NM STATE PROPERTY HOLD-REQUEST FORM

This is a request to **hold** a state-owned building or property for filming. Submit a form for each location. This is not a contract; however, this form does two things:

a) If two productions request to use the same property at a similar time, this form will create a queue of first "right of use".

b) Upon receipt of this form, the NMFO will facilitate the internal approval process between agencies. A minimum of two weeks is required; however, four weeks is highly recommended.

1. NAME & ADDRESS OF STATE-OWNED BUILDING OR PROPERTY:

_____

Have you already contacted anyone at this facility? Y / N

If so, who is your contact? (Name, title, phone, email)

_____

Scout Date(s): _____

2. COMPANY INFORMATION:

Project Title & Type (feature, TV, doc…):

_____

Production Company Name & Address:

_____

Line Producer: _____ Phone: _____

Location Manager: _____ Cell: _____

3. TENTATIVE DATES REQUESTED FOR FACILITY USE:

Prep: _____/_____/ _____ through _____/_____/ _____

Shoot: _____/_____/ _____ through _____/_____/ _____

Wrap: _____/_____/ _____ through _____/_____/ _____

4. LIST ALL POTENTIAL AREAS OF USE AT THIS PROPERTY ON SECOND PAGE.

5. AGREEMENT:

The above dates will be held for _____ ("Company") pending delivery of a finalized signed Location Agreement (provided by the State) and a Certificate of Insurance (per policy). Should a second company request the same property and dates, the Company will be

required to formalize their commitment within five (5) business days by providing a final Location Agreement and Certificate of Insurance. If Company is unable to commit, Company will forfeit their request. The Company is responsible for reading, understanding and following policies regarding this process.

AGREED BY COMPANY:	AGREED TO HOLD LOCATION, STATE OF NEW MEXICO:
Company: _____	Division: _____
By (Signature): _____	By (Signature):_____
Name (Print): _____	Name (Print): _____
Title: _____	Title: _____
Date: _____/_____/_____ Time: _____	Date: _____/_____/_____

LIST INTERIOR & EXTERIOR LOCATIONS AT PROPERTY OF INTEREST:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

List additional areas on a separate sheet of paper

Fax or email this form to Sherry England, NMFO: 505-476-5601or Sherry@nmfilm.com.
NMFO will email Location Manager upon receipt of form.