



## **CURRY COUNTY FILM PERMIT APPLICATION**

Curry County Film Permit provides important information about activities that may have an impact on right-of-way considerations and the ability to provide emergency services to the public. Filming requires Curry County's approval based on locations. A Film Permit is required to film or photograph any motion picture feature, short, documentary, music video, educational video, commercial, television program, student video or advertisement within Curry County. The filming of news events concerning persons, scenes or occurrences which are newsworthy and of general public interest do not need a Film Permit.

It is the responsibility of applicants to conform to current laws and requirements and to ensure that the conduct of approved filming take place in an orderly fashion within the prescribed dates, times and locations, whether public or private, within Curry County, consistent with the representations made by the applicant in the approved application. Failure to comply with requirements established by the County can result in a shutdown of the filming with possible legal ramifications. A **location agreement, certificate of insurance, indemnification agreement, copy of script** (to be returned once reviewed) and **shooting schedule** must be submitted along with the **Film Permit Application** to the Curry County Manager.

Please contact us as far in advance as possible of any planned filming to get your Film Permit Application approved quickly and on time. While we require a **minimum of five (5) business days in advance** of the film shooting date for approval of your film permit, you should call the Curry County Manager's Office as soon as you begin to set tentative dates for filming. If filming may interfere with traffic or may involve potential safety hazards, the application should be submitted at least thirty (30) days prior to the film shooting date.

### **Permit Steps:**

1. Obtain comprehensive general liability insurance naming **Curry County** as additionally insured. Curry County requires commercial general liability coverage with a minimum limit of \$1,000,000 (\$1 million) per occurrence and a \$2,000,000 (\$2 million) aggregate, with the County, named as additionally insured based on proposed location. The County Manager shall require a copy of the Certificate of Insurance.
2. Print and fill out the Film Permit Application and turn in to the Curry County Manager, 417 Gidding, Suite 100, Clovis, NM 88101.
3. Sign the Filming Location and Parking section, page 5 and any Letters of Notification applicable to residents or businesses, page 7.
4. Attach a script and scene description (if applicable), shooting schedule, list of signatures, addresses and phone numbers of surrounding businesses and/or residents.
5. Attach a map, description and scene sketch, if requesting traffic control plan of the film site and/or route (NM Department of Transportation permits are required for certain roads within Curry County. These permits must be submitted 30 days or more in advance of filming/shooting date.)
6. Call the Curry County Manager's Office at (575) 763.6016 to schedule a required meeting to have your application reviewed and considered for approval.
7. Attach a copy of all signed and completed Location Agreements within Curry County.
8. Turn in signed and notarized Indemnification Agreement, page 8.
9. You may need to obtain additional permits based on scene descriptions.
10. Once all the necessary permit approvals and signatures are acquired, this application becomes a Film Permit.

Note: A copy of this application is retained by the Curry County Manager's Office to respond to all public inquiries.

**The applicant shall retain the original signed permit at all time, on-site, during filming.**

**Curry County Manager's Office  
417 Gidding, Suite 100  
Clovis, NM 88101  
575.763.6016**



**CURRY COUNTY FILM PERMIT APPLICATION**  
**575.763.6016**

New Application  Date of Application: \_\_\_\_\_

Revised Application  Permit # \_\_\_\_\_ (Office Use)

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Project Title: \_\_\_\_\_  
Production Company: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_

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Location Manager: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Assistant Location Manager: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Film Location Address: \_\_\_\_\_

Interior  Exterior  From: \* (Day, Date, Time) to (Day, Date, Time)  
\_\_\_\_\_

*\*Filming dates/times must reflect the moment production will arrive at the filming location (i.e. set up) and the time the last production vehicle leaves.*

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Location of Base  
Camp: \_\_\_\_\_

**\*\*Base Camp cannot be on streets\*\***

Provide a brief description of the scene: \_\_\_\_\_  
**\*\*\*You may substitute a script\*\*\*** \_\_\_\_\_

Craft Service: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Caterer: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
**\*\*\*\*Proof of health permits may be required\*\*\*\***

Special Effects: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Federal Pyro Licensee: Yes  No  Contact Name: \_\_\_\_\_

Pyrotechnics: Yes  No  Cell Number: \_\_\_\_\_



## CURRY COUNTY FILM PERMIT REQUIRED INFORMATION

### Section 1: Fees

There is a \$500 fee charged for submitting the Film Permit Application. Fees are charged for use of Sheriff's Office and County Vehicles and/or Personnel.

### Section 2: General Information

1. Applicant/Production Company: \_\_\_\_\_

2. On-Site Contact: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

5. Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Producer (if different from applicant): \_\_\_\_\_

7. Producer's Cell Phone: \_\_\_\_\_ Producer's Email Address: \_\_\_\_\_

8. Organization Type:  Corporation  Non-Profit  For Profit  
 Student   
 Government Other \_\_\_\_\_

9. Insurance Provider: \_\_\_\_\_

10. Insurance Policy Number: \_\_\_\_\_

11. Copy of Insurance Attached: Yes  No

12. Naming Curry County as additional insured based on locations:

Yes  No

\*Curry County Manager's Office will require a copy of the Certificate of Insurance. Please include copies with this application.

13. Shooting Script, Shooting Schedule, Location Breakdown, Cast/Crew List attached: Yes  No

14. Daily Call Sheet to be emailed to Film Office.

### Section 3:

Film Title or Product: \_\_\_\_\_

Production Type:  Still  Film  Video  Multimedia  Other \_\_\_\_\_

Classification:  Feature  Short  Commercial  Television

- Music Video
- Documentary
- Educational
- Student
- 

Other \_\_\_\_\_



**Section 4: Filming Location and Parking\***

\*Must be completed for each location

Physical Address: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Prep dates: \_\_\_\_\_

Shooting dates: \_\_\_\_\_

List Street(s) affected by filming and proposed closures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify any special parking and traffic circulation requirements (e.g. road closures, detours, parking layouts, etc.) Provide additional details as necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Equipment and vehicle descriptions (include type, size and quantity): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sanitation and location facilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RVs and Hook-up facilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Trucks/Cars: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Generators: \_\_\_\_\_

\_\_\_\_\_

*\*Attach drawing showing parking of equipment/crew vehicles\**



Summarize sets and structures to be altered/erected: \_\_\_\_\_

\_\_\_\_\_

Summarize any special effects planned: (pyrotechnics, explosions, weapons firing, car crashes, etc.)

*\*Attach copies of ATF/Explosive Licenses\** \_\_\_\_\_

\_\_\_\_\_

Summarize the planned use of vehicles, aircraft, drones, helicopters, hot air balloons, etc.: \_\_\_\_\_

\_\_\_\_\_

Summarize the use of animals: \_\_\_\_\_

\_\_\_\_\_

List any Curry County properties requested to use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Production Representative

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Curry County Manager

\_\_\_\_\_  
Date

**Curry County Manager's Office  
417 Gidding, Suite 100  
Clovis, NM 88101  
575.763.6016**



## **LETTERS OF NOTIFICATION**

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and to describe the filming activities.

All letters of notification must be forwarded to the Curry County Manager's Office for review and approval before the letter is delivered by film company personnel to the area where filming is proposed to occur.

Letters must be received by the resident/business at least **48 hours** in advance of filming. Please use the following checklist to ensure that your letter includes all relevant details.

1. Letter is on production company letterhead.
2. Production company name, working title and type of production are listed.
3. Name, title and phone numbers of the location manager, assistant location manager are provided.
  - a. You must also include Curry County Manager's Office, (575) 763.6016
4. Duration of filming is given (dates and times).
5. Date(s) and time of day that production vehicles will arrive at location as well as wrap time and day must be included.
6. Street dressing, gunfire and/or special effects must be included.
7. Specifics regarding proposed alternate parking arrangements for permit parkers have been included.
8. It is up to the production company to find alternative parking arrangements suitable to the residents.
9. Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business areas must be included.

Ultimately, we require a letter that provides residents, businesses and other organizations in affected areas information concerning the type of activity that is planned related to the filming, and that they be assured that the production company is committed to making this a positive experience for all concerned. We expect that due respect and consideration will be extended to all residents and business owners located in the areas in question.

**Curry County Manager's Office  
417 Gidding, Suite 100  
Clovis, NM 88101  
575.763.6016**



Dear Resident,

We are planning to film scenes of

\_\_\_\_\_ at  
\_\_\_\_\_.

Proposed Date/Hours: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Description of scenes and parking: \_\_\_\_\_

We have applied for the necessary permit(s) and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all Curry County filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time.

Thank you in advance for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this notice, please contact us at the production office or by cell phone. Please do not hesitate to call.

\_\_\_\_\_  
Production Company

\_\_\_\_\_  
Production Office Phone Number

\_\_\_\_\_  
Production Office Representative

**You may also contact:  
Curry County Manager's Office**

**417 Gidding, Suite 100  
Clovis, NM 88101  
575.763.6016**

I HAVE NO CONCERNS regarding the proposed activities. \_\_\_\_\_

I HAVE NO CONCERNS bur prefer not to sign my name. \_\_\_\_\_

MY CONCERNS regarding the proposed filming activities are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Resident / Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total # of tenants in building: \_\_\_\_\_

Addresses signed for: \_\_\_\_\_

*I, as manager of the above buildings, have notified all the tenants and know of no substantial obligation to the proposed filming activity. I am signing on the tenants' behalf.*

Manager Signature and Phone: \_\_\_\_\_

Date: \_\_\_\_\_



## CURRY COUNTY INDEMNIFICATION AGREEMENT

The Applicant, \_\_\_\_\_ acting through its authorized agent, \_\_\_\_\_ agrees to defend, protect, indemnify and hold Curry County harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film/photography permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the attached film permit.

In addition, the Applicant specifically agrees to defend, protect, indemnify and hold Curry County harmless from any and all suits, claims, damages, demands, liabilities, or losses, including attorney fees and costs, brought, made, or claimed by the owner of the Premises, or the owner's heirs, successors, or assigns, arising from the Applicant's use of the Premises.

\_\_\_\_\_  
**Authorized Agent**

\_\_\_\_\_  
**Date**

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**State of New Mexico**  
**County of Curry**

The foregoing Indemnification Agreement was subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, the Authorized Agent for \_\_\_\_\_, the Applicant.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires