



Town of Gilbert
Film/Photography
Permit Information Sheet

Thank you for your interest in the Town of Gilbert as a possible filming location. These guidelines outline the considerations the Town applies to commercial filming requests and sets out the procedures for making such requests. This process applies to all requests to undertake commercial filming on any Town property. For convenience, the word “commercial filming” as used in these guidelines includes motion pictures, videotape, voice, digital imaging and similar media.

Film Permit Required: A Commercial Film and Digital Media Permit (“Permit”) is required when filming for a commercial purpose that will take place on or in Town property, unless otherwise provided below.

1. A Permit is not required for filming people, scenes, occurrences or events for news gathering purposes, for use in criminal investigations by law enforcement agencies, or for use in any judicial proceedings.
2. A Permit is not required for filming on a public sidewalk or for filming on a public street when pedestrian or vehicle traffic will not be impacted.
3. A Permit is not required for personal photography or professional photographer utilizing just camera/lens and bag, (i.e. student pictures, wedding/engagement pictures, family pictures, prom pictures, etc.). Personal photography, whether still, motion picture or video, is allowed without specific clearance or authorization under the following conditions:
 - Town and/or Department of Parks and Recreation rules and regulations must be complied with at all times.
 - There must be no interference with other visitor’s use and enjoyment of the area.
 - Professional props and/or sets, actors or professional models, or specialized or large motorized equipment will not be used.
 - Photography will take place during the normal hours that the park or town area is open to the public.
 - No disturbance or rearrangement of any park or town property will be allowed.
4. A Permit is usually not required for general B-Roll filming in Gilbert. For general B-Roll **OR** filming at the following, Town-owned buildings or parking garage contact the Office of Digital Government. A Gilbert Film & Digital Media Permit is not required as long as the following criteria are met:
 - You have 5 or less people
 - You are not obstructing the sidewalk
 - You are not obstructing a lane of traffic

Should your production obstruct sidewalks or traffic, you may be cited by the Police. Productions need to ensure that they have the proper permission from a property owner prior to entering upon their property to capture B-Roll.

Process Overview:

1. Submit a completed Film/Photography Permit Application to the Office of Digital Government within 30 days of filming on date (exceptions on a case by case basis). If filming is to take place exclusively within a Town park, please submit permit application to the Parks and Recreation Department.
2. Submit a Certificate of Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The Town of Gilbert shall be named as additional insured on the Certificate of Insurance. Address information should read: Town of Gilbert, 50 E. Civic Center Drive, Gilbert, AZ 85296.
3. Submit fee payment
 - \$150 for a ½ day shoot up to 6 hours.
 - \$350 for a full day shoot up to 12 hours.
 - There will be a charge of \$25.00 per hour for each additional hour over 12 hrs.
 - Late fees of \$200 for half day and \$500 for full day may be charged for film permit requests not submitted 2 weeks prior to filming dates.
 - Cancellation fee equal to 50% of the first day's location fee is charged if cancellation occurs after a location agreement has been signed or less than 14 days prior to permit date.
 - Additional park rental costs may apply for use of park areas.

Additional Rate Information

- Number of off-duty personnel and required equipment is determined once specific information has been provided, scope of work is completed and permits have been obtained.
- Additional fees, surcharges, (and/or special circumstance deposits) may be assessed to individual or groups requiring special accommodations resulting in out-of-pocket costs to the department or Town of Gilbert.

Town Requirements

1. Public property shall, at all times, be made accessible to emergency personnel.
2. The permit holder shall be responsible for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permit holder.
3. Vehicles must remain in the parking area, no driving on sidewalks or turf.
4. Costs incurred for the use of Town equipment or any assignment of Town employees, including Police and Fire personnel, must be reimbursed to the Town by the permit holder.
5. The permit holder shall confine activities to the locations and time schedule approved by the Town.
6. Shots, including exterior shots, showing the Town's name, logo or other identifiable symbols associated with the Town cannot be used without approval from the Town Office of Digital Government.
7. Filming of minors (under 18) without prior written authorization from the minors' guardians is prohibited.

8. Filming shall be limited to the purposes set forth in the approved Scope of Work, which becomes part of the permit. Should Producer/Director and/or permit holder wish to exhibit for another purpose, license, assign or exploit such films, photographs, or records, Producer/Director and/or permit holder must obtain prior permission from the Town.

Filming in Parks

The Parks and Recreation Department is responsible for all arrangements pertaining to filming on park property. The Parks and Recreation Department will review, approve and process all parks requests and coordinate with other Departments as needed.

Please direct all requests, correspondence, and questions to:

Gilbert Parks and Recreation

90 E Civic Center Dr. Gilbert AZ 85296

Phone:480-503-6200 Fax: 480-503-6204

Filming at a Residential Home, Private Property, or on a Sidewalk in Gilbert

Town off-duty personnel **WILL BE** required if **ANY** of the below criteria are met:

1. More than 2 Essential Vehicles (1 ton trucks or greater including motor homes) parked in a Town right-of-way.
2. 10 or more personal vehicles (inclusive of any and all including talent, agency and others who may come and go from set) parked in a Town right-of-way.
3. Working guns on set firing blanks
4. Prop guns displayed within view of public
5. Filming in the street or other Town right-of-way
6. Car-to-car filming
7. Intermittent Traffic Control (ITC)
8. Blocking or "taking out" a lane of traffic
9. Special Effects are utilized (example: fire)
10. Complaints received from neighbors
11. After Hours Filming (between 10:00 p.m. and 6:00 a.m.)
12. If filming impedes or disrupts foot traffic on sidewalks

If none of the above applies to a production, off-duty personnel will not be required by the Office of Digital Government, **however**, a permit must still be obtained.

Final determination for the need of off-duty personnel will be determined by the affected department and the Office of Digital Government. Please check with the Communications Department regarding your exact location. Locations, dates and times will have an impact of the determination of the need for off-duty Town personnel.

An inspection of the filming location may be conducted by the Office of Digital Government and/or the department affected by the filming to ensure Scope of Work is followed.

A violation will require off-duty personnel in order for filming to continue. The rate for the last minute request will be twice the going rate of pay for the off-duty personnel and will begin upon the notification of the production company.

Streets

Filming on major thoroughfares during rush hour traffic (6:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.) is not permitted. All street closure requests are subject to Development Service's approval. All street barricading and signage placement must be done by a licensed barricade company and set up according to the Manual of Uniform Traffic Control.

Privately-Operated, Publicly Owned Facilities

Standard use fees and separate contracts may apply. Examples of these locations are the Elliot District Park and Polar Ice. The Office of Digital Government Director will provide information upon request.

Special Effects

Firearms/Blanks

If the intent is to discharge firearms including blanks within the Town limits, an off-duty uniformed police officer may be required on the set. Weapons must be inspected by the production company's weapons handler and the off duty officer prior to bringing onto the set. Dispatch will be notified by the officer prior to and after discharge of blanks.

Fire/Pyrotechnics

Special effects operators must have a federal ATF license and meet requirements of the Town of Gilbert Fire Department in order to obtain necessary fire department permits. Permit fees vary. Please note this is an application, review and permit process, ample notice is required.

Please direct all requests, correspondence, and questions to:

Town of Gilbert –Office of Digital Government
50 E Civic Center Drive
Gilbert AZ 85296 Phone: 480-503-6765

Parks & Recreation Department Phone: 480-503-6200

Business Hours: Mon.–Thurs. 7:00 AM – 6:00 PM

Film/Photography Permit Application

Fees: Full Day - \$350.00 Half Day - \$150.00

(Over 12 hours, additional \$25.00 per hour; other fees may apply)

Production Title:

Type of Film Event:

Company Name:

Company Address: City: State: Zip Code:

Name of Responsible Party: Location Cell Phone:

E-mail Address:

Filming Dates/Times: Setup: Filming Take Down:

Complete description of the location or place where filming will occur, including address, if applicable:

Provide a brief description of your project:

Number of crew (above & below-the-line): Number of talent:

Number and type of essential vehicles to be used in the proposed activity (grip, camera, catering, etc.):

Description of any vehicle movement use. (No vehicles are allowed on sidewalks or on the turf):

Number and type of non-essential vehicles (crew & talent vehicles):

Weapons, if any, used on the set (knives, guns, etc.):

Describe the amount and type of equipment to be used in the activity and location of the equipment:

Describe the number and types of vehicles to be used in the proposed activity and a description of any vehicle movement or use, (no vehicles are allowed on sidewalks or on the turf):

☐ I have read and understand the commercial film and digital media permits policy

☐ I agree by obtaining this permit to defend, indemnify and hold harmless the Town from any and all losses, costs, damages and expenses on account of activity of the licensee on the public property which is the subject of the permit.

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge, true and complete.

Print Name

Signature

Date
