

## FILMING PERMIT APPLICATION Checklist for Applicant

- Application submitted at least 10 days before Project begins
- Insurance Certificate - See Limits of Liability Amounts page 2
- Signed Indemnification Agreement
- Signed Filmmaker's Code of Professional Responsibility
- Clearance from Public Safety Officer Chatham Police Department (973) 635-8000

**Fees:**

- \$200 application fee payable to Borough of Chatham. Non-Profit application fee \$ 75.00.
- Refundable \$500.00 cash bond or Refundable maintenance bond of \$1000.00.
- \$1,000.00 X # of days = \_\_\_\_\_ payable to Borough of Chatham. Non-Profit \$100.00 x # of days.

	<i>APPLICANT - See applicant checklist on page 2 for documents to submit*</i>	<i>CONTACT PERSON IF DIFFERENT THAN APPLICANT</i>	<i>ON-SITE PERSON IN CHARGE OF FILMING</i>
<i>Name</i>			
<i>Address</i>			
<i>Telephone</i>			
<i>Fax</i>			
<i>Cell Phone</i>			
<i>Location of Filming (one permit required for each location)</i>			
<p>Proposed duration of filming, (must be between 8:00 a.m. to 10 p.m. including setup and cleanup) - One permit shall be sufficient to authorize outdoor filming on two (2) calendar days and indoor filming on two (2) calendar days within a period of not more than five (5) calendar days beginning on the date of issuance of the permit, provided that each such date on which filming is to take place shall be specified in the permit. Permission for filming in excess of four days as described in Ordinance 09-12 §131 may be granted by the Borough Council upon filing of a request with the Borough Clerk seven (7) calendar days in advance of the Borough Council meeting at which the matter is to be considered. A copy of the permit application shall be attached to the request.</p>			
<i>Dates for film shoot including hours and duration:</i>			
<i>Amount of space required on public streets, highways, sidewalks, etc.</i>			
<b>PERMIT APPLICATION APPROVED BY BOROUGH ADMINISTRATOR</b>	Signature:		Date of Approval:

**BOROUGH OF CHATHAM**  
**54 FAIRMOUNT AVENUE**  
**CHATHAM, NJ 07928**

**FILMING PERMIT APPLICATION**

(Completed application, fees and documents must be filed with Borough Clerk at least 10 calendar days before filming is to begin Per Ordinance 09-12, Chapter 131)

**\*APPLICANT CHECKLIST:**

Filming Fees made payable to "Borough of Chatham":

- Commercial applicants \$200.00 application fee; plus \$1,000.00 daily filming fee.
- Nonprofit applicants: \$75.00 application fee plus \$100.00 daily filming fee.
- Bona fide educational institution for non-commercial use - fees waived.
- Ordinance 09-12, "If any services are required by employees from other Borough Departments, the cost of such employees is to be borne by the applicant as a cost of production." The hourly rate for outside duty will be provided upon request by the Borough Administrator and will be billed to applicant.

Proof of Insurance Coverage as follows:

- General Liability, including premises/operations, blanket contractual, bodily injury (including death resulting there from), with limits not less than one million \$1,000,000 dollars and any occurrence subject to an aggregate amount of three million \$3,000,000 dollars.
- In the event motor vehicles are in use as a means to arrive and depart from filming operations or during filming operations, Automobile Liability for owned, hired and non-owned vehicles with limits not less than one million (\$1,000,000.00) dollars combined single limit.
- Worker's Compensation Insurance (including Employer's Liability), which must, at minimum, comply with all statutory regulations in the governmental jurisdiction where filming work is being performed.
- Media (Professional) Liability coverage at a minimum limit of Five million (\$5,000,000.00) dollars per claim and in the aggregate.
- Certificate of Insurance delivered to the Borough Clerk which shall name the Borough of Chatham as an additional insured on the policy under the General Liability and Automobile Liability policies outlined above and in Chapter 131. Applicant is solely responsible for maintaining and requiring its subcontractors and agents to maintain the same coverages outlined within Chapter 131.
- An agreement, in writing, in a form approved by the Borough Attorney, whereby the applicant agrees to indemnify and save harmless the Borough of Chatham, its officers, employees and agents, from any and all liability, expense, claim or damages resulting from the use of public lands.
- The posting of a cash bond of \$500 or a maintenance bond of \$1000, running in favor of the Borough and protecting and insuring that the location utilized will be left after filming, in a satisfactory condition, free of debris, rubbish and equipment, and that due observance of all Borough ordinances, rules and regulations will be followed. Within two (2) business days of the completion of the filming, the Borough will return the bond if there has been no damage to public property or public expense caused by the filming.
- A contractual agreement with the Chatham Police Department for paid police coverage during the time indicated in the permit.
- Proof of service of written notification of proposed dates and lands to be used for production activities to any and all tenants and property owners, who will be directly affected by the filming and its site location, and simultaneously said tenants and property owners shall be informed that objections may be filed with the Borough Clerk. Such notification to take place at least three (3) business days prior to the requested shooting date, with proofs submitted to the Borough Clerk prior to issuance of the permit.
- A written approval from the Chatham Police Department authorizing issuance of the permit and providing any traffic control requirements and public safety conditions.

- ( ) Distribute information regarding the proposed filming to the property owners and merchants in the commercial or business district that may be affected: \_\_\_\_\_
- ( ) Deliver written comments from the property owners and tenants in the commercial or business district to the Police Department, Administrative Assistant and such other municipal departments as may be necessary:  
\_\_\_\_\_
- ( ) Contact the Chatham Police Department and any other relevant departments to coordinate the information with the property owners and tenants in the commercial district: \_\_\_\_\_

**Checklist for Borough Clerk Use:**

Copies of the approved permit will be sent by the Borough Clerk to the Police Department, Fire Department, Administrative Assistant, the Department of Public Works, and the Board of Health. Copies shall be sent to any appropriate New Jersey State agencies, including the New Jersey Film Commission.

### Indemnification Agreement

#### in Regard to Film Making Activities in the Borough of Chatham

\_\_\_\_\_, (hereinafter "film maker") agrees to indemnify, protect, defend (with counsel acceptable to the Borough) and hold harmless the Borough of Chatham, its Mayor and Council members, officers, employees, attorneys and agents, from and against any and all claims, demands, losses, damages, liabilities, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, including taxes, special charges by others, for loss, injury, damage to person or property in whatever form, claims and demands for damages or loss for infringement of copyright, for libel and slander, and all costs and cleanup actions of any kind, all costs and expenses incurred in connection therewith, including, without limitation, reasonable attorney's fees and costs of defense (collectively, the "losses") arising, directly or indirectly, in whole or in part, out of the filming and related activities performed by film maker, its agents, employees, and/or representatives within the Borough of Chatham. Nothing contained herein shall be deemed to be a waiver by the Borough of any governmental immunity that applies to the Borough, its employees, agents or contractors.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

By: