A Flagstaff Film and Media Permit allows a production to film within city-owned properties, parks and public right-of-ways within the defined boundaries of the City of Flagstaff. Film and media permits are issued for commercial photography, filming and associated sound recording to ensure the safety of the public, protection of resources, to prevent significant disruption of normal use, or when they involve props, models, professional crews and casts or set dressings. Although a Film and Media Permit is required for filming in Flagstaff, productions must obtain the proper permissions from private land and business owners when filming is to occur on non-city-owned land/property. Should you need to film in another jurisdiction besides Flagstaff, you will need to obtain the appropriate permit for that particular agency.

Generally, film permits are not required for:

- Visitors using cameras and/or recording devices for their own personal use.
- Sound technicians and film or video news crews; however news crews for entertainment or scheduled purposes will require a permit.

To apply for a permit, please complete the Flagstaff Film and Media Permit Application and submit it to the Flagstaff Film Office. You are encouraged to attach a detailed project description to assist staff in evaluating your request.

Flagstaff Film Office
Contact: Meg Roederer  Mail: 211 W. Aspen Ave., Flagstaff, AZ 86001
Phone: 928-213-2924  Office: 323 W. Aspen Ave., Flagstaff, AZ 86001
Email: mroederer@flagstaffaz.gov  Online: www.filmflagstaff.com

Contact Information

Production Company: ________________________________

Project Name: ____________________________________

Production Contact: ________________________________  Title: ________________________________

Phone: ________________________________  Email: ________________________________

Address: ________________________________  City: _______________  State: ________  Zip: ________

Tax ID #: ________________________________

Production Information

Producer: ________________________________  Director: ________________________________

Location Manager: ________________________________  Additional Rep/Title: ________________________________

Type of Production:

☐ Feature Film  ☐ Feature 2nd Unit  ☐ Ind. Feature  ☐ Music Video
☐ TV Series  ☐ TV Movie  ☐ TV Special  ☐ Documentary
☐ Commercial  ☐ Corporate Video  ☐ Reality  ☐ Educational
☐ Still, Advertising  ☐ Still, Editorial  ☐ Student Project  ☐ Other
**Location Schedule**

Each location must have an individual entry (attach additional pages as necessary)

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
<th>Activity</th>
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Base Camp Location: ____________________________________________________________________________

Detailed Description of Onsite Activities (attach additional pages as necessary)

___________________________________________________________________________________________

Night work:  ☐ Yes  ☐ No

If yes, explain:

Roadway / Alley Use:  ☐ None  ☐ Drive shots with no Closure  ☐ Intermittent closure needed  ☐ Full street closure No other traffic

Description: ____________________________________________________________________________

Traffic Control Plan may be required

Other:  ☐ Stunts  ☐ Weapons on set  ☐ Aerial/Drone  ☐ Livestock/Animals  ☐ Pyrotechnics  ☐ Sound/Amplification

Description: ____________________________________________________________________________

**Operational Information:**

Total # Cast/Crew: __________________________ # of Cars/Light trucks/SUV's: __________ # large vehicles/RV's: __________

Involvement of Minors:  ☐ Yes  ☐ No

If yes, number: ________ Age Range: __________

Cameras:  ☐ Hand  ☐ Tripod  ☐ Dolly  ☐ Dolly w/ Track  ☐ Crane/Jib arm  ☐ Portable Crane  ☐ Car Mount  ☐ Camera Car

Electrical Requirements: __________________________

Lighting:  ☐ Yes  ☐ Reflector Only  ☐ None

If yes, explain: __________________________

Generator:  ☐ Yes  ☐ No

Quantity: ________ Size: __________________________

Additional permit may be required for generator

*Revised August 21, 2018*
Craft Service:  ☐ Yes  ☐ No

**Affidavit**

I hereby state that the above information provided is complete and accurate; no false or misleading information has been given. All schedules and requests are reliable to the best of my knowledge and I have full authority to represent the applicant/production company and project described herein.

The applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, cast, crews, guests or other persons doing business with the applicant, in connection with the production described in this application, provided that such claims, damages, losses and expenses are attributable to bodily injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the Film and Media permit is not transferable to any other individual or group.

Signature: ___________________________  Title: ___________________________  Date: ___________________________

Company: ___________________________

*Note: This is an application only and does not serve as permission to conduct special filming activities within the City. The information provided will be used to determine whether filming will be permitted. If your request is approved, a signed copy of the application containing any applicable terms and conditions will be sent to the person designated on the application.*