VILLAGE OF HILLBURN
Film Permit Application
Village of Hillburn Code-Chapter 122

<u>**APPLICANT INFORMATION**</u>:

EVENT SPONSOR NAME:	**City/State/Zip:**
Address:	**City/State/Zip:**
Phone:	**E-Mail Address:**
EVENT COORDINATOR NAME:	**Cell Phone:**
Phone:	**E-Mail Address:**
Alternate Contact/Title:	**Cell Phone:**

Insurance Carrier: **Phone:**   **Policy #:**   **Exp. Date:**

<u>**LOCATION ADDRESS, DATES, TIMES**</u>: **(Note: A detailed letter of intent can be substituted as an attachment)**

1. _____

2. _____

3. _____

<u>**TRAFFIC:**</u>

Street Closure   __Yes __ No   **Lane Closures** __ Yes __ No **Intermittent Traffic** __ Yes __ No

Banners/Signage   __ Yes __ No

EQUIPMENT:

__ **Stage/Sound Equipment**   __ **Generator***   __ **Crane**

*For an event requiring an electrical generator rated at 200 amps or more, the attached <u>Electrical Generator Affidavit</u> must be submitted 7 days in advance of event activities.

VEHICLES AND OTHER EQUIPMENT:

Trucks #_____   **Motor Homes # _____**   **Vans #_____**   **Honey Wagon # _____**

Cars   #_____   **Other Equipment # (Please List):** _____

PERSONNEL:

__ **Light/Sound Crew # _____**   __ **Staff # _____**   __ **Pyrotechnics Crew # _____**

__ **Other # _____**

__ **Total Estimated Personnel # _____**

Animals __ Yes __ No If yes, please describe _____

_____

SPECIAL EFFECTS:

__ **Pyrotechnics**   __ **Stage**   __ **Stunts**   __ **Loud Noises**   __ **Other**

If yes, please explain: _____

_____

_____

_____

<u>PLEASE NOTE</u>: IF PYROTECHNICS ARE USED, A LICENSED PYRO-TECHNICIAN IS REQUIRED TO BE ON SITE. A COPY OF THE CURRENT LICENSE MUST BE ATTACHED.

<u>PLEASE NOTE</u>: IF EVENT INCLUDES LOUD NOISES, APPLICANTS MUST NOTIFY IN WRITING ALL RESIDENTS AND BUSINESSES WITHIN 200 FEET WITHIN 7 WORKING DAYS PRIOR TO EVENT.

CATERING FACILITIES AND VEHICLE PARKING REQUESTS:
(Catering facilities and additional parking are available upon request. If Village facilities are available on the dates requested, a quote for these services will be provided separately.)

Catering Facilities Are Requested __ Yes __ No

Additional Parking Is Requested __ Yes __ No

FILM PERMIT PROVISIONS

INSURANCE CERTIFICATE(S):
NO PERMIT SHALL BE ISSUED UNLESS THE APPLICANT FOR SUCH PERMIT:

A. PROVIDES PROOF OF INSURANCE COVERAGE AS FOLLOWS: GENERAL PUBLIC LIABILITY IN THE AMOUNT OF NOT LESS THAN $2,000,000 COMBINED SINGLE LIMIT; AUTOMOBILE LIABILITY COVER OWNED AND NON-OWNED VEHICLES IN THE AMOUNT OF NOT LESS THAN $2,000,000 COMBINED SINGLE LIMIT; AND WORKER'S COMPENSATION AND DISABILITY INSURANCE AS REQUIRED BY THE STATE OF NEW YORK.
    1. **Your company name must exactly match the insured name on your certificate of insurance (including LLC, Inc, Corp, etc.).**
    2. **The Village of Hillburn must be listed as additional insured on all insurance certificates as a condition of the issuance of a permit herein. As proof of naming the Village as Additional Insured pursuant to an agreement, any insurance certificate must expressly show proof of such coverage and notification of cancellation at least 30 days in advance of cancellation.**
    3. **A Workers' Compensation Certificate must be provided.**

