



# INSTITUTE OF ARCHAEOLOGY

*Preserving the Past for the Future*

## FILM PERMIT APPLICATION FORM

### FILM PERMIT FEES & PAYMENT METHODS

Fees for filming at any of Belize's Archaeological Reserves, including Caves, are as follows:

**PER HOUR ACCESS: BZ\$400.00 for VIDEO RECORDING or STILL PHOTOGRAPHY**

**FULL DAY ACCESS (8:00 am to 5:00 pm): BZ\$1600.00 for VIDEO RECORDING or STILL PHOTOGRAPHY**

**Additional cost is applicable, to be determined by the Director, based on the magnitude of the filming activity.**

Verification of payment must be received by the Institute of Archaeology Office prior to Film Permit being issued.

Inquiries regarding Film Permits and any requests for Film Permit Application Forms can be directed to:

**Tel: +501-822-2106/2227**

**Email: [research@nichbelize.org](mailto:research@nichbelize.org)**

1. It is the responsibility of the Person applying for the permit to pick up the **Approved Film Permit** prior to their visit to the Reserve.
2. A hard copy of the Film Permit **MUST** be presented to the Park Manager on duty upon arrival at the Reserve.
3. The Institute of Archaeology reserves the right to deny a Film Permit Application.
4. The Institute of Archaeology may request additional information to process an application. Processing will be deferred until the required information is furnished by the applicant.
5. The Institute of Archaeology requires a copy of approved **Belize Film Commission Registration Certificate** along with this Application Form.
6. The Institute of Archaeology does not accept liability for any damage, loss of property or equipment or injury that may be sustained in the course of the visit to the reserve.

### FILM PERMIT CONDITIONS

- This permit is issued by the Director of the Institute of Archaeology or by an authorized officer and can be revoked at the discretion of the Director or authorized office in the interest of the cultural resource management of Belize.
- The permit is subjected to all provisions of the Laws of Belize, regulations of the National Institute of Culture and History (NICH) Act, Chapter 331, Laws of Belize, Revised 2003, and the rules and regulations of the Reserve.
- The use of **drones** is **prohibited** within the Archaeological Reserve.
- The Film Permit Application Form must specify the Production Manager, Professional Photographer or Videographer directly responsible for the filming activity.
- Permittee agrees to pay entrance fees to the Reserve for all crew and cast members where filming is to be done, unless otherwise agreed upon with the Institute of Archaeology.
- Only authorized personnel from the Institute of Archaeology are to handle, remove or transfer artifacts at any given time.
- It is recommended that Film Crew is accompanied by a Licensed Tour Guide on visits to any Terrestrial Reserves (limit 15 visitors per Tour Guide).
- If visit is to any Cave Reserve, Film Crew must be accompanied by a Licensed Tour Guide (limit 8 visitors per Tour Guide).
- Permittee will not enclose or block any trails or access roads of common use on the reserve, unless authorized by the Institute of Archaeology.
- Permittee will take all due precaution while filming (video or still) at the location so as to avoid any damage to any cultural features and archaeological remains.
- Permittee will provide prominent credit to the **Institute of Archaeology – National Institute of Culture and History**.
- Permittee agrees to maintain high ethical standards for the direct filming of any individual on the Archaeological Reserve. Such can only be done with the consent of the individual. Filming shall not be intrusive on the privacy of any individual and personal camp space shall be respected at all times.
- Permittee **MUST** notify the Institute of Archaeology of any changes to its film schedule immediately.
- Permittee agrees to pay the Institute of Archaeology the reasonable cost of repair for any damage to its property resulting from any filming activity.
- The Institute of Archaeology understands that filming may be suspended due to inclement weather and will re-issue the permit once the conditions for filming have returned to normal.
- Permittee acknowledges, by signing overleaf and submitting this Application Form, that he/she knows, understands and accepts the terms and conditions under which this permit is granted.

# FILM PERMIT APPLICATION FORM

Company Name:		Phone Number:	
Local Contact Person:		Email:	
Production Title:			
Person responsible for actual filming activity: (Production Manager/Professional Photographer/Videographer)			
Type of Production:	Corporate Video	Infomercial	Documentary
	Music Video	Television Ad	Magazine Ad
		Television Series	Educational
		Other, specify:	
Proposed Activity:	Video Filming	Still Photography	Other, Specify:
Archaeological Reserve (Please select one):			
Altun Ha	Cahal Pech	Caracol	Cerro Maya
Lamanai	Lubaantun	Nim Li Punit	Santa Rita
Serpon Sugar Mill	Xunantunich	El Pilar	Other, specify:
Specific Location: (What area of the Reserve, Cave, Visitor Center, Plaza or Structure?)			
Date of Filming:		Number of Hours:	
Number of Cast or Crew:		Number of Guides:	
List any equipment and/or vehicles to be used:			
Will production require:	Special Effects	Tents, Canopies or other temporary structure on site	Pedestrian or Tourist disruptions
	Ritual reenactment of any kind	Other, specify:	
Additional Info:			
<b>I CERTIFY</b> that the information given by me on this application is true, complete and correct to the best of my knowledge and belief and has been given in good faith.			
<b>APPLICANT SIGNATURE</b> <small>(PRODUCTION MANAGER/PROFESSIONAL PHOTOGRAPHER/VIDEOGRAPHER)</small>		<b>DATE</b>	
<b>PLEASE ALLOW UP TO FIVE (5) BUSINESS DAYS FOR APPLICATION PROCESSING*</b>			
<b>FOR OFFICIAL IA USE ONLY</b>			
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Permit Number Issued:	
Comments:			
Processed by:			Date: