

**REQUIRED INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION BEFORE IT CAN BE CONSIDERED. PLEASE CHECK THE INFORMATION PROVIDED.**

- \_\_\_\_\_ 1. Map of the area involved, showing locations of barricades, security personnel, location of activities, fencing, entrances and exits.
- \_\_\_\_\_ 2. A written plan for notifying the community of the street closure (if applicable).
- \_\_\_\_\_ 3. Certificate of insurance naming the City of Idaho Springs as an additional insured. (See insurance requirements)
- \_\_\_\_\_ 4. Proof of a City of Idaho Springs business license (if applicable).
- \_\_\_\_\_ 5. Trash and sanitation plan (see "Trash and Comfort Station Rules and Regulations)
- \_\_\_\_\_ 6. \*\*A \$10.00 deposit is required for each city owned traffic control device. Deposits must be in the form of cash or certified funds and will be returned only after all items are returned in proper condition.
- \_\_\_\_\_ 7. Timeline of events and locations.
- \_\_\_\_\_ 8. \$250 location fee & \$25 Application fee per day
- \_\_\_\_\_ 9. Outside Agency approval signatures.

I hereby agree to indemnify the City of Idaho Springs, its council, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the above event.

\_\_\_\_\_  
Production Personnel Signature

\_\_\_\_\_  
Date

## Trash and Comfort Station Rules & Regulations

### Trash Receptacles Required

The type, location and size of your production will indicate the number of trash receptacles you will be required to provide (see approval page). The company is responsible for disposing of all trash and clean up of the area used during the production.

Comfort Station Regulations (existing public facilities may be included as part of requirement)

#### Small Production

Number of Attendees	Minimum # of Restroom Facilities
1 –20	1
21-39	2
40--59	3
60+	4
Over 80	1 facility for each 20 additional attendees

#### Large Production

Average Crowd Size	Average Hours at the event									
	1	2	3	4	5	6	7	8	9	10
<b>500</b>	2	4	4	5	6	7	9	9	10	12
<b>1000</b>	4	6	8	8	9	9	11	12	13	13
<b>2000</b>	5	6	9	12	14	16	18	20	23	25
<b>3000</b>	6	9	12	16	20	24	26	30	34	38

Under normal conditions most persons will use sanitation facilities once every four hours. Each portable restroom facility should accommodate a maximum of 200 uses. Weather conditions and the consumption of food, liquids, beer and other alcoholic beverages will increase usage by 30-40%. Your local portable restroom contractor's experience will help you in planning properly for any event. Good planning for sanitation at special events pays! A satisfied customer will stay longer, spend more money, and return next year. Your portable restroom contractor can advise you on availability of hand washing units, handicap facilities, and many other special event items.

**MOVIE PRODUCTION LOCATION  
APPLICATION**

Type of Use \_\_\_\_\_

Description of the Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone/Email \_\_\_\_\_

Production Company \_\_\_\_\_

Date(s) and Time(s) Requested \_\_\_\_\_

Brief description of Production \_\_\_\_\_

\_\_\_\_\_

Number of people expected at the production \_\_\_\_\_

Length of reservation requested (include set-up and clean-up time) \_\_\_\_\_

\_\_\_\_\_

Police coverage needed:

✓ How many officers \_\_\_\_\_

✓ Times officers will be needed \_\_\_\_\_

✓ Where officers will be needed \_\_\_\_\_

\_\_\_\_\_

Number of portable toilets and trash receptacles the event will supply:  
(See Trash and Comfort Station Rules and Regulations)

\_\_\_\_\_ Portable toilets      \_\_\_\_\_ Trash receptacles

Special requests (use separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

Production Contact

Date

=====

Date application received \_\_\_\_\_

Application determined complete by Administrator \_\_\_\_\_

\$250 Production Location Use Fee      Date Rec'd \_\_\_\_\_

\$25 Application Fee per day received by \_\_\_\_\_ Date \_\_\_\_\_

**MOVIE LOCATION APPLICATION APPROVAL**

Production Company:

\_\_\_\_\_

Date of Filming:

\_\_\_\_\_

Approvals Requested:

\_\_\_\_\_ Street Closure          \_\_\_\_\_ City Parking Lot(s)          \_\_\_\_\_ City Park(s)

\_\_\_\_\_ Other \_\_\_\_\_

**OUTSIDE AGENCY APPROVALS** (obtained by applicant):

**Fire Authority** (acknowledging the event, listing any special issues) **303-567-4342**

\_\_\_\_\_

Kelly Babeon

Date

**Clear Creek Ambulance** (acknowledging the event, listing any special issues) **303-567-4221**

\_\_\_\_\_

Nicolena Johnson

Date

**CITY APPROVALS**

Number of trash receptacles required \_\_\_\_\_

Other special requirements \_\_\_\_\_

\_\_\_\_\_

Police Chief

Date

\_\_\_\_\_

Public Works Supervisor

Date

\_\_\_\_\_

City Administrator

Date

# Idaho Springs Movie Location/Production Rules and Regulations

## Production

Company \_\_\_\_\_

Production

Date \_\_\_\_\_

The responsible company, as a condition of being granted a movie location within the City, agrees to abide by the following rules, regulations and conditions established by the City of Idaho Springs:

1. The responsible company shall indemnify and hold harmless the City, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including cost of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
2. *The responsible company shall procure and maintain at its own cost, liability insurance in the amount of not less than \$600,000 against all claims, demands and other obligations incurred by the company in its performance of the movie production. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible company shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. The City of Idaho Springs must be listed as an additional insured. Proof of said insurance must be provided to the City and approved by the City as a condition of the location being approved.*
3. The responsible company filming on City property shall, upon conclusion of the event, return the site to its original condition before leaving the City. If literature is distributed to the public during an event, the company is required to pick up all associated trash within a three-block radius of the movie location. Company must supply their own trash bags and cleaning supplies. The company is responsible for clean-up.
4. All production shall be confined to the boundaries of the area reserved and shall not block or impede the sidewalk or traveled area. This includes access to fire lanes and handicapped areas.
5. Stakes will not be driven in the grass without prior approval of the City.
6. The City of Idaho Springs cannot issue permits or approve activities on behalf of other jurisdictions such as County Health Department, the Sheriff's Department, State Patrol, etc. It is the responsibility of the company to secure the necessary approval from other entities.
7. The responsible company agrees to abide by any additional regulations and requirements set forth on all permit application forms submitted.

\_\_\_\_\_  
Production Contact Signature

\_\_\_\_\_  
Date