

**Film and Photography Permit Application**

**Energy, Minerals and Natural Resources Department  
State Parks Division**

**1220 S. St. Francis Drive  
Santa Fe, NM 87505**

**Note: Pursuant to 19.5.7.10 NMAC, applicants shall provide a completed, signed Film and Photography Permit Application to the State Parks Division (Division) Santa Fe Office at the location above, along with the non-refundable film permit application fee (specified in 19.5.7.12 NMAC), at least 30 calendar days before the film or photography project starts. The Division may, from time to time, require additional information to determine a proposed project's nature and potential impacts upon the park's resources and visitors. Please refer to 19.5.7 NMAC for additional information.**

**Name of individual or entity:**

**Address:**

**City/state/zip code:**

**Telephone number (include area code):**

**Facsimile number (include area code):**

**E-mail address:**

**Local contact information:**

**Name:**

**Address:**

**City/state/zip code:**

**Telephone number:**

**Facsimile number:**

**E-mail address:**

**Name of park where project will take place:**

**Brief description of the proposed project:**

**Type of project (feature film, still photography, television series, movie or pilot, documentary, video, television commercial, or other – if “other”, please describe):**

**Title or product:**

**Project's content:**

**Producer:**

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<b>Director:</b>		
<b>Production manager:</b>		
<b>Number in cast:</b>		
<b>Date(s)/time(s) of proposed project:</b>		
<b>Detailed description of how individual or entity would use the park, the approximate number of people and vehicles involved, special accommodations needed, and special effects planned, including any activity that involves fire:</b>		
<b>Will proposed project require entry into areas of the park closed to visitors?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>If "yes," please describe in detail:</b>		
<b>Will partial or full closures of the park be required?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>If "yes," please describe in detail:</b>		
<b>Will equipment or vehicles be used off established trails or outside of developed areas?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>If "yes," please describe in detail:</b>		
<b>Payment of park fees:</b>	By signing below, the Applicant acknowledges that people associated with the project shall pay the generally applicable visitor fees including camping and electrical and sewage hook-up. Day use fees are not charged. The permittee or those involved in the project shall not use annual permits to cover day use or camping fees for film or photography projects that require closure of all or part of a park.	

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

Applicant's printed name and title): \_\_\_\_\_

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**For Division use**

**\_\_\_ Permit is approved, conditional upon Applicant providing the information requested below. (Check required information):**

\_\_\_ Payment of film permit fees, park fees pursuant to 19.5.7.13 NMAC, as well as costs for Division staff or equipment needed for the project to occur (e.g., providing a snowplow and operator to remove snow from roads normally closed for the winter) and for park fees the Division loses as a result of a park's full or partial closure

**Motion pictures/videos/television documentaries:**

**Comments:**

\_\_\_ 1-30 people, \$250/location/day

\_\_\_ 31-60 people, \$500/location/day

\_\_\_ More than 60 people, \$1,000/location/day

**Total amount due: \$ \_\_\_\_\_**

**Commercial still photography:**

**Comments:**

\_\_\_ 1-10 people, \$100/location/day

\_\_\_ 11-30 people, \$150/location/day

\_\_\_ More than 30 people, \$250/location/day

**Total amount due: \$ \_\_\_\_\_**

**Monitoring**

**Comments:**

\_\_\_ Monitoring fees: \$25/ranger/hour:

\_\_\_ Less than 50 people, one monitor required

\_\_\_ 51-89 people, two monitors required

\_\_\_ More than 90, three monitors required

**Total amount due: \$ \_\_\_\_\_**

**Damage deposits:**

**Comments:**

\_\_\_ Less than five people, no stock (animals), props or sets, \$500

\_\_\_ Five to 10 people, no stock (animals), \$1,000

\_\_\_ Six to 24 people, or up to five consecutive calendar days scheduled filming; complex sets; construction of sets at location, \$2,000 plus \$100 per animal/per day

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<p>___ 25 or more people or more than five consecutive calendar days scheduled filming; complex sets; construction of sets at location, \$5,000 plus \$100 per animal/per day</p>	
<p>___ Pursuant to 19.5.7.12(E) NMAC, the Superintendent or Director may waive or reduce the fees for individual student projects that are non-commercial.</p>	
<p>➤ Amount of lost fees resulting from park closure</p>	<p>\$ _____</p>
<p><b>Insurance:</b></p>	<p><b>Comments:</b></p>
<p>___ Certificate of Worker's Compensation</p>	
<p>___ Certificate of insurance for public liability for personal injury and property damage in amounts greater than or equal to the liability limits set forth in NMSA 1978, § 41-4-19, as it may be amended, which shows EMNRD as an additional insured.</p>	
<p><b>Additional requirements:</b></p>	
<p>___ The permittee shall remove equipment and materials brought into a park for the film or photography project immediately upon the project's completion unless otherwise agreed upon in the film agreement.</p>	
<p>___ The permittee shall, on a daily basis, remove and properly dispose of garbage, trash, food, supplies, temporary props, and other debris associated with the film or photography project's activities from all filming location, staging, catering, parking, and storage areas located within the park. The permittee shall arrange for private trash service and shall not use the park's trash disposal facilities or sewage dump stations.</p>	
<p>___ If a film project uses animals, the film project shall comply with the American Humane Association guidelines for the safe use of animals in filmed media, have an American Humane animal safety representative present on the set and qualify for the End Credit Disclaimer "No Animals Were Harmed"™. For the most current edition of the American Humane Association guidelines for the safe use of animals in filmed media please go to <a href="http://www.americanhumane.org/film">www.americanhumane.org/film</a>.</p>	
<p>___ Helicopter or aircraft operations within park boundaries require specific approval in the film permit and helicopters and aircraft shall maintain at least a 500-foot altitude above known bird nesting sites, occupied campgrounds, and other sensitive park locations that the Division identifies.</p>	
<p>___ If the film or photography project involves more than 10 people, the permittee shall provide or hire its own security services. The permittee shall provide one security officer for every 20 people involved.</p>	
<p>___ The permittee shall include the Division and the individual park where the actual filming occurred in the "credits" listing at the end of each motion picture, video, sound recording or television documentary.</p>	
<p>___ Unless modified in the film permit, the permittee shall not:</p> <ol style="list-style-type: none"> <li>(1) use materials, adhesives or paints on geological, paleontological, or archaeological or other scientific resources within a park;</li> <li>(2) disturb trees, shrubs, forbs, grasses, or other vegetative resources; or</li> <li>(3) temporarily or permanently modify the interior or exterior of any park structure.</li> </ol>	
<p>___ The permittee shall ensure that no material is discharged into waters of the state or storm drainage system.</p>	
<p>___ The permittee shall repair, replace, or compensate the Division for damage to park resources or structures caused or allowed by the permittee's activities within seven days after the Division has notified the permittee of the damage.</p>	

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**Permitted Modifications:** If allowed, describe in detail. If not, write "none".

**Permit is denied for the reason(s) indicated below:**

\_\_\_ Application is incomplete. (The Applicant may provide additional information to complete the Film and Photography Permit Application or revise the Film and Photography Permit Application for the Division's reconsideration.)

\_\_\_ Proposed project is incompatible with park resources and visitor use and demand.

\_\_\_ Proposed project depicts activities that are incompatible with or damage the Division's image.

\_\_\_ Proposed project will or may risk Division employee and visitor safety or damage Division property or the park's natural and cultural resources;

\_\_\_ Park lacks sufficient staff to monitor the proposed film or photography project's activity.

**ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT, STATE PARKS DIVISION**

\_\_\_\_\_  
Park Superintendent or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMNRD Secretary or Designee

\_\_\_\_\_  
Date