

APPLICATION FOR PERMIT TO CONDUCT FILMING ACTIVITY IN PUTNAM VALLEY

APPLICATION DATE: _____

FILM DATES: _____

THIS APPLICATION IS NOT VALID UNTIL SIGNED OFF BY THE PUTNAM VALLEY TOWN CLERK.

SECTION 1: (ATTACH ADDITIONAL SHEETS AS NEEDED)

1. PRODUCTION COMPANY: _____

2. PRODUCTION TITLE: _____

3. ON-SITE CONTACT PERSON: (NAME AND NUMBER WHERE HE/SHE CAN BE REACHED) _____

4. PERSON IN CHARGE OF FILMING – NAME: _____

ADDRESS: _____

PHONE NUMBER WHERE HE/SHE CAN BE REACHED: _____

5. EMAIL ADDRESS: _____

6. PRODUCTION TYPE: () STILL () FILM () VIDEO () OTHER _____

7. CLASSIFICATION: () COMMERCIAL () INDUSTRIAL () TELEVISION () SHORT () DOCUMENTARY () EDUCATIONAL () FEATURE () OTHER ()

*STUDENT *Student and/or non-profit status must be supported by documented proof.

8. FILM TITLE AND STORY SUMMARY:

9. FIRST TIME FILMING IN PUTNAM VALLEY? _____

10. INSURANCE CARRIER: _____

11. POLICY NUMBER**: _____ ** (Must provide insurance certificates).

12. TOTAL NUMBER OF CREW: _____ TOTAL NUMBER OF CAST: _____

13. WHAT IS THE LOCATION WHERE YOU WILL BE FILMING?

14. SETS/STRUCTURES TO BE ERECTED: (Please attach sketch of structure – may require additional permits).

15. LIST AND DESCRIBE AND SPECIAL EFFECTS PLANNED: (i.e. chases, explosions, shootings, pyrotechnics, etc. This MAY require additional permits for clearances.

19. Describe special parking and/or Street Requests: (such as Road Closures, etc., provide detail in parking plan).

20. Equipment and Vehicle Detail: Generators: _____
Trucks/Cars: _____

Sanitation Facilites: _____ RV'S: _____

21. Describe any assistance requested from Town or County Agencies:

SECTION 2: PARKING PLAN (Attach additional sheets as needed). The Parking Plan must identify any vehicles used during filming and their locations, and any scheduled street closures and how traffic will be rerouted.

SECTION 3: PRIVATE PROPERTY PERMISSION FORM (S): Owner permission must be obtained if filming will occur on or utilize private property. Sample wording as follows:

"I hereby give permission for _____ to use my property located at _____ for the purpose of filming on the following dates: _____"

Date: _____ Signature: _____

Print Name: _____

SECURITY PLAN: The security plan outlines what measures will be undertaken by the Film Company to provide any necessary security on location(s).

STATEMENT OF APPLICANT: I declare that the information set forth above is true and correct and agree to comply with the terms and conditions of the film permit.

SIGNATURE

DATE

PRINT NAME

FEE: \$500.00 for first day of filming; \$250.00 per day of filming after that.

CHECK MADE OUT TO: PUTNAM VALLEY TOWN CLERK

DATE PERMIT ISSUED: _____

TOWN CLERK SIGNATURE: _____