

Town Of North Hempstead

Ragini Srivastava,
Town Clerk



(516) 869-7646
Telephone

Office of the Town Clerk
200 Plandome Road Manhasset, NY 11030
CHAPTER 36
APPLICATION - FILM PERMIT

PERMIT TYPE: NEW EXPEDITE AMENDMENT WAIVER

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____ TELEPHONE NO. _____

NAME OF ENTITY MAKING FILM _____

ENTITY ADDRESS _____ TELEPHONE NO. _____

NAME OF COORDINATOR/ CONTACT PERSON _____

COORDINATOR/ CONTACT ADDRESS _____ TELEPHONE NO. _____

LOCATION OF FILMING _____

CITY _____ STATE _____ ZIP _____

WILL FILMING INCLUDE THE USE OF PYROTECHNICS OR HAZARDOUS MATERIALS? YES NO **IF YES, APPLICANT MUST NOTIFY NASSAU COUNTY FIRE MARSHALL**

WILL FILMING INCLUDE SIMULATED VIOLENCE OR CRIME? YES NO

DESCRIPTION OF PROPOSED FILMING ACTIVITY: _____

LOCATION OF STREET FOR CLOSURE (SPECIFY STREET NAME / SIDEWALK) _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FILMING WILL OCCUR INDOORS OUTDOORS

IS THE APPLICANT THE PROPERTY OWNER? YES NO IF NO, LIST OWNER'S NAME AND ADDRESS BELOW

PROPERTY OWNER PRINT NAME _____ PROPERTY OWNER SIGNATURE _____

ADDRESS _____ TELEPHONE NO. _____

DOES APPLICANT HAVE THE PROPERTY OWNER'S CONSENT? YES NO **CONSENT OF OWNER MUST BE INCLUDED WITH THIS APPLICATION**

DATE (S) FILMING IS TO TAKE PLACE 1. _____ 2. _____ 3. _____

HOURS FILMING IS TO TAKE PLACE _____ A.M./ P.M. _____ A.M./ P.M. _____ A.M./ P.M. _____

FILMING AND RELATED ACTIVITIES (INCLUDING THE ARRIVAL, SET-UP AND BREAKDOWN OF EQUIPMENT AND VEHICLES SHALL ONLY BE PERMITTED BETWEEN THE HOURS OF 7:30 A.M. AND 9:00 P.M. UNLESS A WRITTEN REQUEST IS SUBMITTED TO THE TOWN CLERK'S OFFICE MODIFYING SUCH FILMING HOURS FOR FURTHER DETERMINATION.

INSURANCE REQUIREMENT

Applicant must provide proof of insurance coverage for damage to property in the amount of Two Hundred and Fifty Thousand (\$250,000.00) Dollars for any single claim and for any aggregate occurrence in the amount of One Million (\$1,000,000.00) Dollars; for bodily injury for any person in the amount of Five Hundred Thousand (\$500,000.00) Dollars and for any aggregate occurrence in the amount of Two Million (\$2,000,000.00) Dollars. Each such insurance policy shall name the Town of North Hempstead as an additional insured party.

Return Insurance Certificate in the amounts indicated above (or greater) with completed application.

VEHICLE LIST

INCLUDE AS PAGE # 4 ON ENCLOSED OR PROVIDE AS REQUIRED IN § 36-5 I.

“List and description of all vehicles and their license plate numbers, including the applicant’s vehicles and vehicles of the applicant’s personnel.”

PROPS & EQUIPMENT LIST

INCLUDE AS PAGE # 5 ON ENCLOSED OR PROVIDE AS REQUIRED IN § 36-5 J.

“List and description of all props, sets and equipment to be used in connection with the Filming.” If filming activities include the use of explosives, Fireworks or other explosive compounds refer to Chapter 19 of the Code of the Town of North Hempstead, entitled EXPLOSIVES, § 19-2 for permit requirements.

PERMIT FEES

FILMING (\$500 / DAY) <i>(Prep/Filming/Breakdown)</i>	\$500.00	X	_____	=	_____
USE OF BASECAMP LOCATION (\$500 / DAY)	\$500.00	X	_____	=	_____
USE OF TOWN OWNED FACILITY (\$100.00 / HR)	\$100.00	X	_____	=	_____
STANDARD FILMING BEFORE 7:30AM (\$200.00 / HR)	\$200.00	X	_____	=	_____
STANDARD FILMING AFTER 9:00PM (\$100.00 / HR)	\$100.00	X	_____	=	_____
CLOSURE: STREETS / SIDEWALKS (\$100.00 / HR OR \$500.00 / DAY)	\$100.00	X	_____	=	_____
CLOSURE: STREETS / SIDEWALKS (\$100.00 / HR OR \$500.00 / DAY)	\$500.00	X	_____	=	_____
PERMIT EXPEDITE FEE (LESS THAN 7 DAYS PRIOR)	\$250.00	X	_____	=	_____
				TOTAL	
				DUE	_____

PROVIDE NOTIFICATION TO RESIDENTS AND BUSINESSES WITHIN 300 FEET OF THE LOCATION OF ANY ANTICIPATED PARKING (IF OCCUPYING MORE THAN THREE PARKING SPACES) OR TRAFFIC OBSTRUCTION. SUCH NOTIFICATION MUST DISTRIBUTED TO EACH RESIDENT AND MERCHANT NOT LESS THAN 72 HOURS IN ADVANCE OF FILMING, WHEN FEASIBLE.

FOR YOUR APPLICATION TO BE PROCESSED, ALL OF THE REQUESTED ITEMS MUST BE RETURNED TO THIS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (516) 869-7739, 7648 or 7642

AS PER § 36-6 E. THE HOLDER OF A PERMIT SHALL NOTIFY THE APPROPRIATE POLICE AND FIRE DEPARTMENTS THAT IT INTENDS TO FILM AT THE AUTHORIZED LOCATION NOT LESS THAN FORTY-EIGHT HOURS BEFORE SUCH FILMING SHALL COMMENCE.

I SOLEMNLY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY, TO THE TRUTH OF ALL STATEMENTS HEREIN AND AGREE TO ADHERE TO THE RULES AND REGULATIONS OF THE CODE OF THE TOWN OF NORTH HEMPSTEAD INCLUSIVE OF CHAPTER 36, THE NASSAU COUNTY CHARTER, THE LAWS OF THE STATE OF NEW YORK, AND EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF NORTH HEMPSTEAD FROM ANY AND ALL LIABILITY OR DAMAGES RESULTING FROM THE ISSUANCE OF A PERMIT UNDER THIS CHAPTER OR FROM THE USE OF SUCH PUBLIC LANDS. ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210-45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

SIGNATURE

DATE

FOR OFFICIAL USE

REFERRALS	AGENCY	DATE	RECOMMENDATION	COMMENTS
NCPD				
PWPD				
FIRE DIST.				
TNH DEPT				
SUPV/ TB				
OTHER				

PROPERTIES, SETS AND EQUIPMENT LIST

FILM COMPANY : _____

#	ITEM	DESCRIPTION	EQUIPMENT	SET	PROP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

VEHICLE LIST

FILM COMPANY : _____

#	LICENSE PLATE	YEAR	MAKE	MODEL	BODY TYPE	DESCRIPTION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						