



**BOROUGH OF OLD TAPPAN**  
 227 Old Tappan Road, Old Tappan, NJ 07675

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPLICATION FOR FILMING**

Production Company										
Address										
Contact Person										
Phone				Email:						
Date(s) Requested				Hours Requested:						
Location of Filming ( <i>describe in detail</i> )										
<input type="checkbox"/>	Feature Film	<input type="checkbox"/>	Television Series	<input type="checkbox"/>	Mini-Series	<input type="checkbox"/>	TV Movie	<input type="checkbox"/>	Music Video	Other:
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Short Film	<input type="checkbox"/>	Documentary	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	Student	
Scenes to be filmed (please describe accurately:)										
Animals, firearms, special effects, simulated violence, and/or scenes that would disturb the public? Yes ___ No ___ If yes, explain:										
List of Production Equipment, including props, lighting, screens, etc.:										
How will you obtain your power (describe in detail)										
No. of Cast & Crew:		No. of trucks & plate #'s:								
		No. of autos & plate #'s:								
		Other vehicles & plate #'s:								
Title of project: (If commercial, identify product; if music video, identify band and song name)										
Identify any celebrities or high-profile individuals:										
Producer:				Director:						
Location Mgr:				Prod. Mgr.						



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Will any and/or modification be made to Borough facilities  
(including temporary structures or sets to be constructed) Yes \_\_\_\_\_ No \_\_\_\_\_

Will residents or businesses be affected by filming?  
(A copy of letter to be sent to affected addresses must accompany this application) Yes \_\_\_\_\_ No \_\_\_\_\_

Will work require a licensed Electrician?  
(If yes, permits will be required from the Building Department) Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using pyrotechnics, smoke generators, open flame stunts etc.?  
(If yes, detailed plan must be submitted to the Fire Marshall) Yes \_\_\_\_\_ No \_\_\_\_\_

Do you need police assistance? (separate fees are required to hire officers) Yes \_\_\_\_\_ No \_\_\_\_\_

Filming will require:

<input type="checkbox"/>	Street closure
<input type="checkbox"/>	Sidewalk closure
<input type="checkbox"/>	Reserved parking
<input type="checkbox"/>	Night shooting
<input type="checkbox"/>	Traffic control
<input type="checkbox"/>	None

Public liability insurance company name:	
Policy #	Agent Name:
Amount of Coverage:	Expiration Date:

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

This application if approved will result in issuance of a permit to the applicant to film or televise on the streets and/or property only in accordance with the times, locations, and specified activities designed in this permit application. The applicant agrees to comply with all rules and restrictions imposed by the Borough during its activities on Borough property. Failure to comply with any permit requirements or conditions may result in revocation without refund of permit fees. The permit must be in the possession of the applicant at all times while on location.

\_\_\_\_\_  
Date Authorized Signature Title

**Fees:** \_\_\_ Basic filming permit - \$100      \_\_\_ Non-profit applicants for educational purposes - \$25  
      \_\_\_ Expedited processing - \$150      \_\_\_ Student films for school purposes – no fee

**Insurance:** Certificate of Insurance naming the Borough of Old Tappan as a certificate holder & Hold Harmless MUST be submitted with payment for processing.

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

MUST provide list of emergency phone numbers for individuals in charge - \*On-site at time of filming

Received:  Permit Fee     COI     Hold Harmless

Approved  Denied by Borough Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Project-specific conditions will accompany permit

Please note: All materials not originally at the film site, including trash and debris, must be removed prior to completion of filming.



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**HOLD HARMLESS AGREEMENT FOR FILMING ON BOROUGH PROPERTY**

This HOLD HARMLESS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Borough of Old Tappan, in the County of Bergen, state of New Jersey (hereinafter the "Borough"), and \_\_\_\_\_ (hereinafter "the production company"), for and in consideration of the privilege to film a certain scope of activity and scenes on Borough property at the date(s), time(s) and location(s) specified on the Borough's Filming Permit Application.

The production company hereby agrees to indemnify and hold harmless the Borough of Old Tappan, together with its officers, employees and agents, from any and all claims for losses or damages or injuries to persons, property, or to agenda of the production company that arise in connection with the activities of the production company carried on under this Agreement.

In the event of any such claims or lawsuits, the production company shall assume all costs of defense, including any costs and fees incurred by the City or its agents. The production company shall provide automobile liability insurance (where applicable) and comprehensive general liability insurance in the amount of \$1,000,000.00 to the Borough and shall name the Borough as an additional insured on all policies. All insurance policies must include endorsements showing that coverage is primary and non-contributory and includes a waiver of subrogation. The production company will provide the Borough with an insurance certificate evidencing the coverage.

EXECUTED, this \_\_\_\_ the day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Date Authorized Signature Title