



2024 COMMERCIAL FILM PERMIT APPLICATION

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 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 (14) days in advance of your project date.

APPLICATION CHECKLIST:

- Application - Signed and Dated
- Certificate of Insurance
- Timeline/Shot List
- Site Plan
- Security Plan
- Traffic Control Plan (if applicable)
- Mitigation Documents (if applicable)
- Park Rules and Regulations – Signed and Dated (if applicable)
- 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@coloradosprings.gov
ColoradoSprings.gov/SpecialEvents**

PRODUCTION COMPANY INFORMATION

Production Company Name:

Company Website:

Street Address:

City:

State:

Zip:

Email:

Phone:

Fax:

PRIMARY CONTACT INFORMATION

Project Contact:

**Event contact is the primary contact for planning purposes. This contact must be reachable on event day.*

Street Address:

City:

State:

Zip:

Email:

Cell Phone:

**Mandatory for day of contact.*

Project Information

Name of Project:

Description of Project:

Project Type: *(check all that apply)*

Feature Film

Music Video

Television Program

Documentary

Corporate Video

Short Film

Public Service Announcement

Still Photography

TV Movie

Commercial/Advertising

Other:

Number of Production vehicles:

Size of Crew:

Number of Talent:

Total Number of Filming Days in Colorado Springs:

Will production include the use of UAS/Drone photography within a City Park?

Yes

No

If yes, please review the [Parks, Recreation and Cultural Services UAS/Drone Policy](#).



I have read and understand the Parks, Recreation and Cultural Services Department UAS/Drone Policy.

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

Generator

Lights

Crane

Track

Dolly

Camera Car

Large Prop

Set Design

Amplified Sound

Other

**Please indicate the placement of all items on your site plan.*

Schedule:

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

City Parks, Trails & Open Spaces

Will you be using a City park, trail or open space? No Yes

If yes, which location?



I have read and understand the Parks, Recreation and Cultural Services Department Rules and Regulations. A signed copy of the Rules and Regulations is included with the permit application.

Water and 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: <https://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 at your filming? Yes No

If yes, please complete the [Noise Hardship Permit Application](#) and submit directly to the Colorado Springs Police Department's Special Events Sergeant.

Animals

Will animals be part of your film? No Yes

If yes, describe what kind and how many:

Site Plan & Timeline

To ensure appropriate review of your project, attach a detailed plan for moving routes and fixed venues. Please indicate the placement of all equipment or props on your site plan. 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 shot list, description of filming activities or other pertinent information that will better assist the City in reviewing your application.

Reminder: *The permit-holder is responsible for communicating site plans and timelines to all contractors and vendors working on the project. These documents must be on the premises during filming and presented to any City Employee upon request.*

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 describe 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



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

Hoarding Parking Meters

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

If yes, please provide a meter hooding map, which includes which streets will be impacted, showing the start and end streets, including block number locations and all side streets to be impacted by the meter hooding.

Will you be hooding your own meters? Yes No

If no, meters will be hooded by CSPD Parking Services and the permit-holder will be charged for the service provided. If meters are not hooded by CSPD, then police verification will be required to ensure that hoods are posted properly in case towing of any vehicle is requested.

Reminder: Meters may not be hooded before 3:00 pm the day before the event is scheduled to take place. If hooding of meters is required to start earlier, prior Parking Administration approval is required. Do not cover the top of the meters or use tape or adhesive. Upon event completion, all signs must be immediately removed and disposed of properly. A fee of \$50/hour per employee will occur if Parking Services removes any hoods left behind.



I understand the meter hooding requirements for film projects.

Insurance

Production companies are required to have **Commercial General Liability Insurance** in which **the “City of Colorado Springs, it’s elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by the Film 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 on the event size and any high risk activities. Coverage must be maintained for the duration of the event, including set-up and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.

The Certificate Holder for all permits shall be:

The City of Colorado Springs
30 S. Nevada Avenue
Colorado Springs, CO 80903

NAME OF INSURANCE CARRIER:

Contact Name:

Street Address:

City:

State:

Zip:

Email:

Phone:

Cell:



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 APPLICATION

I, _____, am authorized to represent and bind the Production Company. The Host Organization represents and certifies as follows:

1. I have read and understand the City of Colorado Springs Commercial Film Policy.
2. That the information contained in this Film Permit Application is true and correct to the best of my knowledge and belief.
3. 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.
4. 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.
5. 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.
6. 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 Production Company Contact:

**Production company contact will be the Permit-Holder.*

Title:

Signature: _____

Date: