PRESCOTT AZ FILM OFFICE
City of Prescott
201 S. Cortez St.
Prescott, AZ 86303
(928) 777-1204
FAX (928) 777-1255

afci member

Film and Photo Application

Production Title:_____

☐ Commercial ☐Feature ☐Music Video ☐TV Movie ☐TV Series ☐Internet/Web ☐Still Photography
☐Reality TV ☐Documentary ☐Corporate ☐Student Film ☐Other _____

Company:_____ Office Phone No.:_____

Address:_____City, State, ZIP:_____

Location Mgr:_____Cell:_____Email:_____
Asst Location Mgr:_____Cell:_____Email:_____
Director/Photographer:_____Production Mgr:_____
Total Project Budget:_____Total Prescott Spend:_____
Person on Location Responsible for Company's Adherence to Terms and Conditions of Permit:
Name:_____Title:_____Cell:_____

PERMIT APPLICATION FEE SCHEDULE (Please check one):

- ☐ Still/Photo Shoot $50.00
- ☐ Television/Internet/Web.....$100.00
- ☐ Movie.....$200.00

Please make checks for permitting payable to the "City of Prescott" or enter credit card information below and send to the attention of the Film Commissioner at address listed above.

Name on Credit Card (please print):_____
Credit Card No.:_____Exp. Date:_____
Card Type (Circle One): Visa/MasterCard/American Express
Authorized Signature:_____

LOCATION FEES/DEPOSITS: Additional fees/deposits may apply for locations and services required for production. Please contact the Film Commissioner for details.
CERTIFICATE OF INSURANCE: A certificate of insurance shall accompany application and payment. Certificates shall be not less than $1 million and list the City of Prescott as an additional insured. Some locations and services may require additional insurance. Please contact the Film Commissioner for details.

LOCATION INFORMATION

Complete this section for EACH location

Location Address:_____

Filming Date/s:_____Number of Days:_____
Time/s:_____
Are you requesting times before 7:00 a.m. or after 7:00 p.m.? Circle one: YES / NO
If yes, please explain your request:_____
_____

Total No. of Crew & Cast on Location:_____
List Name of Celebrities, Products and Sponsors:_____
_____
Total No. and Type of Vehicles on Location:_____
_____

Attach or Describe Traffic/Parking Plan:_____
_____

Describe Equipment on Location:_____
_____

Describe Filming Activity/Scenes at Location (attach script and/or story board): _____
_____
_____
_____
_____
_____

Describe Driving Scenes and Attach Map of Route:_____
_____
_____
_____
Describe Use of Vehicles, Boats, RV's, Aircraft, Pyrotechnics, Special Effects, Animals or Other Props:
_____
_____
_____

Describe All On-Site Construction:_____
_____
_____
Did you:

- ☐ Complete highlighted sections on Page 4?
- ☐ Attach Certificate of Insurance? (required for **all** projects).
- ☐ Enclose Payment?

1. **Compliance with Law**. Permittee shall obey all City Ordinances, rules and the guidance of City supervisory employees pertaining to the use of City property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after use for filming purposes.

2. **Location Approval**. Permittee shall confine its activities to the locations and time schedules approved by the Film Commissioner's Office and shall make arrangements through that office for traffic control satisfactory to the Police Department prior to filming on City streets and in other public areas.

3. **Commercial Use of City Logo**. Use of the City of Prescott logo is prohibited unless written approval is granted by the City Manager.

4. **Indemnity**. Permittee does hereby covenant and agree to indemnify and hold harmless the City from any and all loss, cost, damages, and expenses of any kind, including attorney's fees, on account of personal injury or property damage resulting from any activity of Permittee on municipal property or in connection with the use of municipal property.

5. **Liability Insurance**. In no way limiting the indemnity agreement above, Permittee will furnish City with a Certificate of Liability Insurance acceptable to its legal Department showing combined single limit coverage for bodily injury and property damage, or the equivalent of such coverage, not less than $1 million. The City, including its officials, employees, and agents, shall be named an additional insured in the Liability Policy. Contractual liability coverage insuring the obligations of this agreement also is required. The insurance may not be canceled or substantially modified without 10 days written notice to the City Clerk.

6. **Security for Costs**. Permittee shall reimburse the City for costs incurred in the use of City equipment and assignment of city employees to duty in connection with filming activities. A schedule of expected costs shall be prepared by the Film Commissioner's Office after identification of the municipal sites to be used for filming. Permittee shall post a cash bond as a refundable deposit against such estimated costs when requested to do so.

7. **Relationship of Parties**. Neither permittee, or its agents, employees, servants, or helpers, shall be or deemed to be, the employee, agent, or servant of the city. None of the benefits provided by the City to its employees, including, but not limited to medical insurance, compensation insurance, and unemployment insurance, are available to permittee, or its employees, agents, servants, or helpers.

8. **Special Events**. Except as provided in Paragraphs 6 and 9, no fees shall be charged by Permittee for use of city property. Permittee shall not conduct any event on city property intended to attract or entertain the public or charge fees to spectators without the express written approval of the Film Commissioner.

9. **Limitations**. Additional permits are required for use of revenue producing facilities of the City and entry upon areas subject to special security requirements, such as the municipal airport. Use of such facilities and areas may be further conditioned upon provision of additional insurance coverages, written assurances of compliance with security requirements and other requirements.

10. **Appointment of Agent**. Permittee shall designate a local agent to sign this license who shall have the authority to represent permittee in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

11. **Off-Duty City Personnel** When permittee finds it necessary to hire full-time OFF-DUTY City employees to work under this permit, all such employees shall be hired for a minimum time period of four (4) hours a day. When off-duty city employees are authorized to provide, or are providing, City equipment, their work hours shall include time spent going from the pick-up location of the equipment to the production site and the return trip. It is expressly understood that all off-duty City employees working for the permittee are, during such work periods, employees of the permittee and NOT of the City of Prescott.

Permit No:_____

A revocable license is granted to:

_____ _____

Company Company Address

_____ _____

Representative Phone

_____ _____

Insurance Carrier Insurance Carrier Address

for the use of property within the city limits, as herein described in connection with the filming, taping or photographing of a production known as

_____

Use of city facilities as a location site must be cleared through the Film Commissioner's Office prior to filming. Locations, including city-owned locations, to be used are:

_____

_____

_____

This license is issued based on the above production description and is **subject to the conditions attached**. The permit may be extended upon request and receipt of the Film Commissioner's Office approval. The permit may be revoked by the Film Commissioner or an authorized representative in the event of noncompliance or misrepresentation.
The permit is valid for the following date/s and time: _____.

DATED this _____day of _____, 20_____.

Permittee:

_____ _____

Signature of Authorized Signer Title

_____

Printed Name

APPROVED this _____day of _____, 20_____.

_____

WENDY BRIDGES
Film Commissioner, City of Prescott