

PIMA COUNTY RISK MANAGEMENT
130 W. Congress 6th Floor, TUCSON, AZ 85701

FILM LICENSE AGREEMENT

Film companies requesting the use of Pima County rights-of-way or lands on which to film are required to be licensed by the Pima County Board of Supervisors. The office of Risk Management coordinates the processing of license agreements which permit filming on County lands. **A minimum of one (1) week is required to process a license agreement.** A fee to film on Pima County lands is not required. The City of Tucson Film Office will provide assistance to film production companies filming in Pima County upon request. Their phone number is: (520)770-2151. The guidelines for obtaining a license agreement are listed below:

- A licensee shall submit a completed License Agreement Application to film on Pima County lands to Risk Management specifying film dates and arrangements.
- The licensee shall meet with a representative from Risk Management to review the film arrangements and set insurance coverage limits between one million (\$1,000,000.00) dollars and five million (\$5,000,000.00) dollars.

Licensee must provide evidence of insurance (Insurance Certificate) at that time.

- The completed license agreement application shall be reviewed by Risk Management. Licensee shall be directed to the appropriate department representative for comment and approval. Points of contact include, but are not limited to.

Park Lands - Mark Brosseau, Parks and Recreation, 877-6000

Roads, Floodplains, Rights-of-Way, Highway Use Permits – Marshall Beaty,
740-5924 or, Mohammad Farhat, Transportation, 740-5919.

Traffic Control – Annette Gallardo, Pima County Sheriff's Dept, 351-4629.

County leased or owned buildings – Dick Kalvaitis, Facilities Management,
740-3085.

- The licensee shall complete the attached license agreement and it shall be signed by an authorized agent of the film company.
- The executed license agreement and certificate of insurance with Pima County named as additional insured, shall be delivered to Risk Management, 130 W. Congress, 6th Floor, Tucson, AZ 85701.
- Risk Management shall approve the license agreement if the application is in order including required departmental approval. The licensee shall be notified of Risk Management's action within twenty-four (24) hours and the executed license agreement shall be mailed within seventy-two (72) hours, or picked up by the licensee.
- Risk Management shall be notified in writing of any changes to the license agreement at least forty-eight (48) hours prior to the proposed change for review and approval.

LICENSE AGREEMENT

DATE APPROVED: _____
(To be completed by County)

LICENSOR: Pima County
130 W. Congress, 6th Floor
Tucson, Arizona 85701

LICENSEE: _____

In consideration of Licensee’s promise herein, Licensor hereby gives permission to Licensee to use Licensor’s property described as follows:

REFER TO FILM LICENSING APPLICATION

for approximately _____
(Number of days of actual filming)

days filming estimated to take place on _____

but in no event to exceed a period of _____

days beginning _____

all on terms and conditions hereinafter set forth, which License promises to comply with and abide by:

This permission is given to Licensee as an accommodation.

Licensee covenants that it shall defend, indemnify, and hold the Licensor, its officers, agents, and employees harmless from any and all claims, demands, causes of action, complaints, suits, losses, damage, injuries, and liabilities whatsoever (including those for costs, expenses, and attorneys’ fees) to any person, persons, or property caused or occasioned by the Licensee’s maintenance and use of the described property.

Licensee shall obtain insurance for the term of this Agreement for public and automobile liability in a minimum amount of \$ 1,000,000 (to be completed by County) per occurrence and Workers’ Compensation and Employers’ Liability in statutory amounts. Such insurance shall be kept in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the Licensor at least ten (10) calendar days prior to cancellation or reduction in coverage. The Licensor will be added as an additional insured for such coverage. CERTIFICATES OF

INSURANCE FOR COVERAGE AS DESCRIBED ABOVE SHALL BE FILED WITH THE LICENSOR PRIOR TO COMMENCEMENT OF ANY ACTIVITY UNDER THIS AGREEMENT.

In the event Licensee causes any damage to County property, the Licensee shall promptly make and pay for the necessary repairs. At the discretion of the Licensor, if repairs are not initiated and completed within a reasonable length of time, the Licensor shall make the repairs and bill the licensee for all costs plus a 10% penalty fee. Licensee agrees to pay such a bill within ten (10) days of receipt.

The Pima County Sheriff's Department shall determine the number and kinds of public safety personnel necessary for the protection of the general public at Licensee's locations within the County. The cost of required services in excess of those normally provided by the County shall be the responsibility of the Licensee.

Licensee must have the original executed copy of this License Agreement on their person at all times. Pima County representatives may request Licensee to show evidence of approval at any time. If this agreement is not available for inspections, filming could be shut down.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

PIMA COUNTY (Licensor)

LICENSEE

By _____
Lauren Eib, Risk Manager

By _____
(Signature of Authorized Agent)

(Print name of Authorized Agent)

(Title of Authorized Agent)

(Name of Film Company)

(Date Submitted)

APPLICATION

Attachment to License Agreement
between
Pima County
and

(Name of Film Company)

“SHOOTING” SCHEDULE

<u>DATE(S)</u>	<u>LOCATION(S)</u>	<u>BRIEF DESCRIPTION OF “SHOOTING”</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTACT REQUIRED:

Law Enforcement	Yes _____	No _____
Transportation/Flood Control	Yes _____	No _____
Parks & Recreation	Yes _____	No _____
Permit Req'd	Yes _____	No _____

FILM TITLE: _____

FILM COMPANY CONTACT: _____

Telephone Number: _____

Company Home Office Telephone Number: _____

**REQUEST FOR
EXTENSION TO FILM LICENSE AGREEMENT**
between
Pima County
and

(Name of Film Company)

FILM TITLE: _____

FILM COMPANY CONTACT: _____
(Name of Individual)

Tucson Telephone No. _____

Company Home Office Telephone No: _____

Dates of Extension: _____

Location: _____

Reason: _____
