

City of Kingman
Office of Tourism: Film Permits
 120 W. Andy Devine Ave.
 (928) 718-2581



FOR OFFICE USE ONLY
Application#:
Received:
Payment:
Scanned/Emailed:
Approved:

FILM AND MEDIA PERMIT APPLICATION

The City of Kingman reserves the right to approve or deny any application that affects City property or City rights-of-way.

- * **A NON-REFUNDABLE Application fee: \$50.00 for a non-street closure and \$100.00 for a street closure, ROW encroachment or sidewalk closure is due at the time of application.**
- * **Applications must be received a minimum of 15 days before the event.**
 - o Larger events that involve multiple agencies, will take longer to process. Please discuss with staff to see if your event will fall into this category.

A Kingman Film and Media Permit allows a production to film within city-owned properties, parks and public rights-of-way within the defined boundaries of the City of Kingman, as well as any city-owned properties located within the County. Film and media permits are issued for commercial photography, filming and associated sound recording to ensure the safety of the public, protection of resources, to prevent significant disruption of normal use, or when they involve props, models, professional crews and casts or set dressings. Although a Film and Media Permit is required for filming in Kingman, productions must obtain the proper permissions from private land and business owners when filming is to occur on non-city owned land/property. Should you need to film in another jurisdiction besides Kingman or if you will be operating a drone, you will need to obtain the appropriate permit for that particular agency.

Generally, film permits are not required for:

- Visitors using cameras and/or recording devices for their own personal use.
- Sound technicians and film or video news crews.
- 1st Amendment Activities that occur in public places.

To apply for a permit, please complete the City of Kingman Film and Media Permit Application and submit it to the City of Kingman Office of Tourism. You are encouraged to attach a detailed project description to assist staff in evaluating your request.

Kingman Office of Tourism

Contact: Josh Noble
 Phone: 928-718-2581
 Online: www.cityofkingman.gov

Mail: 120 W. Andy Devine Ave., Kingman, AZ 86401
 Email: jnoble@cityofkingman.gov
www.choosekingman.com

CONTACT INFORMATION

Production Company: _____

Unique Project Identifier: _____

Production Contact: _____ Title: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Tax ID# _____

PRODUCTION INFORMATION

Producer: _____ Director: _____

Location Manager: _____ Additional Rep/Title: _____

Type of Production:

- | | | | |
|--------------------|------------------------------|-----------------|-------------|
| Feature Film | Feature 2 nd Unit | Ind. Feature | Music Video |
| TV Series | TV Movie | TV Special | Documentary |
| Commercial | Corporate Video | Reality | Educational |
| Still, Advertising | Still, Editorial | Student Project | Other |

LOCATION SCHEDULE

Each location must have an individual entry (attach additional pages as necessary)

Date (s)	Location	Start Time	End Time	Activity

Base Camp Location: _____

Detailed Description of Onsite Activities: (attach additional pages as necessary)

Night Work: YES NO

If yes, explain: _____

Roadway/Alley Use: None Drive Shots w/ No Closure Intermittent Closure Full Closure

Description:

TRAFFIC CONTROL PLAN WILL BE REQUIRED FOR ROAD CLOSURES OR WORK WITHIN THE RIGHT OF WAY

Traffic Control Plan Overview: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures for your event. The applicant is responsible for providing all required barricades and traffic control signs **at no cost to the City**. Barricades must be set-up by a licensed and bonded traffic control company. All "No Parking" Barricades must be in place no later than 4:00PM the day before your expected closure. Kingman Public Works Department shall be contacted at (928)753-7467 to confirm that barricades are set. Applicants failing to contact Public Works or setting barricades later than listed could be held liable for tow bills. A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. Traffic Control Plans must comply with the **current Manual on Uniform Traffic Control Devices** and be approved by the City. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company. **Please note: Applications will not be processed without a Traffic Control Plan approved by the. For more information, please call (928)753-7467.**

Other:

- | | | |
|-------------------|----------------|---------------------|
| Stunts | Weapons on Set | Aerial/Drone |
| Livestock/Animals | Pyrotechnics | Sound/Amplification |

Description: _____

OPERATIONAL INFORMATION

Total # of Cast/Crew: _____ # of Cars/Light Trucks/SUV's: _____ # of Large Vehicles/RV's: _____

Involvement of Minors: YES NO If yes, number of minors: _____ Age Range: _____

Cameras:

Hand	Tripod	Dolly	Dolly w/ Track
Crane/Jib arm	Portable Crane	Car Mount	Camera Car

Electrical Requirements: _____

Lighting: YES REFLECTOR ONLY NONE

 If yes, explain: _____

Generator: YES NO Quantity: _____ Size: _____

Craft Service: YES NO

AFFIDAVIT

I hereby state that the above information provided is complete and accurate; no false or misleading information has been given. All schedules and requests are reliable to the best of my knowledge and I have full authority to represent the applicant/production company and project described herein.

The applicant agrees to defend, indemnify, and hold harmless the City of Kingman, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, cast, crews, guests or other persons doing business with the applicant, in connection with the production described in this application, provided that such claims, damages, losses and expenses are attributable to bodily injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the film and media permit is not transferrable to any other individual or group.

Signature: _____ Title: _____ Date: _____

Company: _____

Note: This is an application only and does not serve as permission to conduct special filming activities within the City. The information provided will be used to determine whether filming will be permitted. If your request is approved, a signed copy of the application containing any applicable terms and conditions will be sent to the person designated on the application.

The City of Kingman requires liability insurance for all special events on City-owned, controlled, or maintained property.

SPECIAL EVENT PERMIT MINIMUM INSURANCE REQUIREMENTS

GENERAL LIABILITY LIMITS \$1,000,000 CSL (per occurrence)/\$2,000,000 aggregate. General liability coverage shall include bodily injury and property liability and \$1,000,000 Products/Completed Operations coverage limit.

“CITY OF KINGMAN” named as “ADDITIONAL INSURED” under a FORM #CG 20 12, CG 20 26 or EQUIVALENT, FOR PRIMARY AND NON-CONTRIBUTORY LIMITS.

INCLUDE A COPY OF THE ACTUAL “ADDITIONAL INSURED” POLICY ENDORSEMENT that meets above requirements – must include policy number and “City of Kingman” under schedule.

CERTIFICATE HOLDER: DO NOT MAIL Certificate. Please fax to (928)753-3544 or email to: riskmanagement@cityofkingman.gov

Name and Address for Additional Insured Policy Endorsement and Certificate of Insurance:
City of Kingman
310 N. Fourth Street
Kingman, AZ 86401

DESCRIPTION OF OPERATIONS: The name of the event and date(s) to be held are to be shown in the description section of the Certificate of Insurance.

Permittee must disclose any deductible or self-insured retention greater than \$25,000 and such deductible/retention must be approved by City. Permittee is responsible for deductibles and retentions.

Policy(ies) must be underwritten by company licensed to do business in Arizona, currently rated A.M. Best rated A- VIII or higher. Policy(ies) must be in place for dates of your event including set up, take down and clean up. All liability policies must be on an occurrence basis form. If a policy is on claims made basis, the applicant must maintain a twelve-month tail policy. Failure to do so will result in a breach of the special event requirements. The City of Kingman shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.

IMPORTANT NOTICE: Permittees should check their policy to ensure coverage for all activities proposed and evidence of this coverage may be required when an event is determined by the City to be a high-risk event.

ADDITIONAL INSURANCE REQUIREMENTS – more than one additional requirement may apply and may be provided through excess or umbrella liability policies:

Auto Liability: \$300,000 CSL per occurrence. Coverage shall include owned and/or hired and non-owned autos (for vehicles not owned by permittee used in the event). Required if vehicles are used for other than nominal and standard commute.

Liquor Liability: Minimum Liquor Liability limits \$1,000,000 CSL per occurrence/\$1,000,000 aggregate. Evidence of coverage may be submitted by a licensee. Required if alcohol will be sold, served or otherwise available.

Armed Security Guards: \$5,000,000 CSL per occurrence. Required if an event will be utilizing the services of an armed security guard.

Professional Liability: \$1,000,000 per medical incident/\$1,000,000 aggregate. Required from any entity, or its medical support suppliers, if medical or ambulance services are available to participants or spectators.

Athletic Events: All participants must sign a sponsor’s indemnification releasing the City from all liability. Otherwise, minimum \$5,000 medical payments limits per person for participants.

Inflatables: Minimum CGL limits \$1,000,000 CSL per occurrence/ \$2,000,000 Aggregate

Pony Rides, Petting Zoos, and other animal related activities with non- standard household pets: Minimum CGL limits \$5,000,000 CSL per occurrence.

Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival: Minimum CGL limits \$5,000,000 CSL per occurrence.

Pyrotechnics: Display Permit must be obtained From Fire Marshal with minimum Pyrotechnic Liability limits of \$5,000,000 CSL per occurrence and \$5,000 medical payment limits per person. Evidence of coverage may be submitted by display fireworks contractor.

Motorized air shows and racing events such as drag racing and non-standard personal car activities: Minimum CGL limits \$5,000,000 CSL per occurrence.

NOTE: SPECIAL EVENT PERMITS CANNOT BE ISSUED WITHOUT

APPROVED INSURANCE. The City of Kingman reserves the right to modify its insurance requirements based on the level of risk and according to insurance and risk management industry standards. Approval of insurance by the City of Kingman does not in any way relieve or decrease the insurance liability of permittee. The City of Kingman does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the permittee. For insurance questions or issues, contact the City of Kingman's Risk Management at (928)753-8799 or riskmanagement@cityofkingman.gov

VENDOR INSURANCE:

A vendor is any individual or organization who is participating in your event to provide products or information. As an example, a vendor can be food, beverage, retail, informational or a provider of amusements. ALL vendors are required to provide the City of Kingman a certificate of insurance and policy endorsement that names the City of Kingman as additional insured at the same level of insurance as required by you the permittee.

You may choose to take responsibility for all vendors and include them as additional insured on your event insurance policy. This would eliminate the need for individual insurance policies from each vendor / participating organization. Be sure your policy does include vendors as "Who is insured?" under your policy.

GATHERGUARD

If the Event organizer is unable to meet the above requirements, special event liability insurance may be purchased through a GatherGuard policy, depending on the type and scope of the event. The applicant must apply for the GatherGuard policy a minimum of five (5) business days prior to the event. Policy rates vary by the type of event, number of days, and estimated crowd attendance. Please contact City of Kingman Risk Management at (928)753-8799 or email your interest to riskmanagement@cityofkingman.gov for more information.

Additional limits may be required by the City of Kingman Risk Management office pending review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement. For more information regarding insurance, please call Risk Management at (928)753-8799.

UPDATED 09/14/2023