gather names, signatures, addresses, phone numbers and any objections from the property owners in this boundary and submit to the Film Liaison.</p>
II.	<p><u>City Control / Use of City Property:</u> The applicant agrees that the City of Rio Rancho shall have full control over the use of right of ways, public streets and building of the City while being used, as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety and welfare. The applicant shall agree to allow the respective City (Departments of Police/Public Safety and Fire/Rescue etc.) to inspect all structures and / or devices and equipment to be used in connection with the filming and taping if required by the (Department of Police/Public Safety and Fire/Rescue Departments etc.)</p>
III.	<p><u>Temporary Food Service Permits:</u> Any food service operation that is working in conjunction with a production and is not licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department. For information, please call (505) 827-1840 or visit www.nmev.state.nm.us</p>

Please Print In Ink Only or Type

Application must be complete. Please review contents of the application. Use the checklist to be assured that all information is submitted.

PRODUCTION COMPANY

Production Company Name:	Phone:
Production Co Address:	Fax:
City:	State: Zip:
Production Co Contact:	Title:
E-Mail:	Date of Application:

APPLICANT

Applicant Name:	Title:	
Applicant Address:		
City:	State:	Zip:
Phone:	Cell:	Fax:
E-Mail:		

ON-SITE REPRESENTATIVE

Name:	Title:
Cell:	E-mail: Fax:

ACKNOWLEDGEMENT

The APPLICANT agrees to have a representative on site at all times during production with authority over filming, director, crews, and all other aspects of their operation and empowered to act for the APPLICANT.		
I hereby acknowledge that I have read this entire application and affirm that all information provided is correct. I agree to comply with the requirements of the City of Rio Rancho as outlined in all applicable laws, ordinances and regulations.		
Print Name:	Applicant:	Agent:
Signature:	Date:	

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FILMING IN RIO RANCHO

Project Title:
Project Type: (check one) <input type="radio"/> Commercial <input type="radio"/> Documentary <input type="radio"/> Educational <input type="radio"/> Feature Film <input type="radio"/> Infomercial <input type="radio"/> Stills <input type="radio"/> TV Series / Pilot <input type="radio"/> Video <input type="radio"/> Other: _____
Filming Location in Rio Rancho: (add additional page if necessary)

FILM INFORMATION

Date(s) of Filming:	Hours of Filming:
Number of Production Days:	Number of set up days:
Estimated Personnel per day:	Estimated NM Crew:

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PLEASE ATTACH A COMPLETED COPY OF THIS PAGE FOR EACH DAY/LOCATION.

Filming Date:	Time:
Location/Address:	
Please check all that apply and provide detailed explanations. (Examples: Numbers, types, size)	
<input type="checkbox"/> Airplanes / Helicopters / Airborne _____	
<input type="checkbox"/> Animals _____	
<input type="checkbox"/> Blocking/Containing Traffic _____	
<input type="checkbox"/> Crew Vehicles _____	
<input type="checkbox"/> Explosives/Fireworks/Pyrotechnics Inspection _____	
<input type="checkbox"/> Fire _____	
<input type="checkbox"/> Fire Arms _____	
<input type="checkbox"/> Municipal Property _____	
<input type="checkbox"/> Power Generators or other high-noise emitters _____	
<input type="checkbox"/> Private Property _____	
<input type="checkbox"/> Production Vehicles _____	
<input type="checkbox"/> Special Effects _____	
<input type="checkbox"/> Street Closures _____	
<input type="checkbox"/> Stunts _____	
<input type="checkbox"/> Tents/Vendor Contact _____	
<input type="checkbox"/> Water _____	
<input type="checkbox"/> Food _____	
<input type="checkbox"/> Other _____	
Detailed Description of Shoot:	

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ECONOMIC IMPACT INFORMATION

Name of Rio Rancho Hotel:	Phone:
Number of Room Nights (out-of-town crew / talent multiplied by nights stayed):	
Other anticipated Economic impact (i.e. catering, materials etc.):	

POLICE / PUBLIC SAFETY

If filming is to be cancelled, It is the sole responsibility of the production Company to notify hired law enforcement, any other city employees or city locations two (2) business days in advance.

There is no form required to cancel; phone and/or e-mail cancellation to both:

Lt. Ken Willey
Department of Public Safety
Office #: (505) 891-5929
Cell #: (505) 250-7063
kwilley@rrnm.gov

Jessica Duron-Martinez
Lieutenant, Acting Fire Marshal
Office #: (505) 891-5924
Cell #: (505) 917-6552
Jduron-martinez@rrnm.gov

It is also the Production Company's responsibility to confirm receipt and approval of cancellation request. The Production Company will assume responsibility of compensation should this directive not be filed.

Traffic / Safety Plan Submitted:

- Attached
- On file with Department of Police/Public Safety
- On File with the Department of Public Works

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TRAFFIC PLAN / RIGHT OF WAY PLAN

The Department of Police/Public Safety and the Fire/Rescue Departments will approve/revise traffic plans, detours, and final number of city personnel assignments as well as determine resident/business notification and consent requirements. If these departments deem before or during your production that additional staff and/or resources are needed to ensure the health, safety, and welfare of citizens you will be required to pay all applicable fees.

Provide a map with:

- Location
- Proposed Traffic Plan
- Proposed detours if applicable
- Please include the number of police, fire and/or EMS personnel you are requesting and why.

