

Albuquerque Filming Guidelines



Please contact the Albuquerque Film Office (AFO) to discuss your project so we can determine what kind of permitting is needed.

Albuquerque Film Office Contacts:

Alicia Keyes 505-768-3283 / akeys@cabq.gov
Carrie Wells 505-768-3289 / cwells@cabq.gov
Santana Garcia 505-768-3283 / smgarcia@cabq.gov

Insurance:

- Obtain general liability insurance in the amount of at least \$1,000,000.00 naming the City of Albuquerque as an additionally insured party for the length of the shoot. It should read as follows:

City of Albuquerque
One Civic Plaza
Albuquerque, NM 87102

Things to remember when filming in Albuquerque

- When scouting for city owned properties be sure to contact the AFO first.
- Impact to vehicular traffic on any part of Central Avenue requires the Chief Administrative Officer of the City of Albuquerque's signature and at least 5 business days to process.
- Filming in alleys requires a street closure using barricades from a barricade company and/or police. Please go to our production services directory at filmabq.com to get contact information for barricade companies.
- Rapid Ride bus service cannot be detoured or delayed. There are three Rapid Ride lines. Go to <https://www.cabq.gov/transit/> to see the rapid ride routes.
- Graffiti is removed daily throughout the City. Please contact the AFO if part of your set dressing includes graffiti so we can be sure it isn't removed.
- Production vehicles cannot park on Central Avenue or in front of businesses unless loading or unloading.
- Base camp/crew parking cannot be on the streets of Albuquerque; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honeywagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
- Parking in alleyways is prohibited unless special arrangements are made through the AFO

Neighborhood notification

The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the AFO. Please only use the letter of notification template provided by the AFO when writing the letter of notification. You can find the letter of notification template at <http://filmabq.com/permits/>

Provide a copy of the letter of notification, along with the permit, to the AFO for review prior to distribution. All letters of notification must be approved by the AFO before they are distributed to neighborhoods/businesses. **Please be sure the information on the Letter of Notification matches the permit before sending it to the AFO.**

Neighborhood and/or area business signatures are required when distributing letters of notification. Please contact AFO for signature guidelines. When you notify the neighborhood include every address and note whether the resident signed off or the production left a notice.

Be sure to write the film location address at the top of the signature page before sending to the AFO.

If you wish to be in a neighborhood between the hours of 10pm and 7am you must coordinate this with the AFO. There is a special notification process for this, as well as the need to obtain noise permit which will be explained to you by the AFO.

Consideration & Disruption

Film crews may only be in residential neighborhoods between the hours of 7am and 10pm, unless by special arrangement through the AFO.

Consideration to Residents/Occupants/Businesses: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over 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. Specifically:

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 City 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.

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 the AFO.
- 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 ft clearance between vehicles for emergency response vehicles to pass.

- Production vehicles must not block parking lot access/egress ramps.

Intermittent Traffic Control:

- ITC is limited to a **maximum of 5 minutes**, and must be under the supervision of a Chief's Overtime Police Officer.
- Be aware there will be some restrictions to traffic control during rush hours

Police/Fire/Ambulance

Filming Activities and Relationship to Police/Fire/Ambulance:

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Albuquerque 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 Police Officers are required as determined by the AFO for such things as intermittent traffic control and/or street closures. You must contact Chief's Overtime in advance of filming to schedule your officers. **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 and ensure that the area is returned to its original condition, unless otherwise approved by the AFO or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

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