



Town Of Gilbert Film License Information Sheet

Development Services
Department
90 E. Civic Center Dr.
Gilbert, AZ 85296
(480) 503-6700-Phone
(480) 497-4923-Fax
www.gilbertaz.gov

Film License Required: A Film License is required for motion picture, or television production or commercial materials of any kind that include the use of any public street, road, right-of-way, public facility or public place owned by the Town, or over which the Town has the right of control. A Film License is not required for any filming at an established fixed place of business within the Town. A Film License is not required for filming or videotaping of persons, scenes, occurrences or events that are done for news gathering purposes in the general public interest, for use in criminal investigations by law enforcement agencies, or for use in any judicial proceedings.

Submittal Requirements:

- A completed Film License Application
- A Certificate of Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The Town of Gilbert shall be named as additional insured on the Certificate of Insurance. Address information should read: Town of Gilbert, 90 E. Civic Center Drive, Gilbert, AZ 85296.
- A Traffic Engineering Application/Road Closure Permit is required if your event blocks or restricts any right-of-ways or the flow of traffic. An additional fee of \$88 will apply.
- A letter of permission from property owner and HOA (if applicable)
- A map showing the distribution of the neighborhood notification fliers.
- A copy of the flier distributed to the neighborhood (see below).
- Fee payable by cash or check only.

Other Requirements:

- Public property shall at all times be made accessible to emergency personnel.
- The permit holder shall be responsible for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permittee.
- Costs incurred for the use of Town equipment or any assignment of Town employees, including Police and Fire personnel must be reimbursed to the Town by the permit holder.
- The permit holder shall confine activities to the locations and time schedule approved by the Town.
- A flier shall be distributed to the neighborhood with the following information:
Date(s), Time(s) & Location(s) of filming;
Contact name, phone number and address of Production Manager;
Cell number during shooting
- A Park Permit is required to film in a Town of Gilbert Park. Contact Community Services at 480-503-6200. No alcohol is permitted in Town parks.



A Community of Excellence

LICENSING ELIGIBILITY

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According to the Legal Arizona Workers Act (A.R.S. 41-1080), specific documentation is required to issue a business registration if your business ownership type is identified as an **Individual, Sole Proprietorship, or Husband and Wife** business. Before your registration can be approved, you must provide a copy of one of the following documents indicating your presence in the United States is authorized under federal law (if applying as Husband and Wife both individuals must provide documentation).

Check the box next to the document type you are presenting:

<input type="checkbox"/>	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
<input type="checkbox"/>	A driver license issued by a state that verifies lawful presence in the United States. (Driver licenses CANNOT be accepted if issued by: HI, ME, MD, NM, UT, or WA).
<input type="checkbox"/>	A birth certificate or delayed birth certificate issued in any state, territory possession of the United States.
<input type="checkbox"/>	A United States certificate of birth abroad.
<input type="checkbox"/>	A United States passport.
<input type="checkbox"/>	A foreign passport with a United States visa.
<input type="checkbox"/>	An I-94 form with a photograph.
<input type="checkbox"/>	A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/>	A United States certificate of naturalization.
<input type="checkbox"/>	A United States certificate of citizenship.
<input type="checkbox"/>	A tribal certificate of Indian blood.
<input type="checkbox"/>	A tribal or Bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if **all** of the following apply:

- 1) The individual is a citizen of a foreign country, or, if at the time of application, the individual resides in a foreign country.
- 2) The benefits that are related to the license do not require the individual to be present in United States in order to receive those benefits.

You may mail a copy of the required document or bring the original into our office and we will make a copy for you.

Signature of Applicant(s)

Printed Name(s)

Date