



# Town of Mesilla Film Permit Instructions

\*All permits must be submitted at least 30 days prior to date of request.

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 the Town of Mesilla at (575) 524-3262 ext. 116 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)
    - o Marshal's Department Support  
(If security, traffic control, road closures required) \$55.00 per hour per deputy
    - o Fire Department Support (if required)
      - a. Brush truck with two firefighters \$75.00 per hour
      - b. Engine with four firefighters \$150.00 per hour
      - c. EMTs (2) \$75.00 per hour
  - If road closures are included, production company must employ a barricade company
  - Mesilla Plaza Rental Fee (if needed)
    - Number of People on Plaza
      - a. Motion pictures, commercials
        - 1-55 people \$200.00 per day
        - 56-165 people \$500.00 per day
        - 166-400 people \$750.00 per day
        - 401-999 people \$1,000.00 per day
        - 1,000-1,999 people \$2,000.00 per day
        - Over 2,000 people \$4,000.00 per day
      - b. Student or non-profit
        - Any number of people \$25.00 per day

\* Checks should be made payable to Town of Mesilla. Mailing address is Town of Mesilla, P.O. Box 10, Mesilla, NM 88046; Physical address is 2231 Avenida de Mesilla, Mesilla, NM 88046

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.

For office use only:	
Date paid: _____	Amount: _____
Check #/Cash: _____	Receipt # _____



## 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:

(Note: Photographs or video of the Mesilla Plaza to be used commercially shall include an identification credit.)

\*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, Suite M, 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 Nora L. Barraza: \_\_\_\_\_

Town of Mesilla Clerk-Treasurer Cynthia \_\_\_\_\_

Stohner-Hernandez: \_\_\_\_\_

Town of Mesilla Fire Chief Kevin Hoban: \_\_\_\_\_

Town of Mesilla Marshal Chris Manusing: \_\_\_\_\_

Town of Mesilla Public Works Director Debbie Lujan: \_\_\_\_\_

Town of Mesilla Special Events Coordinator \_\_\_\_\_

Irene E. Parra: \_\_\_\_\_

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 statutes 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