Town of New Windsor

555 Union Avenue
New Windsor, New York 12553

TEL: (845) 563-4611 FAX: (845) 563-4670

General Film Permit Information

Thank you for choosing the Town of New Windsor for the site of your commercial production. Below is information to assist you in your endeavor and attached is an application that, depending on the type of production, may need to be filled out and submitted to the Town Clerk's office, along with attendant fees, for review and consideration per the Town Code Chapter entitled "Filming."

Exclusions

1. The following filming activities do not require submission of a complete application, but do still require notice provided to the Town Clerk's office and approval of the Town Supervisor's office. No payment of fees is required.

   - Not-For-Profit productions to be filmed on town owned property
   - Filming conduced solely by or for a charitable organization, qualified as such per Section 501(c)(3) of the Internal Revenue Code
   - Noncommercial productions to be filmed on town owned property

2. The following filming activities do not require any application, notice, or approval from the Town; or fees paid to the Town:

   - Family or Personal Use video or still photography on private property or on Town property, if taken during events, tournaments, etc., which are conducted under sponsorship, contract with, and/or permission of the Town
   - Recording or transmission of municipal public meetings, which are subject to the state Open Meetings Law and policies
   - News Media reports and still photography for same
   - Filming on private property, which has already obtained a special use permit for commercial studio productions
   - Filming for law enforcement purposes
   - Filming for civil or criminal court proceedings
   - Commercial still photography conducted to the exclusion of any other filming and provided such photography does not require closure of any public street or sidewalk, or otherwise obstruct a public right-of-way
   - Town productions

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Insurance Requirements

1. General Liability: All applicants must provide the Town Clerk's office with a Certificate of General Liability Insurance covering the filming event/production for which they seek a permit. Any such Certificate must specifically identify the nature/type of production covered and **name "Town of New Windsor, 555 Union Ave., New Windsor, NY 12553" as an additional insured, and show limits of liability of at least $2.0 mil for property damage per individual and $2.0 mil per occurrence, and $2.0 mil for personal injury per individual and $2.0 mil per occurrence**. No application for a permit will be deemed complete until such Certificate is provided.

2. Excess or Umbrella Coverage: **All applicants must also obtain and provide**, to the Town Clerk's office, before an application for a permit will be deemed complete, **proof of excess or umbrella coverage of at least $3,000,000, naming "Town of New Windsor, 555 Union Ave., New Windsor, New York 12553" as an additional insured** on such policy.

3. Worker's Compensation Insurance: All applicants must provide proof of compliance, to the Town Clerk's office, before an application for a permit will be deemed complete, with all applicable Federal and State requirements for Worker's Compensation Insurance for all persons operating under a film permit.

4. Hold Harmless Agreement: All applicants must execute a hold harmless agreement, as provided by the Town, prior to being issued a film permit. This agreement requires the applicant agree to defend, hold harmless and indemnify the Town against any and all claims, proceedings or action brought in connection with or as a result of the filming and/or recording activities.

Application Submission

1. All completed film permit applications must be filed with the Town Clerk's office, along with all applicable fees, no less than fifteen (15) business days prior to the date filming is to take place for a one-day shoot and twenty (20) business days prior to the date of filming for any shoots of more than one day. All applicable fees can be found in the Town's Schedule of Fees.

2. Any change in the applicant's/permittee's planned activities, as set forth in the film permit application, shall involve the same submission requirements noted in the paragraph above.

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Additional Information

1. All applicants/permittees shall, in the credits of the motion picture or television program, acknowledge the production was filmed in the Town of New Windsor.

2. All filming activities, including set up and takedown, shall occur in the hours specified in the permit.

3. Filming and/or recording activities permitted shall comply with all requirements set forth in the Town Code, including, but not limited to those pertaining to noise, illumination and traffic.

4. All applicants must provide notice to all property owners located within 500 feet of the property line of the site where filming is requested to occur, as set forth in the Town Code.

5. All applicants are expected to read and comply with all provisions of the Town Code, including, but not limited, in particular, to the Section entitled “Filming”

6. If filming or storage of vehicles and/or other equipment is utilizing private property, the owner of said property must sign off on this application to give permission. See Page 6 of this Application.

