

## Albuquerque Filming Guidelines

1. Obtain a film permit application from the Albuquerque Film Office (AFO) or download the permit application from our website at [www.filmABQ.com](http://www.filmABQ.com).
2. Complete page 1 of the application and sign the declaration on the final page.
3. Call the Film Office at 505-768-3289 to schedule the review and signing of your application at the next Film Permit Committee Meeting. The committee consists of members of: Municipal Development, Transit, Police, Fire, Environmental Health and others.
4. Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Albuquerque as an additionally insured party for the length of the shoot. It will read as follows:

City of Albuquerque  
One Civic Plaza  
Albuquerque, NM 87102

5. The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the AFO, of the duration and location of filming, including information about planned special effects, road and lane closures, no parking requests, sidewalk usage (without obstructing pedestrians) and the time that barricades will be placed on the street. A letter of notification and signatures are required from businesses/neighborhoods impacted by filming. Be sure to list Ann Lerner, Film Liaison, City of Albuquerque Film Office, 401-8761 as a contact on your letter of notification (please see Letter of Notification Guidelines for more specific information).
6. Film crews may only be in residential neighborhoods between the hours of 7am and 10pm, unless by special arrangement through the film office.
7. Attach the letter of notification and signatures to permit.
8. Attach a sketch of the filming site that maps out the placement of work trucks.
9. Contact Ted Korbin of Municipal Development at 924-3407 prior to permit meeting. He will advise whether or not construction/events are happening that may interfere with filming.
10. If there are street/sidewalk closures or intermittent traffic control, contact a barricade company to create the necessary traffic control plans. If barricades are used, you must get a barricade permit prior to filming (additional fees may apply). Contact Ted Korbin, 924-3407, in Municipal Development.
11. Attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and a brief description of what you will be filming. If you do not have a traffic control plan by the time of the film permit meeting, you must bring a representative from the barricade company with you to the meeting.
12. Contact Donna Gonzales of Chief's Overtime @ 768-2380 to set up an account for use of overtime police officers.
13. Ensure that the caterer and craft services contact Lori Stoller of Environmental Health at 768-2718 to obtain the necessary food service permits before filming.
14. Closure of any part of Central Avenue requires the CAO of the City of Albuquerque's signature and at least 7 days notice to process.
15. Rapid Ride bus service cannot be detoured.
15. Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes and must leave at least 20 ft. clearance between vehicles parked on either side of the road for emergency response vehicles to pass. Production vehicles cannot park on Central Avenue or in front of businesses unless loading or unloading.

16. Base camp cannot be on the streets of Albuquerque; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honeywagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
17. Parking in alleyways is prohibited unless special arrangements are made through the AFO.

### **Neighborhood notification**

The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the AFO, of the duration and location of filming, requests for *no parking*, including information about planned special effects, road and lane closures, sidewalk usage without obstructing pedestrians and the time that barricades will be placed on the street. Notification letter and neighborhood signatures must be attached to the Film Permit.

### **Consideration & Disruption**

**Consideration to Residents/Occupants/Businesses:** These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

**Lighting:** Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

**Noise:** The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

**Disruption to Residents/Occupants/Businesses:** It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

### **Vehicles, Traffic, Parking**

#### **Traffic:**

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

#### **Parking and/or Standing:**

Production vehicles must not block fire hydrants, be parked in fire lanes and must leave at least 20 ft clearance between vehicles for emergency response vehicles to pass.

- Production vehicles must not block parking lot access/egress ramps.

**Traffic Stoppages:** Intermittent traffic stoppages are limited to a **maximum of 5 minutes**, and must be under the supervision of a Chief's Overtime Police Officer.

## **Police/Fire/Ambulance**

### **Filming Activities and Relationship to Police/Fire/Ambulance:**

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Albuquerque Fire Marshal's Office must be advised in advance when the use of flammable liquids/materials and special effects are being planned.
- Chief's Overtime Police Officers are required as determined by the AFO for such things as intermittent traffic stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving city parks/properties. A copy of the permit is to be supplied to each of the police officers on duty. All costs associated with these requirements are the expense of the applicant.

## **Responsibilities**

**Clean-up:** Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the AFO or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

**Conduct:** It is the responsibility of the production company to ensure that their staff operates in a safe and professional manner in the course of their duties.