

**Yuma Visitors Bureau Film Office welcomes you to Yuma, Arizona**

Thank you for choosing to locate your production in Yuma, Arizona. Yuma is a city that welcomes filming and looks forward to working with you throughout the production process. The Yuma Visitors Bureau serves as the film office for the Yuma area. Our staff is available to assist you with a variety of your production needs including identifying local production resources, procurement of hotel accommodations and location scouting.

The Yuma Visitors Bureau understands that productions may take place within a short planning timeframe and may involve a number of locations that include public and private property. To address the wide range of production activities and locations, the following information has been assembled to assist you in obtaining the proper authorization to film in the Yuma area.

* Please provide **at least ten business days** to process the film application.
* The production company listed on the application is the legal and responsible party. The authorized agent is the individual who will serve as the primary contact for all communication, requirements and authorizations from the Yuma Visitors Bureau. The production company recognizes the authorized agent’s ability to make operational and financial decisions on behalf of the production company.
* If your production will take place at locations that are not within the Yuma area, please contact those jurisdictions directly. Filming on roadways and properties controlled by Arizona Department of Transportation require a separate film permit. You can obtain an ADOT film permit application at [www.azdot.gov/business/permits/film-permits](http://www.azdot.gov/business/permits/film-permits).
* All pyrotechnics/special effect activity is subject to review by the Yuma Fire Department and may require a separate permit. For more information, please contact Yuma Fire Department Administration offices at928.373.4850.
* Any filming within the Yuma area requires a **certificate of general liability insurance in the amount of $1,000,000** naming the “City of Yuma” as additional insured. The following information must be in the certificate holder’s box: City of Yuma, One City Plaza, Yuma, AZ 85364.
* Production companies and their agents must comply with all applicable Federal, State and local laws, regulations and ordinances, including but not limited to regulations established by the Federal Aviation Administration for use of drones. Production companies and their agents must also obtain and keep in effect all permits and licenses required to conduct the requested activities.
* A $50 non-refundable permit fee is due before filming may begin. Yuma Visitors Bureau offices are open Monday – Friday, 8:00 a.m. to 5:00 p.m. and accepts all major credit cards.
* Submit your application and address questions to:

Yuma Visitors Bureau • 264 S. Main Street, Yuma, AZ 85364 • Phone: 928.783.0071

 Leslie Fain, Operations Manager, LeslieF@VisitYuma.com



**Yuma Film Permit Application**

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| --- | --- |
| Company: |  |
| Authorized Agent: |  | Title: |  |
| Address: |  |
| Phone: |  | Cell Phone: |  | Fax: |  |
| Local Address: |  |
| Local Phone: |  | Local Fax: |  |
| Phone: |  | Email Address: |  |
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|  |
| Insurance Company (Liability): |  | Phone: |  |
| Address: |  |
| Insurance Company (Work Comp): |  | Phone: |  |
| Address: |  |
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| Production Name: |  |

**Film Type**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Feature | [ ]  | Commercial | [ ]  | Video | [ ]  | Still Photography | Other: |  |
| Estimated Arrival Date: |  | Estimated Departure Date: |  |
| Estimated Prep Days: |  | Estimated Production Days: |  |
| Estimated Strike Days: |  | Estimated Number of Cast and Crew: |  |
| Scheduled Air Date(s): |  |  |  |

**Locations (include estimated dates)**:

|  |  |  |  |
| --- | --- | --- | --- |
| Location: |  | Estimated Dates: |  |
| Location: |  | Estimated Dates: |  |
| Location: |  | Estimated Dates: |  |
| Location: |  | Estimated Dates: |  |
| Location: |  | Estimated Dates: |  |
| Location: |  | Estimated Dates: |  |

**Description of Activities (Scripts, synopsis, storyboards, etc. may be attached to supplement this application)**:

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| Will pyrotechnics or special effects be used: |  | If yes: Technician: |  |
| License #: |  | State: |  | Phone: |  |
| Address: |  |

**Yuma Film Application**

**Description of Pyrotechnics/Special Effects**:

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Note: all pyrotechnics/special effect activity is subject to review by Fire Department and may require a separate permit.

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| --- | --- | --- |
| Will any weapons be used? |  | If yes, please describe below. |
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| --- | --- | --- |
| Will street closures or traffic control be needed? |  | If yes, please list below. |
| Address(es) | Date(s) | Time(s) |
|  |  |  |
|  |  |  |
|  |  |  |
| Estimated # of Vehicles: |  | Type/Description: |  |
|  |
| Estimated Equipment List: |  | #/Type/Description: |  |
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| Will parking space be needed for company vehicle and/or equipment? |  |
| Will you be erecting temporary structures/remodeling existing structure(s)? |  |

If yes, please describe:

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Note: Construction or remodeling of structures, temporary wiring, etc. may require inspection and permit by the Building Safety Department.

Please list any other pertinent information:

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Authorized Agent Date

**Submit your application to:** Yuma Visitors Bureau • 264 S. Main Street, Yuma, AZ 85364 • Phone: 928.783.0071

Leslie Fain, Operations Manager, leslief@visityuma.com

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| --- | --- | --- |
|  | **For Official Use Only - Do Not Write in This Space** |  |
|  | Date Received: |  | Permit #: |  |  |
|  | Permit Fee Charged: |  | Issue Date: |  |  |
|  | Date Paid: |  | Expiration Date: |  |  |
|  YVB Approval:  |  |