



Film Process and Procedure

Insurance:

- Obtain general liability insurance in the amount of at least \$1,000,000.00 naming the City of Roswell as an additionally insured party for the length of the shoot. It should read as follows:

*City of Roswell
425 N Richardson Ave
Roswell, NM 88201*

Things to remember when filming in Roswell

- Graffiti is removed daily throughout the City. Please contact us if part of your set dressing includes graffiti so we can be sure it isn't removed.
- Base camp/crew parking cannot be on the streets of Roswell; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
- Parking in alleyways is prohibited unless special arrangements are made through the film office

Neighborhood notification

- The film company must notify affected residents, occupants and businesses, in advance of filming.
- Provide a copy of the letter of notification, along with the permit.
- Please be sure the information on the Letter of Notification matches the permit before sending it.
- When you notify the neighborhood include every address the Notice has been sent to.
- If you wish to be in a neighborhood between the hours of 10pm and 7am you must note this on the film permit to be reviewed.

Consideration & Disruption

- Film crews may only be in residential neighborhoods between the hours of 7am and 10pm, unless by special arrangement through the film office.

Consideration to Residents/Occupants/Businesses: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection.

Disruption to Residents/Occupants/Businesses: It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

Police/Fire/Ambulance

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Roswell Fire Department must be advised in advance when the use of flammable liquids/materials and special effects are being planned.

Responsibilities

Clean-up: Production crews must clean the location at the end of the filming day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the film office or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

Conduct: It is the responsibility of the production company to ensure that their staff operates in a safe and professional manner in the course of their duties.

Plan: Productions must show the following documents to have on file.

- Budget Overview
- Call Sheets
- Shooting Schedule

nmfilmroswell.com

For any questions and concerns please contact:
Multimedia Producer/Videographer/Film Liason - Johnnie Hector Lujan
575.637.6245



Permit #:

Date:

Film Permit Application

New Application

Revised Request

ABOUT

Project Title: _____

Production Company: _____

Office Address: _____

Office Number: _____ Office Fax: _____

Location Manager: _____ Cell: _____

Location Manager: _____ Cell: _____

SCENES

Film Location Address: _____	Exterior _____	Interior _____	Date & Time
			Begin Filming: _____
			End Filming: _____
Film Location Address: _____	Exterior _____	Interior _____	Begin Filming: _____
			End Filming: _____
Film Location Address: _____	Exterior _____	Interior _____	Begin Filming: _____
			End Filming: _____
Film Location Address: _____	Exterior _____	Interior _____	Begin Filming: _____
			End Filming: _____
Basecamp Location: _____	Exterior _____	Interior _____	Begin Filming: _____
			End Filming: _____
Caterer: _____			Phone: _____
Craft Services: _____			Phone: _____

SERVICES

Sidewalk Closure	Road Closure	ITC	Fire Watch	Police Watch
Storage _____	_____	City Building _____	_____	_____
	PRICE		PRICE	
ITC Closure		Barricade setup time:	Removal time:	
On: _____	From: _____	To: _____	EB WB NB SB	
STREET	STREET	STREET		
ITC Closure		Barricade setup time:	Removal time:	
On: _____	From: _____	To: _____	EB WB NB SB	
STREET	STREET	STREET		
ITC Closure		Barricade setup time:	Removal time:	
On: _____	From: _____	To: _____	EB WB NB SB	
STREET	STREET	STREET		
ITC Closure		Barricade setup time:	Removal time:	
On: _____	From: _____	To: _____	EB WB NB SB	
STREET	STREET	STREET		

Department Signatures

All required signatures must be attained to become a permit

Permit #:

POLICE DEPT.

128 W 2nd St
Roswell, NM 88201
(575) 624-6770

Approve
Deny

Chief

Date

Barricade: N/A Required

Fee:

Comments: _____

FIRE DEPT.

128 W 2nd St
Roswell, NM 88201
(575) 624-6770

Approve
Deny

Chief

Date

Emergency Access Lane Fire: N/A Required
Hydrant Access: N/A Required
Fire Extinguisher Standby Needed: N/A Required
Emergency Team Needed: Yes No Rescue Pumper
Special Considerations: N/A Required

Fee:

Comments: _____

TRANSIT

515 N Main St
Roswell, NM 88201
(575) 624-6766

Approve
Deny

Transit Director

Date

Comments: _____

Department Signatures

All required signatures must be attained to become a permit

Permit #:

PARKS & REC

1101 W 4th St
Roswell, NM 88201
(575) 624-6720

Approve
Deny

Parks & Rec Director

Date

Comments: _____

PUBLIC AFFAIRS

425 N Main St
Roswell, NM 88201
(575) 624-6700

Approve
Deny

Film Liaison

Date

Comments: _____

INSURANCE

Obtain general liability insurance in the amount of at least \$1,000,000.00 naming the City of Roswell as an additionally insured party for the length of the shoot. It should read as follows:

City of Roswell
425 N. Richardson Ave
Roswell, NM 88201

Film Liaison

Date

I, _____, do hereby declare that the enclosed scheduled filming will be conducted in accordance with the requirements and recommendations made by the film permit committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the film committee, Roswell Police Department, or Roswell Fire Department, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statutes or ordinances are committed by any participant, any of the recommendations herein referred to as the "FILM PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the filming after the date it was reviewed by the film permit committee will require that I resubmit the "FILM PERMIT" to the committee members and/or obtain approval of the changes from the respective departments.

Additionally, I understand that the City of Roswell and the Film committee, will not be held responsible for changes made by the event organizer or participating entities prior to or during the event.

Signature of Applicant

Date