The cost per employee is \$45.00 per hour with a 3 hour minimum

CONTACT: Chad Phillips (505) 891-5042 (Office) 505-235-9630 (Cell) cphillips@rrnm.gov

POLICE AND FIRE/EMS OVERTIME

\$45.00 per hour / per officer with 3-hour minimum

Chief's Overtime contract signed by applicant:

- Required
- Not required
- On file with the Department of Public Safety

To obtain Chief's Overtime contract:

Police/Department of Public Safety Traffic Control
Corporal Richard L. Martinez
(505) 417-2780 or (505) 544-6400
rilmartinez@rrnm.gov

Fire & EMS
Jessica Duron-Martinez
505-891-5924 Office
(505) 917-6552 Cell
jduron-martinez@rrnm.gov

SAFETY PROCEDURES

Any filming requiring safety resources, such as traffic control, etc. requires a chief's overtime agreement from Police/Department of Public Safety Traffic Control and Fire & Rescue Departments. Applicant must obtain and submit the agreement form from the applicable department. Payment of Police and Fire & Rescue department personnel and equipment fee is required prior to the issuance of an approved Filming Permit.

The City reserves the right to require that a certain number of Police/Department of Public Safety personnel and Fire & Rescue Department personnel are present during filming.

Fee Schedule

Police/Department of Public Safety personnel: \$45.00 per hour/per officer
Fire & Rescue Department Personnel: \$45.00 per hour/per officer
Police and Fire Vehicles: \$100.00 per vehicle/per hour

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PERMISSION TO USE PRIVATE PROPERTY FOR FILMING (in Lieu of....a copy of the location agreement will suffice)

TO:

City of Rio Rancho
3200 Civic Center Circle NE
Rio Rancho, NM 87144

_____ (“Owner”) is the owner of and/or controls all rights with respect to the property that is subject of this contract (“The Property”) Owner represents and warrants that Owner has the right to enter into this contract in the event the Owner is not the legal owner of the Property. Owner represents and warrants that Owner has secured from the legal owner the right and authority to enter into this contract.

Street Address: _____

City of Rio Rancho, NM _____ (zip code)

Name of Business (if applicable): _____

I have granted permission to (film production company): _____

To use my property for the purpose of: _____

On the day/date(s): _____

Further, I hereby hold harmless and agree to indemnify the City of Rio Rancho, its elected or appointed officers, employees, agents and volunteers against any claims, demands, or liability arising out of the permittee’s conduct or activities while on, or using my property in connection with any filming permit(s) issued by the City of Rio Rancho.

I certify under penalty of perjury that the foregoing is true and correct.

Executed at _____, New Mexico on this _____ day of _____ 20 _____.

Signed: _____ Telephone: _____
(owner/ lessee)

LIABILITY INSURANCE

- Attached
- On File with Rio Rancho Film Liaison

Insurance Requirements:

The standard insurance requirement for shooting in New Mexico is \$1,050,000 comprehensive general liability policy, (which is limit of the New Mexico Tort Claims Act). It must be issued in the form of an original certificate, covering the entire period of the shoot, naming the permit issuing agency and its employees as additionally insured. Additional coverage may be required for hazardous work such as highway stunts.

Hold Harmless Agreement:

The applicant/producer shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated property, right of way, or equipment with the permitted use.

I certify that I represent the firm which will be performing the filming/taping at the location specified on this application. I further certify that I and my firm will perform in accordance with the directions and specifications of the City of Rio Rancho and that I and my firm will indemnify and hold harmless the City of Rio Rancho for and from any loss, damage expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

Signed: _____ Title: _____

Date: _____

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POTENTIAL FEES

DEPARTMENT	POTENTIAL COST	TOTAL
Chief's Overtime: Police/Department of Public Safety	\$45.00 per hour per officer with 3 hour minimum	\$
Chief's Overtime: Fire & Rescue	\$45.00 per hour / per officer with 3 hour minimum	\$
Police/Department of Public Safety & Fire Vehicles	\$100.00 per vehicle / per hour with 3 hour minimum	\$
Street & ROW Permit	Fees may vary depending on your need	\$
Tent Inspection Fee	\$50.00 - \$1000 based on sq. feet	\$

- ❖ Any fees for city property and/or assigned city employees (Fire, Police/DPS, and EMS) must be paid at least 48 hours in Advance.
- ❖ Make checks payable to the *City of Rio Rancho*
- ❖ Mail payment to: City of Rio Rancho CVB 3001 Civic Center Circle NE, Rio Rancho NM 87144 Attn: Noah Trujillo

CITY OF RIO RANCHO CREDIT CARD PAYMENT FORM

Date:		Day time phone number:
Business Name:		
Name as it appears on Credit Card:		
Billing Address:		
City:	State:	Zip Code:

Type of Credit Card (check one)

- Visa
- MasterCard
- American Express
- Discover
- Diners Club

Credit Card #:	Expiration Date:
CVV2 Code (3 digit code on back of card):	
Authorized Dollar Amount: \$	
Authorized Printed Name:	
Authorized Signature:	

FOR OFFICE USE ONLY: (If payment is taken over the phone)

Date of Phone Call:	Time of Phone Call:
Name of person calling in Credit Card Information:	
Payment information taken by:	City Employees initials: