



## CITYWIDE FILM PERMIT APPLICATION

2018

Thank you for considering the City of Colorado Springs for your upcoming film project. Completion of the Film Permit Application is the first step in the planning process to secure the necessary permits for projects that require exclusive use of any City street, sidewalk, public right of way or alleyway.

Please complete all applicable sections of the Film Permit Application. *Incomplete, illegible, and/or unsigned applications will NOT be processed.* Information that's specific to your film may be added to the end of the application. An application checklist has been provided below to assist you with the types of information REQUIRED to complete a Film Permit Application. Supplemental documents should be submitted to the City's Special Events Coordinator. Delays in providing these documents impact the City's ability to review and approve applications in a timely manner.

**You may submit the Film Permit Application as early as twelve (12) months prior to your project, but no later than ninety (90) days in advance of your project date.**

### APPLICATION CHECKLIST:

- Application - Signed and Dated
- Project Narrative and Timeline
- Site Plan
- Street Listing Worksheet
- Sample of Mitigation Communication
- Park Rules and Regulations – Signed and Dated (if applicable)

**The following documents may be provided throughout the application process or a minimum of 30 DAYS in advance of the project:**

- Certificate of Insurance
- Traffic Control/Barricade Plan
- Security Plan
- Additional Permits and Licenses (as applicable)

**Submit completed application and supporting documents to:**

**CITY OF COLORADO SPRINGS  
OFFICE OF SPECIAL EVENTS  
1401 Recreation Way  
Colorado Springs, CO 80905  
Phone: (719) 385-5940  
E-Mail: [events@springsgov.com](mailto:events@springsgov.com)  
[ColoradoSprings.gov/SpecialEvents](http://ColoradoSprings.gov/SpecialEvents)**

## PRODUCTION COMPANY INFORMATION

Production Company Name:

Company Website:

Street Address:

City: State: Zip:

Email: Phone: Fax:

## APPLICATION INFORMATION

*\*Applicant must be primary contact for planning purposes. This contact must be reachable on filming days.\**

Project Contact\*:

Street Address:

City: State: Zip:

Email: Cell Phone:

## PROJECT INFORMATION

Name of Project:

Project Website:

Project Type: *(check all that apply)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Feature Film                | <input type="checkbox"/> Music Video       | <input type="checkbox"/> Television Program |
| <input type="checkbox"/> Documentary                 | <input type="checkbox"/> Corporate Video   | <input type="checkbox"/> Short Film         |
| <input type="checkbox"/> Public Service Announcement | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Movie           |
| <input type="checkbox"/> Commercial/Advertising      | <input type="checkbox"/> Other:            |   |

Number of Production vehicles: Size of Crew:

Number of Talent: Total Number of Filming Days in Colorado Springs:

Equipment or props that may be present: *(check all that apply)*

- |                                    |                                      |                                     |  |
|------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Generator | <input type="checkbox"/> Lights      | <input type="checkbox"/> Crane      | <input type="checkbox"/> Track           |
| <input type="checkbox"/> Dolly     | <input type="checkbox"/> Water Truck | <input type="checkbox"/> Camera Car | <input type="checkbox"/> Rig (stills)    |
| <input type="checkbox"/> Effects   | <input type="checkbox"/> Large Prop  | <input type="checkbox"/> Set Design | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Other:    |                                      |                                     |  |

**Vehicular Access:** Motorized vehicles on park property, lawns, turf, restricted roadways, bicycle/pedestrian pathways, trails or athletic fields are prohibited.

**Dates/Times:**

	Day of Week	Date	Start Time	End Time
Set-Up				
Filming Start				
Filming End				
Tear-Down				

**CITY PARKS, TRAILS and OPEN SPACES**

Will you be using a [City park, trail or open space](#)?  No  Yes

If yes, which location?

Will you be putting up temporary structures on park, trail or open space property?  No  Yes

If yes, indicate temporary structures on Site Plan.

*Reminder: Stakes are not allowed to secure temporary structures on City property.*

I understand the [Parks, Recreation and Cultural Services Rules and Regulations](#).

**WATER & ELECTRICITY**

Will you need access to park water?  Yes  No

Will you need access to park electricity?  Yes  No

Will you need water or electricity at other public locations?  Yes  No

If yes, please describe location requested:

If yes, submit request to Colorado Springs Utilities at:

[www.CSU.org/Pages/Sponsorship-r.aspx](http://www.CSU.org/Pages/Sponsorship-r.aspx) or by calling (719) 668-3835

**PRIVATE PROPERTY**

Will you be using private property for all or part of your project?  Yes  No

If yes, submit written authorization from the private property owner(s) with this application, and indicate location of private property on your site plan.

Will you be putting temporary structures on private property?  Yes  No

If yes, please describe in detail:

**NOISE**

Will there be any music or amplified sound used during filming?  No  Yes

If yes complete the [Noise Hardship Permit Application](#).

**Prohibited Activities in Parks, Trails and Open Spaces:** Included, but not limited to aircraft, alcohol, fireworks, golf (except on designated golf courses), petting zoo, projectile items such as airplanes and rockets, and weapons such as knives, firearms, bows and arrows, martial art weapons. Drone use may be permitted with prior approval from the Office of Special Events.

## ANIMALS

Will animals be part of your film?  No  Yes

If yes, describe what kind and how many:

## SITE PLAN and TIMELINE

To ensure appropriate review of your project, attach a detailed plan for moving routes and fixed venues. The site plan should be produced in a clear and legible manner and submitted in an 8.5" x 11" or 8.5" x 14" standard format.

To supplement the site plan, provide a detailed narrative and/or timeline of the project including a description of filming activities or other pertinent information that will better assist the City in reviewing your application.

## SIGNAGE & LIGHTING

Does your project include the use of any signs, banners, pennants, flags, streamers, decorations or special lighting?  Yes  No

If yes, show locations on your site plan, indicating specifically what type of sign, decoration or lighting will be used.

Describe the signs, decorations and/or lighting to be used during your project:

At what times will you be using signage, decorations and/or lighting?

Will signage be placed inside the project boundaries?  Yes  No

## HIGH RISK ACTIVITIES & PORTABLE STRUCTURES

Will inflatable displays, hot air balloons or similar devices be used at your project?  Yes  No

If yes, please describe and indicate where inflatables will be located on your site plan:

If yes, please review the **Inflatable Attractions Guidelines**.

Inflatable Set-Up:                      Date                                      Time

Inflatable Tear-Down:                      Date                                      Time

Will your project include any high-risk activities? High risk activities include fireworks, motorcycle ramp-jumping and balloon rides.  Yes  No

If yes, please describe specific activities:

Will your project include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms and temporary pedestrian bridges?

If yes, please describe and indicate where temporary structures will be located on your site plan:

*Reminder: Bleachers are to be inspected and meet the current standards, ICC 300-2012, Standards for Bleachers, Folding and Telescopic Seating and Grandstands.*

## MEDICAL PLAN

*\*The Colorado Springs Fire Department's Medical Division has final authority to determine medical service requirements for all projects.*

Based on the **Emergency Medical Services Resource Matrix**, which resources will be required for your project's medical plan? (Check all that apply).

- |   |  |
|---|--|
| <input type="checkbox"/> First Aid Station        | <input type="checkbox"/> Certified Basic Life Support (BLS) Provider |
| <input type="checkbox"/> CSFD Special Events Team | <input type="checkbox"/> Licensed Ambulance Provider                 |

Name of Medical Services Provider:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Please describe your medical plan:

Applicable information includes the project's medical communication plan, number, certification levels and types of resources that will be at the project, description of how resources will be managed and deployed and hours of set-up and dismantle of medical aid stations.



I understand that the Colorado Springs Fire Department Chief, or his/her designee, has final authority to determine medical service requirements for all projects.

## SECURITY PLAN

*\*The Colorado Springs Police Department has final authority to determine the minimum number of Police Officers to adequately staff all projects, and to determine security requirements for all projects.*

As a project organizer, you are required to provide a safe and secure environment for your project. To facilitate your planning, the Colorado Springs Police Department will design and implement your Security Plan.

You are required to hire a private security company for Beer Gardens. You may also hire a private security company to protect your property after project hours.

Will you be hiring a private security company for your project?  Yes  No

Name of Security Company:

Contact Name:

E-Mail: Daytime Phone: Cell Phone:

Please describe your security plan:

Applicable information includes the project's communication plan, number, certification levels and types of resources that will be at the project, and description of how resources will be managed and deployed.



I understand that the Colorado Springs Police Department Chief, or his/her designee, has final authority to determine security requirements for all projects.

## MITIGATION OF IMPACT

Will your project impact any residential or business areas?  Yes  No

If yes, how do you plan to notify neighbors? (Check all that apply)

- Flyers (door-to-door)
- Postcard/Mailer
- Phone
- E-Mail
- Face-to-face contact
- Other:

Attach a sample of the notice you plan to distribute to impacted neighbors.

Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your project?  Yes  No

If yes, attach letters of support to your application.

If no, explain:



I understand that all projects are required to provide notification to affected residential or business properties. When notifying, street closures should be illustrated and described, and a detailed timeline should be included. Notification must occur at least three weeks prior to my project date.

## TRAFFIC PLAN

*\*The Colorado Springs Police Department has final authority to determine the minimum number of Police Officers to adequately staff all projects, and to determine traffic control requirements for all projects.*

Does your project require any street closures, in any way obstruct vehicular or pedestrian traffic or require a motorcycle/police escort to navigate through City streets?  Yes  No

If yes, provide contact information for your Traffic Control Company, and complete the **Street Listing Worksheet for Traffic Plans**, which includes the streets impacted and closure times.

**Reminder:** The project organizer/permit-holder is responsible for contacting the Traffic Control Company of their choice to secure the project date.

Name of Traffic Control Company:

Contact Name:

E-Mail:

Daytime Phone:

Cell Phone:

Equipment Drop-Off:      Date                      Time  
Equipment Set-Up:              Date                      Time  
Equipment Pick-Up:              Date                      Time

Does your project require a motorcycle/police escort?       Yes               No

If yes, what is the estimate number of participants for the procession?

If yes, include a copy of your proposed route with this application.



I understand that the Colorado Springs Police Department Chief, or his/her designee, has final authority to determine traffic control requirements for all projects.

### HOODING PARKING METERS

Does your project require parking meters to be hooded?       Yes               No

If yes, please provide a meter hooding plan, which includes which streets will be impacted, the start and end locations and sides of the street to be hooded. *Example: Hooding Tejon Street from Platte to Colorado, on both sides of the street.*

Will you be printing your own hoods?       Yes               No

Will you be hooding your own meters?       Yes               No

If no, meters will be hooded by CSPD Parking Enforcement, and the Project Organizer will be charged for the service provided.

**Reminder:** All meters must be hooded at least two (2) hours prior to the closure time. However, meters may NOT be hooded any sooner than one hour prior to the required hooding time. All hoods must be removed immediately following the conclusion of the project. *Example: A two-hour meter needs to be hooded prior to 4:00 pm the day before an project to ensure that there is no parking the following morning. Hooding may not begin to take place any earlier than 3:00 pm.*




I understand the meter hooding requirements for film projects.

## ADA ACCESSIBILITY

As required by the federal Americans with Disabilities Act of 1990, as amended, all projects, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities.

For more information regarding ADA requirements, the following resources are available:

- Rocky Mountain ADA Center - <http://www.ADAInformation.org> or 1-800-949-4232
- Accessible Temporary Events - [Planning Guide](#)

  I acknowledge that film projects are required to meet all ADA requirements and are the responsibility of the Event Organizer.

## INSURANCE REQUIREMENTS

*Production companies are required to have Commercial General Liability Insurance that in which the “City of Colorado Springs, its elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by this permit.” The policy must be for a minimum of \$1,000,000 with an aggregate amount of \$1,000,000. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event including setup and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.*

Is your certificate of insurance included with this application?  No  Yes


### NAME OF INSURANCE CARRIER:

Contact Name:

Street Address:

City: State: Zip:  
Email:

Phone: Cell: Fax:

  I understand that Certificates of Insurance which do not meet the requirements indicated above, or do not have the correct physical address for the City of Colorado Springs will not be accepted as complete.

## AFFIDAVIT OF APPLICANT

I, \_\_\_\_\_, am authorized to represent and bind the Host Organization. The Host Organization represents and certifies as follows:

1. That the information contained in this Film Permit Application is true and correct to the best of my knowledge and belief.
2. That the Host Organization, has read, understands and agrees to comply with the ordinances governing the proposed film as set forth in the City Code of the City of Colorado Springs, 2001, as amended.



3. To comply with all other laws, rules, regulations and requirements of the City, county, state, and federal governments, and any other applicable entity which may pertain to or govern the use of the film venue and the overall conduct of the project.
4. The Host Organization acknowledges that the acceptance of any plans required as a part of the Film Permit Application does not constitute an approval or an acknowledgment by the City of the adequacy of the information contained in the plans.
5. To pay all applicable taxes, including possessory interest taxes and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this film or any other related permit.

In accord with the City Code, to pay any costs and fees for City services that are incurred by or on behalf of the film within 60 days of billing by the City.

**Print Name of Applicant/Production Company:**

**Title:**

**Signature:** \_\_\_\_\_

**Date:**