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Film Permit Application

Applicant Information	
Full Name	
Street	
City and Zip	
Telephone Number	
Email Address	

Production Company Information	
Name	
Street	
Town and Zip	
Telephone Number	
Email Address	

Production Company Owner Information	
Name	
Street	
Town and Zip	
Telephone Number	
Email Address	

Person(s) in Charge of Production	
Name	
Street	
Town and Zip	
Telephone Number	
Email Address	

Name	
Street	
Town and Zip	
Telephone Number	
Email Address	

Attach additional pages if necessary.

Street Address Where Filming Will Occur	Dates(s) Filming Will Occur	Hours Filming Will Occur

Attach additional pages if necessary.

Estimated Number of Persons Involved in Project	
Number of Cast Members	
Number of Crew Members	
Others (if Applicable)	

Equipment to be Used During Production (i.e., generator(s), lighting, etc.)

List vehicles to be used in Production and attach Traffic & Parking Plan to address same (plus traffic/vehicles attendant to cast, crew and others) to Application.

Attach additional pages if necessary.

List animals, pyrotechnics, hazardous chemicals, demolition, and other items intended to be used in Production, which could impact on community safety. If any such items are intended for use in Production, please attach <u>Safety Plan</u> for same to application.

List of Town Services Requested for Production·

Private Property Endorsement
To Be Completed by Applicant (s) & Property Owner(s)

This endorsement is to be executed by the Applicant(s) and Real Property Owner(s) of land being utilized in any way to aid in the production of this film project. It includes filming, storage of vehicles and/or equipment. The real property owner will be responsible for any and all liability concerning the use of their premises.

Address of Property:

_____

_____
PROPERTY OWNER DATE

_____
PROPERTY OWNER DATE

_____
APPLICANT DATE

_____
APPLICANT DATE

Attached additional pages if necessary.

Notarized Disclaimer, Indemnification, Acknowledgment and Signature

Page Please initial each paragraph and sign below:

1. _____ I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application or have reviewed same so that I am aware of and in agreement with the information provided. I understand that any misrepresentation, falsification or omission of information pertaining to this application, or on any document used to secure the permit to which this application pertains, shall be grounds for rejection of this application and/or immediate revocation of same.

2. _____ I hereby agree that the applicant and/or its officers and affiliates shall defend, indemnify and hold harmless the Town of New Windsor, its agents and employees, from any and all claims, lawsuits and actions, and provide for all reasonable attorney's fees and costs of defending against same, whether any such claim, lawsuit or action against the Town is directly or indirectly attributed to any loss, injury or damage to person(s) or property and/or claimed to be the result of any act or omission relating to, or occurring during, or arising out of the filming activities for which this application for filming permit was submitted.

3. _____ By signing below, I, the applicant, acknowledge that I am fully authorized to sign this application and this "Disclaimer, Indemnification, Acknowledgment and Signature Page" thereby binding myself and/or the entity applying for this permit to film in the Town of New Windsor.

4. _____ By signing below, I, the applicant, hereby agree on behalf of myself and/or the entity applying for this permit to film in the Town of New Windsor, to abide by all terms and conditions set forth in the Film Permit Information provided with the application package, all rules and regulations set forth in the Town Code of the Town of New Windsor, and all other applicable rules and regulations that may apply to the activities related to this permit application. I understand that any failure to abide by same, whether such failure is attributed to me or anyone else related to the "filming" activities for which this permit may be issued, may result in immediate revocation of any permit issued, the denial of future applications for such filming permits, and/or legal action taken by the Town of New Windsor, for which the Town may seek reimbursement of all reasonable attorney and court fees and costs.

_____ _____ Applicant's
signature Date

NOTARY

STATE OF NEW YORK)
) SS.:
COUNTY OF _____)

On the _____ day of_____in the year_____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____
Notary Public of the State of New York

FOR OFFICE USE ONLY

Certificate of Insurance:

Date provided: _____ Approved:____ Disapproved: ____ Not Required: _____

_____
By Town Attorney's Office

Date of Review	Reviewed by (Dept./Name of Reviewer)	Recommendation (yes/no)	Suggested changes
	Building Dept.		
	Police Dept.		
	Town Attorney's Office		
	Comptroller's Office		
	Other		

TOWN SUPERVISOR: Approved:____ Denied: ____

_____ _____
Stephen A. Bedetti Date