

Filming Permit Application

Part I

Project Title:
Application Date:
Permit # issued by EPFC:
Issue Date:



El Paso Film Commission &
Engineering Dept. / Traffic Division
300 N. Campbell, El Paso, TX 79901
Email: sgaines@destinationelpaso.com
915-534-0698; Fax: 915-532-2963

Part I of this Permit Application is good for up to 5 different location projects. Please submit at least three (3) working days before filming is to commence. Submit a separate Filming Location Information Form for each location proposed under this permit application. Expedited permits will be considered at the sole discretion of the Film Commissioner. Completed & signed permit must be presented upon request by Commissioner, Police, Sheriff, Fire or any City leadership officer.

SECTION 1: APPLICANT

Prod. Co.	Address	City, State Zip:
Main Telephone #		
Location Manager/Contact #		Alternate Phone #
*Email addresses:		

SECTION 2: FILMING DESCRIPTION

Film Title and Type:

- Feature Film TV Show TV Movie TV Pilot/Series Commercial Student P Reality Show
 Music Video Corp. Video Documentary Still Photos News Show Nonprofit/ Other:

Description/Synopsis of Project:

SECTION 3: FILMING LOCATION(S)- Submit Location Info Form for each

Location address and Name, (where applicable, i.e. San Jacinto Plaza)

Location #1:	
Location #2:	
Location #3:	
Location #4:	
Location #5:	

SECTION 4: PUBLIC NOTIFICATION

Applicant shall, prior to submitting the permit, deliver written notification to all owners/occupants of real property abutting the boundaries of the area where the filming will be conducted, requesting their signature that they've received notice. This notification must include the (1) filming date(s), time and location; 2) Production Company Point of Contact. Majority of notices must be signed and kept with permit for location, copy to Film Commission. This is required if filming will cause any disruption to the area.

SECTION 5: SECURITY, CROWD CONTROL/TRAFFIC CONTROL, AND FIRE SAFETY

At the discretion of the City Traffic Engineer or designee, applicant shall have one or more El Paso Police Department supervisory officer(s) present during filming on City street, building or premises, at the applicant's sole cost and expense. Applicant may also be required to provide additional personnel designated for security, crowd control, and traffic control during filming. The total number of peace officers required for a location will be determined by City Traffic Engineer based on recommendations received by the El Paso Police Department, using industry specific planning variables, and may be a combination of on-duty and off-duty police officers. The El Paso Fire Department may also require the presence of firefighters and fire equipment during filming, at the applicant's sole cost and expense. The applicant is responsible for providing a detailed traffic control plan for approval by City Traffic/Engineering department for each filming location as necessary. Signage for closures or detours posted on City streets for traffic control must comply with TX Manual on Uniform Traffic Control Devices.

SECTION 6: RIGHTS TO IMAGES

Production/Film Company is granted the irrevocable right to use the recordings taken by company in perpetuity.

SECTION 7: DENIAL OR REVOCATION

The City Traffic Engineer shall deny or revoke any filming permit if the applicant makes a false statement of material fact on the application or fails to comply with, or the activity is in violation of, any provision of the filming permit, or any other applicable law. The filming permit shall also be denied or revoked if the Police, Fire, or City Manager determines the activity poses a serious threat to public health, safety or welfare. If a filming permit is denied or revoked, the applicant shall be notified by any two of: 1) telephone; 2) mail; 3) fax, or 4) email, notice of the denial or revocation and of the right to an appeal and instructions on how to file an appeal with the Development Coordinating Committee.

SECTION 8: OFFENSES OR PENALTIES

An applicant/person commits an offense if he/she commences filming without a filming permit or in violation of any provision of the filming permit, Chapter 13.30 of the El Paso City Code, or any other applicable law. Each offense is punishable by a fine not to exceed \$2,000 for each violation of a provision governing fire safety, zoning, public health, sanitation, including dumping of refuse; and \$500 for each violation of all other provisions.

SECTION 9: INSURANCE (COI made out to CITY OF EL PASO, 300 N. CAMPBELL, EL PASO, TX 79901)

The applicant shall procure and keep in full force and effect for the duration of filming, a minimum insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Dept. of Insurance. All provisions of each policy must be acceptable to the city and name the city and its officers and employees as additionally insured.

1. Commercial General Liability Insurance including, but not limited to, Premises/Operations, Independent Contractors & Contractual Liability with minimum combined bodily injury(including death) coverage of \$250,000 per person & \$1,000,000 in the aggregate & property damage limits of \$1,000,000 per occurrence & \$1,000,000 in the aggregate. If filming in a "city facility or premises", then, minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate is required. If filming involves use of pyrotechnics, explosives or fireworks, then \$3,000,000 per occurrence and \$3,000,000 in the aggregate is required. . If alcoholic beverages are sold, served, or otherwise made available, then Liquor Liability insurance with minimum limits of \$1,000,000 for each claim & in the aggregate.

2. Workers' Compensation Insurance with statutory limits; Employers Liability with minimum limits for bodily injury: a) by accident, \$250,000 each accident, b) by disease, \$250,000 each employee with a policy aggregate of \$500,000.

3. Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit of \$500,000 per occurrence and in the aggregate. NOTE: If filming involves "Stunts or Extended Car Chases", then the minimum limit of coverage shall be \$3,000,000 per occurrence, and in the aggregate.

4. If the filming involves the use of aircraft, then Aircraft Liability Insurance for owned, hired, and non-owned aircraft with a minimum limit of \$5,000,000 per occurrence, & in the aggregate.

