



Bernalillo County Filming Guidelines

Please contact the Bernalillo County Film Office (Filmbernco) to discuss your film project to determine what permits are required.

Filmbernco Contact:

Sulema Lenz at slenz@bernco.gov or
Marcos Gonzales at maagonzales@bernco.gov

Issuance of a film permit:

- When a Production Company submits a permit it can be accessed at <https://www.filmbernco.com/permits>
- Filmbernco will review permit along with the location agreement.
- If, Production Company is requesting the use of a Bernalillo County property, a location agreement must accompany the film permit.
- All supporting documents must be attached to the permit/location agreement for issuance.

Insurance Requirements

- Obtain general liability insurance for \$1,000,000 naming Bernalillo County as an additionally insured party for the length of the permit/agreement. Insurance should also include workers compensation when applicable. It should read as follows:

Bernalillo County
One Civic Plaza
Albuquerque, NM 87102

Things to remember when filming in Bernalillo County (BernCo)

- When scouting for BernCo-owned properties, be sure to contact **Filmbernco** first.
- Graffiti is removed daily throughout the county. Please contact **Filmbernco** if part of the set dressing includes graffiti, so it is not removed.
- Base camp/crew parking cannot be on the streets of Albuquerque; only the necessary production vehicles (i.e. grip and light truck) may be at the filming location. Crew parking, honey-wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).

Neighborhood Notification

The Production Company must notify affected residents, occupants and businesses, in advance of filming and as instructed by **Filmbornco**. Please only use the **Letter of Notification** template provided by **Filmbornco**. When notifying the neighborhood, document every address and note whether the resident signed off or Production Company left a notice. For filming during the hours of 10pm – 7am, a night waver must be completed. Please be sure the information on the Letter of Notification matches the permit before submitting it to **Filmbornco**. Production Company must attach the Letter of Notification to the permit/location agreement for issuance.

Consideration to Residents/Occupants/Businesses: These individuals should be free from any negative environmental conditions resulting from filming including, but not limited to, spillover lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection.

In Specific:

Lighting: Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

Noise: The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

Disruption to Residents/Occupants/Businesses: It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and BernCo employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

Land Management and Open Spaces

- **Filmbornco** will review the Production Company request and identify areas, within Bernalillo County that are film friendly.
- Open Space will review request providing all restrictions or needs for open space property use, that must be met by Production Company before permit issuance.
- Open Spaces requires Bernalillo County Site Reps for Prep, Film and Wrap.

Recreations Community Centers

- **Filmbornco** will review the Production Company request and identify availability.
- **Filmbornco** will notify Community Center and the Community Recreation Section Manager of request for use of property as soon as received.
- Community Center will review request providing all restrictions or needs for use, of property/facility that must be met by the Production Company before permit issuance.

Drone Use:

- Drone Company must submit an email from the Production certifying that during its use of the drone that it will comply with the FAA's SMALL UNMANNED AIRCRAFT RULE (PART 107).

Vehicles, Traffic, Parking

Traffic:

- No interference with pedestrian traffic, vehicular traffic, or metered/permitted parking is to occur without being noted on the permit and approved by **Filmbornco**.
- All production vehicles must follow governing traffic laws unless otherwise noted on the permit.

Parking and/or Standing:

- Production vehicles must not block fire hydrants, be parked in fire lanes and must leave at least 20 feet of clearance between vehicles to all allow passage for emergency response vehicles.
- Production vehicles must not block parking lot access/egress ramps.

Intermittent Traffic Control:

- Production Company must attach the **ITC** along with the **Notice of Intent** to permit/location agreement. ITC plan and Notice of intent will be sent to the Public Works office for review and approval.
- ITC is limited to a **maximum of 5 minutes**, and must be under the supervision of a Chief's Overtime police officer.
- During rush hour traffic, use of Intermittent Traffic Control Plan may be limited.

Police/Fire/Ambulance**Filming Activities and Relationship to Police/Fire/Ambulance:**

- Appropriate Fire Personnel/Fire Marshals are required for the detonation of any pyrotechnic special effects.
- The Bernalillo County Fire Marshal's Office must be advised in advance when the use of flammable liquids/materials and special effects are being planned.
- Chief's Overtime Deputy Officers* are required as determined by **Filmbornco** for such things as intermittent traffic control and/or street closures.
- Chief's Overtime must be contacted in advance of filming to schedule officers. Please note county, is law enforcement officers are Bernalillo County Sheriff's Deputies. A copy of the completed film permit is to be supplied by the production company to each of the police officers on duty.

Responsibilities

Clean-up: Production crews must clean the location at the end of the filming day with a minimum amount of noise and disruption. The area must be returned to its original condition unless otherwise approved by Filmbornco or other if arrangements have been made with an operating county department and noted on the permit.

Conduct: It is the responsibility of the production company to ensure that its staff operates in a safe and professional manner in the course of their duties.

Fee schedule

- Permit fee \$100
- Prep. \$500 / daily
- Filming \$1,000 / daily
- Strike \$500 / daily
- Filming Bobby Foster \$1,500 / daily
- Open Spaces \$1,500 / daily
- Base Camp fee \$500 / daily
- Storage fee \$1,500 / week
- Bernalillo County representative fee \$32 hour. Filmbernco will determine if a site rep is required.

Regional Correctional Center (RCC) / Metropolitan Detention Center (MDC)

- Prep \$750 / daily
- Filming \$2,000 / daily
- Strike \$750 / daily

Guidelines for use of RCC/MDC are as follows:

- Floors available are 1st and 3rd
- Production Company must have a fire safety officer on site.
- Bernalillo County site representative on location.
- RCC does not provide the following; running water, electric power or bathroom facilities. Production companies are required to provide all necessary infrastructure.

Guidelines for use of MDC are as follows:

- Background check will be done on anyone entering the detention center
- Must give list of all personal entering detention center, 72 hours prior to entering facility
- Must abide by all rules set forth by the MDC Chief.

Guidelines for use of Bobby Foster Road:

- Neighborhood Notification Letter
- Notice of intent to conduct a special event or civic function on a county highway/road
- ITC Plan if closing down road.

Payments

- Can be made by check or credit card, If mailing in payment, please mail to
Bernalillo County
Attn: Sulema Lenz Economic Development
One Civic Plaza 10th Floor
Albuquerque NM 87102