



Permit Instructions

1. Obtain liability insurance in the amount of \$1 million naming the Town of Mesilla as additionally insured.
2. Complete the application on pages 2-3.
3. Sign the declaration section on page 3.
4. Attach a description and a sketch or traffic control plan of the film site and/or route.
5. Contact Film Liaison Crystal Downs at the Creative Media Institute at 575-646-6360 to schedule a meeting to have your application reviewed and signed by the Film Permit Committee as described on Page 3 of this application.
6. Once all of the Film Permit Committee signatures are acquired, this application becomes the film permit.
7. Fees (Please make checks payable to Town of Mesilla; payment due prior to filming)
 - Refundable Cleaning and Damage Deposit \$150.00
(If applicable, deposit will be returned within 14 days)
 - User Fee and Administrative Fee for Filming in the Town of Mesilla
 - a. Motion pictures, commercials \$25.00 per day
 - b. Student or non-profit \$10.00 per day
 - Public Safety fees (If required)
 - Marshal's Department Support
(If security, traffic control, road closures required) \$38.00 per hour per deputy
 - Fire Department Support (if required)
 - a. Brush truck with two firefighters \$30.00 per hour
 - b. Engine with four firefighters \$60.00 per hour
 - Mesilla Plaza Rental Fee (if needed)
 - Number of People on Plaza
 - a. Motion pictures, commercials
 - 1-55 people \$132.00 per day
 - 56-165 people \$352.00 per day
 - 166-400 people \$500.00 per day
 - Over 400 people \$1,000.00 per day
 - b. Student or non-profit
 - Any number of people \$10.00 per day

Note: A copy of this application is retained by the film office to respond to all public inquiries. The applicant shall retain the original signed permit at all times on-site during filming.



TOWN OF MESILLA FILM PERMIT APPLICATION

Date of application: _____ **Permit #** _____

PROJECT TITLE: _____

PRODUCTION COMPANY: _____

OFFICE ADDRESS: _____

OFFICE NUMBER: _____

OFFICE FAX NUMBER: _____

LOCATION MANAGER: _____

CELL NUMBER: _____

ASSISTANT LOCATION MANAGER: _____

CELL NUMBER: _____

Film Location Address: Interior Exterior

From: ___/___/___ _____ am/pm To: ___/___/___ _____ am/pm

(Filming dates/times must reflect the moment production will arrive at the filming location (i.e. setup) and the time the last production vehicle leaves.)

Location of base camp: _____

Provide a brief description of the scene below:

*Caterer: _____ Phone number: _____

*Craft services: _____ Phone number: _____

*Production company must ensure that caterer and craft services provider contact the State of New Mexico Environment Department at least 10 working days in advance for permits: 1170 N. Solano, Las Cruces, NM 88001; 575-524-6300.

Intermittent traffic control? Yes No (ITC is between 3-5 minutes only)

Street Closure: Yes No

Special Effects (pyrotechnics, explosions, etc.)? Yes No

If yes, please describe: _____

Number of cast & crew at location: _____

Signatures of Film Permit Committee Members:

Town of Mesilla Mayor Michael M. Cadena: _____

Town of Mesilla Clerk-Treasurer Juan A. Fuentes: _____

Town of Mesilla Fire Chief Kevin Hoban: _____

Town of Mesilla Marshal A.I. Vega: _____

Town of Mesilla Public Works Director Debbie Lujan: _____

Town of Mesilla Special Events Coordinator Kristie Medina: _____

Creative Media Institute Film Liaison Crystal Downs: _____

I _____ do hereby declare that the enclosed scheduled filming will be conducted in accordance with the requirements and recommendations made by the film permit committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the film permit committee, if, in their own opinion, any of the following occur: the event becomes a public nuisance, violations of statues or ordinances are committed by any participant, any of the recommendations herein referred to as the "FILM PERMIT" are not met. I understand that any significant changes (date, time, logistics, location and the like) to the filming after the date it was reviewed by the film permit committee will require that I resubmit the "FILM PERMIT" to the committee members and/or obtain approval of the changes from the respective departments. Additionally, I understand that the Town of Mesilla and the film permit committee will not be held responsible for changes made by the event organizer or parties thereto.

Signature of Applicant

Date