



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 _____	<b>Date &amp; Time</b>
			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: \_\_\_\_\_

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