Production Company agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions: a) name the City and its officers, employees, and elected representatives as additional insured to the Commercial General Liability and Business Automobile Liability policies; b) state that coverage shall not be cancelled, non-renewed or materially changed except after thirty (30) days written notice by certified mail to: Department of Traffic & Engineering; 300 N. Campbell; El Paso, TX 79901; c) waive subrogation against the City of El Paso, its officers, employees, for bodily injury (including death) property damage or any other loss, with a copy to the Film Commissioner, El Paso Film Cms, #1 Civic Ctr Plaza, El Paso, 79901.

SECTION 10: INDEMNIFICATION

As a condition of a Filming Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of El Paso and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons, or property, whether public or private, that may arise out of, or be constituting a part of the filming event, or any activity constituting a part of the filming, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any and all judgments that may be rendered against the City of El Paso or its officers in connection with any suit, cause of action, or claim after the judgment becomes final. (Insurance Certificate made to: City of El Paso, 300 N. Campbell, El Paso, Tx 79901)

SECTION 11: RIGHT TO USE CITY OF EL PASO NAME

Filming company shall have the irrevocable right to photograph City of El Paso facilities and premises, as well as any name connected with such premises, and to use any such names in and in connection with films.

SECTION 12: FEES & PAYMENTS

\$40.00 (per application) fee payable in person by representative of Production Company. Application fee is for the processing this application. All fee payments must be in the form of **Money Order, Check, or Cash, made payable to the City of El Paso.** Use of City parks, buildings and/or other facilities may require additional fees as published, and these fees must be paid in advance of filming. City of El Paso will provide an estimated cost for use of on-duty City personnel, such as Police and Fire, and actual costs will be billed to the applicant after the filming activity. No filming permit will be released until all necessary permits, licenses, and certificates of insurance are received by the City of El Paso. **Any waiver of permit or usage fees must be approved by City Council.**

SECTION 13: ACKNOWLEDGEMENT/SIGNATURE

By **signing** below, the Applicant certifies that the information provided above is correct; he/she has read and understood the information contained in this application; and he/she agrees to conduct the filming in compliance with all applicable codes, ordinances, laws and the conditions contained in the filming permit.

Applicant's Signature

DATE:

SECTION 14: ENCLOSURES

The following **MUST BE INCLUDED** with the application at time of submission. Incomplete applications will not be processed.

- 1) ___ PERMIT FEE 2) ___ USAGE FEES 3) ___ LOCATION INFORMATION FORM(S) 4) ___ CERTIFICATION OF INSURANCE
- 5) ___ ALL OTHER NECESSARY forms (i.e. Good Neighbor Letter, Traffic Plan, On-Site scaled drawings, flame resistant certificates, FX permit, etc.)

DEPARTMENTAL APPROVALS :

Traffic Engineering Division: Asst. City Engineer Ted Marquez or Designated Representative

SIGNATURE:

PRINTED NAME

Date:

Film Commissioner, Susie Gaines or Representative of El Paso Film Commission:

SIGNATURE:

PRINTED NAME

Date:

Part II Location #:

Location Information Form(1 PER LOCATION)

Project Title:

Location:



SECTION 1: FILMING LOCATION

Location's physical address, and/or street(s), areas affected by filming:

Blank space for address and affected areas.

SECTION 2: FILMING ACTION (Check all that apply)

<input type="checkbox"/> Interior Dialogue	<input type="checkbox"/> Wet Down	<input type="checkbox"/> Dolly/Sidewalk	Detail:
<input type="checkbox"/> Exterior Dialogue	<input type="checkbox"/> Drive-By	<input type="checkbox"/> Dolly/Curb Lane	
<input type="checkbox"/> ITC	<input type="checkbox"/> Tow Shot	<input type="checkbox"/> Smoke/Open Flame	
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Driving/Flow/Traffic	<input type="checkbox"/> Music Playback	
<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Camera/Curb Lane	<input type="checkbox"/> Gunfire	
<input type="checkbox"/> Drive Up/Away	<input type="checkbox"/> Police Car/Motorcycle	<input type="checkbox"/> Pyrotechnics	

3: FILMING SCHEDULE

PREP DATE(S):	FILMING DATE(S):	WRAP/CLEAN UP INFO:
Start Time:	Shoot Time:	Date(s):
End Time:	Wrap for Day:	Start Time:
# of Crew:	#Crew:	End Time:
# Prep Vehicles/Trucks/Equipment:	# Cast/Extras:	# of Crew:
Overnight Info:	# Vehicles/Equipment Trucks:	# Vehicles/Trucks:
Add'l Info:		

SECTION 4: OTHER INFORMATION

City owned Park or Building? Details with Site Map attached:

Blank space for city-owned park or building details.

If pyrotechnics or special effects are involved in filming, please explain here or attach necessary info:

Blank space for pyrotechnics or special effects explanation.

Will you be bagging meters? Yes ___/No ___ Streets for Meter Bagging:

Blank space for meter bagging information.

"Extended Car Chases", stunt scenes, etc? Yes ___/No ___ Details:

Blank space for extended car chases or stunt scenes details.

Will filming involve the use of aircraft, helicopters, etc.? If so, please explain your requirements:

Blank space for aircraft or helicopter requirements.

Tents? Yes ___/No ___ 400 sq. ft. or larger? ___ If so, please complete the following:(1) Prepare copies of a scaled drawing of on-site plan detailing location of tents; adjacent structures; & (2) Submit certificate of flame resistant materials,

Where applicable, be sure to attach detailed traffic control plan from a barricade company/approved by City

Residential Filming: Yes ___/No ___ If yes, resident approvals by "Good Neighbor Letters" showing 75% approval must be attached with this permit before processing can begin.

DEPARTMENTAL APPROVALS :

Streets	Planning & Inspection
Police	Environmental Services
Fire	Sun Metro:
Parks:	EP Int'l Airport:
Public Library:	El Paso Live: