



## FILM PERMIT APPLICATION

Complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your production. *Incomplete applications will not be processed.*

<b>Applications must be submitted a minimum of 7 days prior to filming with the <u>non-refundable</u> application fee attached.</b>	
Applicant/Production Company Name:	Date(s) of Filming:
Location of Filming:	
<b>Section 1 – Production Contact Information</b>	
Name:	
Address:	
E-mail:	
<b>Section 2- Filming information</b>	
Provide a detailed description of what is being filmed:	
Multi-day Filming? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time of Filming:	
Date of Set-up:	
Time of Set-up: <input type="checkbox"/> am <input type="checkbox"/> pm	
Anticipated Number of Participants:	
Anticipated Number of Spectators:	
Filming Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Section 3 - Traffic Closure</b>	
Does the film production propose using, closing, or blocking any of the following?	
<input type="checkbox"/> City Street(s)	<input type="checkbox"/> City Sidewalk(s)
<input type="checkbox"/> Multi-use Path(s)	<input type="checkbox"/> City Alley(s)
	<input type="checkbox"/> Public Parking Lot(s)
	<input type="checkbox"/> City Right(s) – of – Way
If yes, explain:	
<b>Section 4- Insurance</b>	

Applicant must purchase and maintain General Liability Insurance in the minimum amount of \$1,000,000 for each occurrence/\$2,000,000 aggregate. The policy must provide coverage for bodily/personal injury, property damage, and broad form contractual liability. *The policy must be endorsed to include Lake Havasu City, Arizona, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, employees, and contractors as named additional insureds with respect to liability arising out of* or related to Applicant's filming and occupancy, use, and activity in or about the lands described in this Film Application. The City must be notified within ten business days of policy suspension, cancellation, and reduction in coverage or limits. Insurance coverage must be provided by an insurance company admitted to do business in Arizona and rated A-VII or better. Attach a copy of the General Liability Insurance Certificate to this application.

If the filming is at Rotary Park, S.A.R.A. Park, or Site Six, the *endorsement must include the United States, Bureau of Land Management.*

**NOTE: Application will not be approved if the language above is not on your Certificate of Insurance.**

**Section 5- Acknowledgement –READ AND INITIAL ALL BOXES**

Applicant acknowledges and agrees to comply in full with all applicable federal, state, county, and City laws affecting the filming.

For filming in S.A.R.A. Park or Site 6, Applicant acknowledges review of the Master Lease between City and BLM and agrees to comply with any applicable terms, stipulations, and requirements of the Master Lease. In the event of any conflict between a film permit and the Master Lease, conditions of the Master Lease shall apply, including provisions of the July 19, 1975, Recreation and Public Purposes Act.

The above information is complete and correct to the best of my knowledge. I understand that issuance of a permit is based on the information supplied in this application, and that any permit issued may be denied or revoked if found to be issued based on incorrect or incomplete information. I further understand that the filming may be monitored by the City, and that failure to comply with any conditions placed on application approval or the creation of a public nuisance as defined by applicable state and local law may result in the immediate abatement of the offending activity or revocation of the permit.

<b>Applicant's Signature:</b>	<b>Date:</b>
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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed applications to:**

Special Events Coordinator  
2330 McCulloch Blvd N.,

Lake Havasu City, AZ 86403

For more information please contact:

Assistant to the City Manager/Special Events Coordinator, Anthony Kozlowski  
(928) 854-4278