PERMIT PROVISIONS

Permittee waives all claims against the Village of Hillburn (Village), its officers, agents and employees for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit. As a condition of the issuance of a Permit, Permittee hereby agrees to indemnify, defend, and hold the Village, its authorized agents, officers, representatives and employees harmless from and against any and all losses, damages or claims, causes of action, costs, liabilities, penalties, judgement and expenses including, without limitation, defense costs and reasonable legal fees resulting from any and all claims or damage of any nature, including any accident, loss or damage to persons or property which the Village may incur and which arise from or relate to any activity conducted by permittee or any of its officers, agents, employees, representative, contractors, consultants, or students.

It is expressly agreed by the permittee that as a condition of the issuance of a permit and the permittees agreement to defend and indemnify the Village as set forth above, the permittee is required to name the Village of Hillburn as an additional insured under the relevant insurance policies set forth above.

As a condition of making application for a permit, Permittee agrees to permit the Village to inspect the premises covered by this permit at any time. The Village may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner provided. The Village agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the Permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the Village.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap.

If Permittee is unable to hold the event on the scheduled date due to inclement weather, the Village must be notified in writing by the next business day in order to reassign permit to a rescheduled date.

The Village shall be compensated for any loss or damage to Village property by Permittee. Permittee agrees to clean and restore the property to its original condition prior to use as a location site.

Permittee hereby agrees to ensure compliance with the conditions of the permit and agrees to obtain prior Village approval for deviations from the information provided herein and understands that failure to comply with these requirements may result in the immediate cancellation of permit.

The undersigned acknowledges that the Village of Hillburn shall not be liable at any time, and the undersigned agrees to assume all risks for any loss, damage or injuries whatsoever to the person or property of any person or entity whatsoever arising out of the above refenced processes, materials, or conditions which are implemented as part of the above referenced event.

Applicant's Signature: _____

Printed Name: _____

Date: _____

By Village of Hillburn:

Date Application Fee Paid _____

Permit Fee-Amount $_____ **Date Paid:** _____

Escrow Reimbursement for DPW/Police $_____ **Date paid:** _____

Approved: Date(s) _____ **Times:** _____

Conditions:

Dated: _____ **, 20**_____ **By:** _____

                                                    Village Clerk

SAMPLE NEIGHBORHOOD/BUSINESS NOTIFICATION

DATE

NAME
ADDRESS

Dear Neighbors/Businesses,

This letter is to inform you that on DAY/DATE, PRODUCTION COMPANY will be holding an event at locations in your area from approximately START TIME to FINISH TIME. "EVENT NAME" is sponsored by EVENT SPONSOR NAME.

In order to facilitate this event, we may need to park equipment and production vehicles beginning START TIME & DATE. The streets affected may include:

LIST STREETS WHERE EVENT WILL TAKE PLACE

We are aware of the inconvenience caused by our activity and apologize in advance. We will do everything possible to minimize the impact of our activities on your neighborhood. Please let us know of any special concerns (scheduled deliveries, construction, accessibility needs, etc.) within 5 business days of receipt of this notice by contacting our Event Coordinator at the phone number noted below. We will do everything possible to find a mutually agreeable solution.

We appreciate your cooperation in helping to make this event a success! Thank you in advance for your understanding and cooperation.

CONTACT INFORMATION FOR RESIDENTS/BUSINESSES:
Event Sponsor Name:
Event Coordination Name:
Evet Coordinator Phone Number

TO BE COMPLETED BY THE APPLICANT:

The undersigned acknowledges that the Village of Hillburn requires notification to residents/businesses property owners and/or businesses in writing within a 200-foot radius of the filming activities, in advance of filming activities. By signing below, the Applicant acknowledges that notification to affected residents and business has taken place as required and the neighborhoods that have school buses picking up children for classes have been advised of any disruption to bus stop locations.

Applicant's Signature: _____

Printed Name: _____

Date: _____