



CITY OF BELEN FILM PERMIT APPLICATION

100 South Main Street
Belen, NM 87002
505-966-2745 or 505-966-2724

Date of Application:

INTRODUCTION

Welcome to the City of Belen! We're here to make your filming experience a pleasant one, and we'll do our best to help you in any way we can. You'll find that filming in Belen is easy.

The application must be submitted at least two (2) weeks in advance for production filming longer than two weeks, one (1) week in advance for production filming one to two weeks, and three (3) business days for production filming less than one week. This allows for us to successfully process your application.

Note: For films requiring any level of city involvement (i.e., road closures, neighborhood impacts, noise) please allow ten (10) business days to process. Filming that will require police or fire department overtime, please allow seven (7) business days to process.

APPROVAL

Approval may be subject to:	<input type="checkbox"/> Special conditions attached
City Manager Office Review	Date:
Planning & Zoning Department Review	Date:
Police Department Review	Date:
Fire/Rescue Department Review	Date:
Required Film Liaison Approval	Date:
Assigned Permit #:	Date:

CHECKLIST

- Review and submit completed application to the City of Belen Film Liaison.
- Applicable fees shall be paid to the "City of Belen." Payment can be made at the Water Department window at City Hall, 100 South Main Street, Belen, NM 87002.
- Add the City of Belen to the liability Insurance and submit with this application.
- Police and fire/rescue overtime contract signed and submitted, if applicable.
- Short written description for the production to be used to notify those affected.
- 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 is limited to the following hours:

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

IMPORTANT INFORMATION

1. **City Control/Use of City Property:** The applicant agrees that the City of Belen shall have control over the use of right-of-ways, public streets and city-owned buildings while being used, as well as control over the hours of production and the general location of the production. The city reserves the right to prohibit 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 to inspect all structures and/or devices and equipment to be used in connection with the filming if required.
2. **Notification of Neighbors:** The applicant shall provide a short written description, approved by the Film Liaison, Department of the Police/Public Safety and the Fire/Rescue departments of the City of Belen for the proposed production to the owners and residents of each property in the affected neighborhood. The applicant or his designee shall gather names, signatures, addresses, phone numbers and any objections from the property owners and submit them to the Film Liaison.
3. **Temporary Food Service Permits:** 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) 841-5280 or visit www.nmev.state.nm.us.
4. **Acknowledgement:** The City of Belen requests that either the "City of Belen" or "Belen, New Mexico" be acknowledged as a film location during the closing/end credits. The city also respectfully requests that the applicant donate a set piece or prop to our Belen Harvey House Museum, a museum that houses Belen's historic memorabilia, including local film-related memorabilia.

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

NAME:	PHONE #:	FAX #:
ADDRESS:		
CITY:	STATE:	ZIP:
PRODUCTION CONTACT:	TITLE:	
OFFICE #:	E-MAIL:	

APPLICANT

NAME:	TITLE:
ADDRESS:	
CITY:	STATE: ZIP:
OFFICE #:	MOBILE #:
FAX:	E-MAIL:

ON-SITE REPRESENTATIVE

NAME:	TITLE:
OFFICE #:	MOBILE #:

E-MAIL:

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 Belen as outlined.

Print:	Title:
Signature:	Date:

FILMING IN THE CITY OF BELEN

PROJECT TITLE:
DATE(S) OF FILMING:
HOURS OF FILMING:
NUMBER OF PRODUCTION DAYS:
NUMBER OF SET UP DAYS:
ESTIMATED PERSONNEL PER DAY:
PROJECT TYPE (check one): <input type="checkbox"/> Feature Film <input type="checkbox"/> TV Series / Pilot <input type="checkbox"/> Documentary <input type="checkbox"/> Commercial <input type="checkbox"/> Infomercial <input type="checkbox"/> Educational <input type="checkbox"/> B-roll <input type="checkbox"/> Stills <input type="checkbox"/> Other:
FILMING LOCATION(S):
DETAILED DESCRIPTION OF SHOOT:
CALL SHEETS: REQUIRED

ECONOMIC IMPACT INFORMATION

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

Total Estimated Value of Local Economic Impact (if available): \$

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

PROJECT TITLE:
Location/Address:
Please check all that apply and provide detailed explanation. (Examples: Numbers, types, size) Airplanes/ Helicopters/Airborne: Animals: Blocking/Containing Traffic: Crew Vehicles: Explosives/Fireworks/Pyrotechnics: Fire: Fire Arms: Municipal Property: Power Generators (or other high-noise emitters): Private Property: Production Vehicles: Special Effects: Street Closures: Stunts: Tents/Vendor Contact: Water: Food: Train or Rail: Other: Detailed Description of Shoot (Call Sheets Required):



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

TO:
The City of Belen
100 South Main Street
Belen, NM 87002

_____ (“Owner”) or (“Agent”) (Circle One) represents and warrants that Owner/Agent has control of this property and has the right to enter into this contract. If an Agent represents and warrants said Agent has secured, from the Legal Owner, the right and proper authority to act on behalf of Owner.

