

City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638

Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

Film Permit Application Information Sheet

Thank you for considering the City of Tombstone as your filming destination. This information sheet has been prepared to guide you through the application process and to assist us in providing you with the best possible services.

Timelines of Applications:

A complete Filming Permit application must be received by City of Tombstone secretary at least fifteen (15) working days prior to your first proposed date of filming (excluding single lane/full-street closure or intermittent traffic control).

For single lane/full-street closure or intermittent traffic control a complete a Filming Permit application must be received by City of Tombstone secretary at least thirty (30) working days prior to your first proposed date of filming as this is required to go in front of City Council for approval.

Insurance Requirements:

City of Tombstone Insurance requirements are very specific. Please refer to the attached Insurance Requirement Sheet.

Application Completeness:

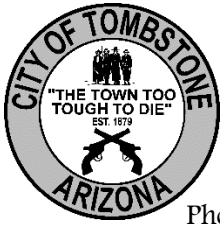
All application submissions must be legible and contain:

- All information requested
- Insurance Certificate with City of Tombstone listed as additional insured
- Map depicting of areas of filming and street closures

Submitting Your Application:

To start the process, you need to:

- Contact the City Secretary at secretary@cityoftombstoneaz.gov for information about location availability (required only if you plan to film on City of Tombstone property or City Streets).
- Email your Film Permit application and insurance documents to secretary@cityoftombstoneaz.gov
- You will be notified of other conditions or requirements if applicable
- Attend City Council if applicable
- Pay necessary fees and obtain a finalized permit from City of Tombstone City Hall



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FILMING PERMIT APPLICATION

Please complete the below information and draw where you will be setting up your event on the attached map.

PURPOSE FOR THE FILM: _____

PRODUCTION COMPANY INFORMATION:

Company Name: _____

Physical Address: _____

City State Zip

Mailing Address: _____

City State Zip

1st Contact Number 2nd Contact Number E-Mail Address

PROJECT INFORMATION:

Company Name: _____

Filming Location 1: _____

Location Type: ☐ Private Property ☐ City Property ☐ Street
☐ Open to the Public ☐ Closed to the Public

Location Contact Name: _____

1st Contact Number 2nd Contact Number E-Mail Address

Filming Location 2: _____

Location Type: ☐ Private Property ☐ City Property ☐ Street
☐ Open to the Public ☐ Closed to the Public

Location Contact Name: _____

1st Contact Number 2nd Contact Number E-Mail Address

(continued on next page)

Filming Location 3: _____

Location Type: ☐Private Property ☐City Property ☐Street
 ☐Open to the Public ☐Closed to the Public

Location Contact Name: _____

1st Contact Number

2nd Contact Number

E-Mail Address

Filming Location 4: _____

Location Type: ☐Private Property ☐City Property ☐Street
 ☐Open to the Public ☐Closed to the Public

Location Contact Name: _____

1st Contact Number

2nd Contact Number

E-Mail Address

Filming Location 5: _____

Location Type: ☐Private Property ☐City Property ☐Street
 ☐Open to the Public ☐Closed to the Public

Location Contact Name: _____

1st Contact Number

2nd Contact Number

E-Mail Address

FILMING ACTIVITY:

Filming Dates: _____

Filming Hours: _____

Prep Dates: _____

Prep Hours: _____

Strike Dates: _____

Strike Hours: _____

☐B-Roll ☐Commercial ☐Feature ☐For the Web ☐TV Show ☐Still Photo ☐Misc./Other

Describe Misc./Other: _____

Film Activity Description: _____

(continued on next page)

PERSONNEL/EQUIPMENT ON LOCATION (INDICATE HOW MANY OF EACH):

Cast_____ Crew_____ Extras_____ Audience Members:_____

Beebe Light/Night Sun _____ Camera Cars_____ Cast/Crew Vehicles_____

DR/Honey Wagons_____ Generators_____ Motor Homes_____ Picture Cars_____

Portable Restrooms_____ Process Trailers_____ Semi-Trucks_____ Vans_____

5/10 Ton Trucks_____ Other:_____ Describe other: _____

PARKING:

Base Camp Parking Address: _____

Crew Parking Address: _____

POSTED NO PARKING/PARKING LOT CLOSURE DESCRIPTION (PROVIDE A MAP INDICATING ALL CLOSURES): _____

SPECIAL EFFECTS PERMIT OR FIRE DEPARTMENT PERMIT INFORMATION:

Fire Permit # _____ FAS Required FSO Required

F/X Permit # _____

F/X Description _____

F/X Dates & Times _____

Technician Name: _____ Contact #: _____

GUNFIRE:

Shot Type: ☐ No Gun Fire ☐ Automatic ☐ Semi- Automatic ☐ Single-Shot ☐ Non-gun

Dates & Times of Gunfire: _____

(continued on next page)

Description of Gunfire: (include loadtype, takes per day, and times per take)

FEES:

City Film Permit Fees: Movie\$200.00 Documentary..... \$100.00

ADOT Film Permit for use of Highway 80: For permit and fee information, go to

<https://azdot.gov/business/permits/film-permits>

Please initial the below statements:

_____ I have read the requirements for event insurance and agree to provide the city of Tombstone Certificate of Insurance(s) (COI) for all businesses, groups, or individuals participating in this production. I understand that if COIs are not provided the permit will not be issued.

_____ I have read and understand the Public Spaces Regulations set forth by the City of Tombstone.

By signing below, I acknowledge to the best of my knowledge the above information is correct. I understand that if any changes are made, I need to notify City Hall immediately for approval and to have the permit updated to reflect the changes.

I understand that this application **does not guarantee** a Filming Permit, but is just a submission to be approved by the Mayor and City Council.

I understand that the City of Tombstone has the right to pull any issued permits, at any time, if notified of any misconduct or infraction of the regulations by any participant of the filming.

Signature

Date

OFFICIAL USE ONLY

Fee \$ _____ Date Paid: _____ Receipt # _____ Staff Initials: _____

☐ COI on file ☐ COI received with application ☐ COI Received on _____

☐ Approved by Mayor on _____ ☐ Approved at City Council Mtg. on _____
Minutes included

Signature of Mayor (if does not go to council)

EVENT INSURANCE REQUIREMENTS

A copy of your Certificate of Insurance (COI) is required prior to the issuance of any approved permits. A COI is required for not only the sponsoring group but also for all businesses, performers, groups, or individuals who are participating in any function of the event except observer.

Your COI must include the following:

1. The City of Tombstone needs to be listed as an additional insured on the policy.
2. The insurance policy must be primary and non-contributory.
3. The insurance policy must contain a waiver for “Subrogation.”
4. “Endorsements must be included for all the above listed.
5. A good description is necessary of what operations, locations, vehicles, and events the insurance is covering. Example: If a description states that biking is coming to town, the word “biking” must be defined as to whether they are motorized or non-motorized bikes. It must also state what the bikers will be doing one in town like a “non-motorized bicycle race.
6. The policy must have a minimum of \$1 million Each Occurrence coverage.
7. The policy must have a minimum of \$2 million General Aggregate coverage.
8. The policy must be valid for the date(s) the Special Use Permit will be in use.

It is recommended if you plan to sponsor, plan, or participate in multiple events throughout the year, to get a policy that will cover a 12-month period.

Because the Certificate of Insurance only gives the policy and carrier information and the policy once issued is a binding, legal contract, the City of Tombstone will collect and have on file at City Hall the Certificate of Insurance as well as the policy(s) and any endorsement(s) that actually provides prior to the event taking place.

Failure to provide all insurance information to the City of Tombstone will result in the Special Use Permit not being issued.

Individuals and Groups interested in obtaining insurance for a special event can apply with Tenant User Liability Insurance Program (TULIP). Further information about this program is available at City Hall.

If you have any further questions, please do not hesitate to City Hall.

