

NOTICE OF FILMING

Date: _____

Dear Property Owner, Resident, or Business Owner,

Our production is scheduled to film in your area. Please see detailed information about the shoot listed below:

Where: _____

When: _____

Production Vehicles: _____

Basecamp: _____

Parking: _____

Street Closures: _____

Bike Lane & Sidewalk Closures: _____

Intermittent Traffic Control (ITC): _____

Equipment Placement: _____

Scene Specifics & Description: _____

Special Exemption Request

We are requesting exemption from the Village of Los Ranchos de Albuquerque Film Policy and Procedures and/or Village Ordinances in the following ways:

Night Filming: _____

Special Effects:

Excessive Noise:

Other:

Please sign on the next page that you have been advised of this filming in your area and you either approve or disapprove of its allowance. If you have any written comments you may submit them with your signature.

Thank you for welcoming us to your area. This production is being made in cooperation with the Village of Los Ranchos de Albuquerque. If you have any questions or concerns, please contact anyone listed below. Please call for further information before or during filming. We are dedicated to preserving and protecting New Mexico Film locations and the communities around them.

Sincerely,

Location Manager

Cell Phone Number

Assistant Location Manager

Cell Phone Number

Los Ranchos Film Contact

(505) 977-9184
Cell Phone Number

Code of Conduct

To minimize our impact, we have a Code of Conduct we must follow to the best of our abilities:

- Cast and crew must operate in a reasonably safe and professional manner.
- It is the Production Company's responsibility to use reasonable efforts to ensure minimum disruption to neighbors, including ensuring neighbor access to their property and making alternate parking arrangements where vehicles are displaced by filming activities.
- The filming location is returned to its original condition, reasonable wear and tear excepted, by the end of filming activities.
- Cast and crew are prohibited from trespassing on residents' or business owners' property.
- All production activity must remain in the boundaries of the property that has been permitted for filming.
- Cast and crew will use reasonable efforts to keep noise levels as low as possible at all times.
- Cast and crew shall observe designated smoking areas and will always extinguish cigarettes in appropriate containers that are provided by the Production Company.

Signature

Dear Property Owner, Resident, or Business Owner,

Please sign that you have been advised of filming in your area and you either approve or disapprove of its allowance. If you have any written comments you may submit them with your signature.

The activity will be in conformance with the Village film policy and all personnel required to ensure public safety will be on location. We will make every effort not to disturb you and we thank you in advance for your cooperation and hospitality while we are filming in your neighborhood.

I have been informed of the following proposed film activity:

Production Name: _____

Production Company: _____

Date(s) & Time(s): _____

Special Exemption Request(s):

*See prior page for more information

Night Filming

Special Effects

Excessive Noise

Other

Not Applicable

Check:

_____ I have no concerns regarding the proposed film activity

_____ I have no concerns but prefer not to sign my name

_____ I object to the proposed activity

My concerns regarding the proposed film activity are:

Signature

Address

Print Name

Date & Time

* If this notice has been left at your door/property, please check and/or sign and call the Production Location Manager listed on the notice.