Street Address: _____, Belen, NM 87002

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 Belen, 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 Belen.

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

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

Signed: _____ Phone #: _____
(Owner/ Lessee)

TRAFFIC PLAN/RIGHT OF WAY PLAN REQUIREMENTS

Provide a map with:

- Location
- Proposed Traffic Plan
- Proposed Detours, if applicable
- Number of police, fire and/or EMS personnel you are requesting and why

The Film Liaison, Police Department, Fire/Rescue Department and Risk Management Department 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 department 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.

- In the case of the use of a New Mexico State Highway, the Traffic Plan/Right of Way Plan must be reviewed and approved by the New Mexico Department of Transportation (District 3 Office).

POLICE AND FIRE/EMS OVERTIME (when such services are required)

Police and Fire/Rescue Overtime Contract signed by applicant:

- Is required
- Must be on file with the City of Belen Police Department
- Must be on file with the Fire/EMS Department
- Must be on file with the Risk Management Department

SAFETY PROCEDURES

Any filming requiring safety resources, such as traffic control, etc., requires an overtime agreement for the Police Department, Fire/Rescue Department and the Risk Management Department. Applicant shall obtain and submit the agreement from the applicable departments. Payment of the Police and Fire/Rescue personnel and equipment fee is required prior to the issuance of an approved Filming Permit.

The City of Belen reserves the right to require that a certain number of Police Department, Fire & Rescue Department and Risk Management Department Personnel are present during filming.

LIABILITY INSURANCE

Liability insurance from applicant:

- Is attached
- Must be on File with the City of Belen Film Liaison
- Must be on File with the Risk Management Department

Insurance Requirements:

The standard insurance requirement for shooting in New Mexico is \$1,050,000 comprehensive general liability policy (which is the 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 proper, 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 Belen and that I and my firm will indemnify and hold harmless the City of Belen 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.

Print:	Title:
Signature:	Date:

CANCELLATION

If filming is to be cancelled, it is the sole responsibility of the Production Company to notify hired law enforcement, and 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:

Steven Tomita
 Belen Film Liaison
 Office #: 505-966-2745
 Cell #: 505-270-8181
steven.tomita@belen-nm.gov

Steven Gonzales
 Belen Risk & Safety Management
 Office: 505-966-2742
steven.gonzalez@belen-nm.gov

Victor Rodriguez
 Belen Police Chief
 Office #: 505-966-2684
 Cell #: 505-249-9159
victor.rodriquez@belen-nm.gov

Bret Ruff
 Belen Fire Chief
 Office: 505-966-2710
 Cell #: 505-463-5622
bret.ruff@belen-nm.gov

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



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NOTIFICATION TO NEIGHBORS

The applicant shall provide a short written description, approved by the Film Liaison, Police Department, Fire & Rescue Department and the Risk Management 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 said departments. The applicant or his designee shall gather names, signature, addresses, phone numbers and any objections from the property owners in this boundary and submit them to the Film Liaison, Police Department, Fire & Rescue Department and the Risk Management Department.

SIGNATURE REQUIREMENT FOR BUSINESS/INDIVIDUALS

This portion of the application must have the signatures of those businesses or owner/occupants of residences that will have their traffic/vehicle access interrupted or blocked by the filming. The Film Liaison, The Police Department, the Fire & Rescue Department and the Risk Management Department may require additional businesses or residences are contacted and provide a signature if it is determined that those affected by the filming were not initially contacted by the applicant.

We the undersigned live or do business on the street(s) proposed to be closed or affected by the applicant's filming. We acknowledge that we have been informed by the applicant in reference to the proposed filming. By signing this document, I also acknowledge that I am not giving my approval or disapproval of the filming. I am only being informed of the filming.

NAME/SIGNATURE	ADDRESS	PHONE

CITY SERVICE FEES (if service is needed)

DEPARTMENT	COST	NUMBER OF EMPLOYEES	COST
Police Services	\$42.00/hr per officer		\$
Fire/Rescue Services	\$30.00/hr per employee		\$
Street Service	\$20.00/hr per employee		\$
Electrical Hookups	\$25.00 per hookup		\$
Water	\$29.15 (up to 3,000 gallons)		\$
Park Rental	\$275.00		\$
Facility Rental	\$350.00		\$
Road Closure	\$100.00		\$
Other:			\$
TOTAL			\$

- Any fees for city property and/or assigned city employees must be paid at least 24 hours in advance.
- Make checks payable to the "City of Belen"
- If mailing, mail to City of Belen, 100 South Main Street, Belen, NM 87002

CITY OF BELEN CREDIT CARD PAYMENT FORM

DATE:		DAYTIME PHONE NUMBER:
BUSINESS NAME:		
NAME AS IT APPEARS ON CREDIT CARD:		
BILLING ADDRESS:		
CITY:	STATE:	ZIP CODE:

TYPE OF CREDIT CARD

- Visa
 MasterCard
 American Express
 Discover

Credit Card #:	Expiration Date:
CVV2 Code (3 digit code on back of card):	Authorized Dollar Amount:
Printed Authorized Name:	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:	EMPLOYEE'S INITIALS: