



United States Department of the Interior



NATIONAL PARK SERVICE
CASA GRANDE RUINS NATIONAL MONUMENT
1100 W. Ruins Drive
Coolidge, Arizona 85128

COMMERCIAL FILMING AND PHOTOGRAPHY STIPULATIONS

- I. FILMING PERMITS** – A permit is required for any filming or photography intended for commercial public viewing or advertising, that involves but is not limited to commercial still photography, motion picture photography, television commercials, and/or video taping.

Permits issued for commercial photography specifically prohibit implied or stated endorsement by the National Park Service. Identifiable NPS equipment, uniforms, buildings or insignia may not be portrayed in commercial advertising in any way that would imply NPS endorsement of the product.

Filming permits are issued by authority of the Superintendent. Application for a filming permit must be made through the submission of a Commercial Filming Application and the tendering of a \$50 application fee (**non-refundable**) and a \$100 minimum administrative charge (**non-refundable**). **Certified checks only are accepted** and should be made payable to the **NATIONAL PARK SERVICE**. A performance bond is required.
- II. BOND REQUIREMENT** – The National Park Service requires all film permittees to post **cash or certified check** as a bond. The bond amount required depends on the estimated cost to the Government for the recovery of costs. Refer to the **RATE INFORMATION** sheet for the bond amounts and other rate information. Permittee agrees to reimburse the National Park Service for costs associated with the issuance and the monitoring of the permit. Costs will be deducted from the bond. NPS will issue a third party draft for any monies remaining after the total of charges are billed.
- III. LOCATION FEE** – The National Park Service has been directed by Congress, Public Law 106-206, to collect a fee to provide a fair return to the United States for the use of park lands. The location fee is calculated per day and must be based on the schedule listed on the **RATE INFORMATION** sheet (Revised 4/30/09). The fee is determined by the type of activity, commercial filming versus still photography, and the number of people on park lands associated with the permitted activity. There is no deviation from the schedule. **No waivers are allowed.**
- IV. GENERAL LIABILITY INSURANCE** -- General liability insurance is required. An original certificate of insurance with a rider stating that the **U.S. GOVERNMENT, NATIONAL PARK SERVICE** named as co-insured. An original certificate of insurance must be provided to the park prior to permit issuance and filming begins. General liability insurance amounts are listed on the **RATE INFORMATION** sheet.
- V. NATIONAL PARK SERVICE SUPERVISION AND COSTS** -- Filming activities authorized by this permit will be supervised by an NPS employee to ensure full compliance with all the terms of the permit. The extent and complexity of the filming operation will determine the level and type of supervision. Delays or schedule changes must be provided to the NPS a minimum of 36 hours in advance. Failure to provide advance notification will result in a non-refundable minimum charge for each staff person scheduled for the activity. This charge will be \$100 per each employee assigned. Refer to the **RATE INFORMATION** sheet for a list of rates covering the supervision of a filming operation. The performance bond will be withheld until all charges are paid.
- VI. PRE-PERMIT CONFERENCE** -- Filming permits will only be issued after a completed application has been received and reviewed by the Superintendent, the application and administrative fees have been paid, and the Superintendent has interviewed the potential permittee in person or via phone. All locations must be approved prior to filming. Technical scouting of the proposed area(s) is encouraged. Copies of storyboards and/or scripts may also be required prior to permit approval, to determine the scope and the impact of the activity. A minimum of **SEVEN BUSINESS DAYS** is required for administrative review of the proposed filming activity.

- VII. PERMIT CONSIDERATIONS** -- Requests for filming permits will be evaluated and may be denied if there is an adverse impact on any of the natural and/or cultural resources and/or the visitor's experience in the monument. Permits will be denied if the proposed filming activities exhibit the potential for resource damage.
- 1) Glass bottles are prohibited in the monument. Alcoholic beverages are prohibited on ALL set locations.
 - 2) Permittee may be required to provide portable vault toilets. Toilets will be removed immediately upon completion of the project.
 - 3) The use of campfires on the monument is prohibited.
 - 4) The use of live plants from outside the monument area is prohibited.
 - 5) Natural and cultural features will not be disturbed, damaged or altered. Wildlife will not be molested, harmed, disturbed, or fed. Filming of wildlife is permitted only when wildlife will be shown in its natural state.
 - 6) Permittee is responsible for any cleanup costs required as a result of spills or accidents resulting from activities during the permit. Permittee is also responsible for any costs and charges associated with the restoration of the resource due to disturbed natural, cultural, and/or historic resources. Cleanup will be conducted in accordance with all applicable Federal and State environmental laws.
 - 7) Any accidents or incidents must be reported immediately to the NPS ranger on site, who will contact a Law Enforcement Officer.
 - 8) Any changes in locations must be cleared with the Superintendent or Chief Ranger prior to implementation. Notification of delays or schedule changes must be provided to the NPS with a minimum of 36 hours in advance. The filming permit must be carried on-site at all times.
 - 9) An on-site meeting with all crewmembers will be held prior to production. An NPS ranger will conduct the brief mtg. Safety information, vehicle operations, sanitation, and general NPS policies, laws, rules, and regulations will be covered.
 - 10) Visitors will be allowed to watch filming from an area designated by park and permittee. All visitors will be treated with courtesy and in a professional manner.
 - 11) Vehicles must stay on the established roadways and parking areas. Permittee and all employees must adhere to all speed limits and traffic conditions. Off road travel is prohibited.
 - 12) Permittee will clear shooting location of all equipment, props and trash, returning the site to original condition within twenty-four hours of completion of filming activity. Cleanup will be to the NPS satisfaction with final inspection made by the Superintendent or designated representative.
 - 13) All firearms and ammunition, non-working props included, are **PROHIBITED** on the monument.
 - 14) The permittee must comply with all directives given by rangers. Rangers will perform periodic monitoring of filming activities and will have FULL AUTHORITY to deny any activity deemed incompatible with permit guidelines and park restrictions.
- VIII. REQUESTS FOR PERMIT** -- Permit requests may be made in person, by telephone, FAX, letter, or e-mail. The permittee will be notified if the permit is approved. An authorized on-site representative (producer, director, or location manager) of the film company must meet with park representatives prior to filming. The following items must be done by the film company representative prior to the commencement of work at the monument:
- 1) The required bond amount will be paid, either by a certified bank check or in cash.
 - 2) Read, sign, and receive the original copy of the permit and agreement.
 - 3) Provide the original certificate of insurance with U.S. GOVERNMENT, NATIONAL PARK SERVICE named as co-insured.
 - 4) Pay estimated charges.
 - 5) Discuss final terms of agreement and special instructions as they may apply to filming activities.
 - 6) Arrange for a briefing by a NPS ranger to ALL personnel involved with the film activity.
- An original copy of the completed permit/agreement must be carried on-site at all times during filming activities and must be presented upon request to any authorized park personnel.
- IX. FILMING ACTIVITIES** -- All permitted filming activities will be conducted in strict compliance with all Federal, State, and county laws and/or regulations applicable to the area of operation covered under the agreement. All vehicles used by the Film Company will be subjected to applicable rules and regulations and length/size limitations.
- X. USE OF ANIMALS** -- The harassment of wildlife is prohibited by law. Filming of wildlife is permitted if there is no disturbance or manipulation of wildlife. The use of domestic horses may be permitted if humane treatment is accorded the animal at all times and regulations related to animal use are strictly observed. All Federal and/or State required inspections are required and certificates of inspections must be provided prior to permit issuance. Animals will not be allowed to feed or graze on plant life. All feed brought into the park will be contained so as to not allow its deposition in the park. Any excrement will be removed from the park daily.

- XI. DISRUPTION OF VISITOR ACTIVITIES** -- National Park Service policy states that filming activity must not unduly disrupt normal visitor use of the park and the park visitor's experience of the park.
- XII. USE OF AIRCRAFT** -- Any aerial photography/ filming over the Monument must first be approved by the Superintendent.
- XIII. MEDICAL AND SAFETY REQUIREMENTS** -- The Superintendent may require the permittee to hire a state-licensed Emergency Medical Technician and equipment.
- XIV. CATERING REQUIREMENTS** -- The caterer at the filming activity must meet all Public Health Service and/or Arizona State Health standards. A current public health or Arizona State health certificate must be presented when the permit is signed. The caterer will have trash bags and receptacles readily available. All trash will be stored in adequate containers and removed for proper disposal daily. Trash will not be disposed of within the monument or monument facilities.
- XV. TERMINATION OF PERMIT** -- All filming permits issued by the National Park Service may be terminated without notice. Infractions of terms contained in the filming permit or the making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit. Permits may be terminated with minimum notice due to unforeseen emergencies and/or disasters.
- XVI. ADDRESS** – Superintendent
Casa Grande Ruins National Monument
1100 W. Ruins Drive
Coolidge, Arizona 85128