



FILMING PERMISSION PROCESS & INFORMATION

A permit from the City is required for motion picture or television production, or commercial materials of any kind which includes the use of any public street, road, right-of-way, public facility or public place owned by the City, or over which the City has the right of control. Permission is not required for any filming at an established place of business within the City or for filming or videotaping of persons, scenes, occurrences or events, which are done for news gathering purposes in the general public interest, for use in criminal investigations by law enforcement agencies, or for use in any judicial proceedings.

The public property to which the approval to film relates, shall at all times be made accessible to fire, police, or other emergency personnel for public health, safety, or welfare.

The responsible party shall not block or close any streets, sidewalks or alleys.

The responsible party shall not in any way interfere with traffic or pedestrian right of ways.

The responsible party shall be accountable for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permittee.

Costs incurred in the use of City equipment or any assignment of City employees, including Police and Fire personnel must be reimbursed to the City by the permittee.

A certificate of insurance is required prior to staff approval to film. The certificate of insurance must contain combined single limit coverage for bodily injury and property damage of not less than one million dollars (\$1,000,000), and basic workers' compensation insurance as provided in the laws of the state. The certificate shall name the City as additional insured and must say for all filming/work done in the city right of way. The City may require additional coverage if it is determined that the risks inherent in the proposed activity, would not be adequately covered by the basic coverage.

Permission to film must be obtained by the applicant from the appropriate City facility such as the Parks Department, Scottsdale Airport, or other City facilities before the film permit is issued.

Please call the phone number below to obtain permission from the proper staff if you are proposing to film at any of these locations:

- Parks and Recreation (to film in any of the City parks) – 480-312-7707
- Civic Center Mall – 7340 Scottsdale Mall – 480-874-4607 (**In accordance with the Mall Ordinance, public access to the Civic Center cannot be limited in any way**).
- Scottsdale Stadium – 7408 E. Osborn – 480-312-2856
- McCormick Railroad Park - 7301 E. Indian Bend Road – 480-312-2731
- Scottsdale Airport – 15000 N. Airport Dr. – 480-312-2321

- If you are filming at a private residence(s), you must submit written approval from the Home Owners Association (HOA). If there isn't an HOA, you may be required to complete neighborhood notification and or receive neighborhood approval.

***A certificate of insurance is required prior to issuance of the film permit. Please do not submit your application without a certificate of insurance which has a combined single limit coverage for bodily injury and property damage of not less than one million dollars (\$1,000,000). The certificate of insurance must name the City of Scottsdale as additional insured.**

FILM PERMIT APPLICATION

Application Date: _____

Film Company Name: _____

Film Company Address: _____

Name of Responsible Party: _____

Phone: _____ Cell#: _____ Fax#: _____ E-Mail: _____

Complete address(es) and name of location(s) where filming will occur: i.e. park address

Date(s) of when filming will occur: _____

Time(s) of filming: _____ am or pm to _____ am or pm

Provide a detailed description of your film project (attach an additional sheet if needed):

Number of persons to be involved in the project: _____

Please describe their function _____

Describe the type of equipment to be used during filming: _____

Describe the number and type(s) of vehicles to be used in the proposed activity and a description of any vehicle(s) movement or use: _____

Will you be working in the public right of way? ___yes ___no

If yes, explain in detail where:

Please provide the name of the City contact granting you permission to film at a City facility and a copy of their written approval; you may also have an e-mail sent to projectinput@scottsdaleaz.gov confirming approval from the City contact you spoke to.

Name: _____ Dept. _____

This application is based on the production description and is subject to the conditions below and in Sections 16-431 through 16-451 of the Scottsdale Revised Code. The permit may be extended upon request for, and receipt of the City's approval. The permit may also be revoked by the City in the event of noncompliance, misrepresentations, or as otherwise provided in Section 16-451, Scottsdale Revised Code. By signing this application, the applicant acknowledges having read and understood the condition of this application as well as the provisions of sections 16-431 through 16-451 of the Scottsdale Revised Code.

- I agree that by obtaining this permit and signing below, to defend, indemnify and hold harmless the City of Scottsdale from any and all losses, costs, damages and expenses on account of activity of the permittee on the public property which is the subject of the permit (Sec. 16-449©, Scottsdale Revised Code).
- The public property to which the approval to film relates, shall at all times be made accessible to fire, police, or other emergency personnel for public health, safety, or welfare.
- The responsible party shall not block or close any streets, sidewalks or alleys.
- The responsible party shall not in any way interfere with traffic or pedestrian right of ways.
- The responsible party shall be accountable for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permittee.

Signature of Responsible Party

Title

Date