PUBLIC SPACE REGULATION

Reference: City of Tombstone Code Title 8, Chapter 2

1. Within the limits of the city of Tombstone and in or on any public park, restroom, recreation area, sports complex, parking lot, road, cemetery, or street under the jurisdiction of the city of Tombstone all persons are forbidden to do any of the following acts:
 - A. To discharge firearms, firecrackers or fireworks, or to discharge any air gun or pistol, or any slingshot or similar device, or any bows and arrows, except in those areas specifically maintained for that purpose by the city; or to disturb the peace and quiet of any park or recreation area.
 - B. To willfully damage, deface, destroy or remove park, cemetery, or recreation area property, or to sit on picnic tables placing feet on benches.
 - C. To distribute any handbills or circulars or to post any handbills, circulars or notices without the express permission of the common council.
 - D. To swim or wade in or pollute any body of water provided that the common council may designate specific areas for swimming and wading.
 - E. To injure or mistreat any birds, animals, fish or eggs.
 - F. To fish, except in those areas specifically designated by the common council.
 - G. To make or kindle a fire in any area other than those areas specifically maintained for that purpose.
 - H. To make use of a trailer mobile home overnight; to otherwise camp, lodge or tarry overnight in any area other than those areas specifically maintained for that purpose.
 - I. To stop, park, ride or drive any horse or other animal, or to propel any vehicle elsewhere than on the roads, trails or drives provided for such purposes.
 - J. To use indecent language or engage in indecent, disorderly, or boisterous conduct; to beg or solicit for any purpose; to gamble or operate a gambling device of any nature; to litter; to discriminate in any manner against any person or persons because of race, color or creed or national origin. No drunken, noisy or disorderly person shall be allowed to remain within any park or recreation area.
 - K. To vend or sell or offer for sale any merchandise of whatsoever nature without a written permit from the city clerk.
 - L. To climb upon any park or recreation area property, other than equipment provided specifically for that purpose.
 - M. No dogs, cats, or other animals shall be allowed unless they be on leash or chain or be otherwise under physical control.
 - N. No male person over the age of six (6) years shall enter any ladies' toilet within any park or recreation area or shall go into any vault of any such toilet; no person shall loiter in the vicinity of any toilet, except that city employees may enter upon said premises at proper hours for the purpose of cleaning and repair.
 - O. No person shall unnecessarily focus or throw lights from automobiles or flashlights or any light producing apparatus upon any campsite or assemblage.
 - P. Consume or have in his possession or custody any wine, spirituous liquor, malt liquor, or other alcoholic beverage. This shall not be enforced if all the below criteria is met:
 - i. Event is sponsored by a recognized group or organization

- ii. Group or organization has acquired an Outdoor Special Use Permit that has been approved by the mayor and city council, which authorizing them to possess or consume alcohol or spirituous liquor in the designated area.
 - iii. Group or organization has acquired the proper Liquor License from the Arizona Department of Liquor Licensing and Control that was approved by the mayor and city council.
 - iv. Persons consuming wine, spirituous liquor, malt liquor, or other alcoholic beverage meet the legal age limit.
 - v. Consumption is in a designated and controlled area
 - vi. The attendees conduct themselves reasonably and in accordance with the terms and conditions of the before mentioned permit and license; and are otherwise in compliance with all other laws.
- Q. Consume or have in his or her possession or custody without a valid prescription any illegal drug, substance or paraphernalia.
2. Performances in Public places are restricted to the following guidelines
- A. Permitted locations are:
- i. City Park at the corner of 3rd and Allen Streets
 - ii. City Parking lot Next to the Art Gallery
 - iii. Old High School Ball Field
 - iv. Allen Street between 6th and 3rd Street as approved by the mayor and city council.
- B. Performances may not block or totally obstruct public spaces, sidewalks, or boardwalks or to interrupt free passage along them. Note: If a crowd gathers to see or hear the performance such that the passage of the public thoroughfare is blocked, a police officer may disperse that portion of the crowd that is blocking the passage of the public. The blocking of passage persists, the officer shall cause the performer to relocate to a less congested area.
- C. It shall be unlawful for any performance to utilize electric equipment for instruments, voices, or sound effects with the exception of battery-operated devices used not louder than normal voice.
3. Any violation of the above, constitutes a crime and is punishable under the laws of the state of Arizona. (Ord. 2007-02, 2-13-2007)
- A. Any person who shall violate any of the above provisions shall be deemed guilty of a misdemeanor and upon conviction receive a fine not more than two hundred dollars (\$200), by imprisonment not more than six (6) months, or by both such fine and imprisonment.
- B. Any person bringing prohibited articles with the confines of public spaces shall, after being convicted, forfeit the prohibited articles.