

THE VILLAGE OF SUFFERN FILMING APPLICATION AND PERMIT INSTRUCTIONS

The Village of Suffern desires to create an atmosphere where the Village serves as a regularly selected place for TV and movie production while also recognizing some disruption of the peace and tranquility of the Village can result from these activities. The Village of Suffern issues permits to productions filming on location in the Village of Suffern and provides police assistance, department of public works assistance, parking privileges, catering facilities, and access to most exterior locations upon completion and approval of a Filming Application. Not all filming activity requires a permit.

Guidelines

Please read “Guidelines for Filming in the Village of Suffern” for assistance with answering general questions about the filming application and permit process.

No Permit

Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of Village property, not using prop weapons, prop vehicles, stunts, actors in police uniform and not requesting parking privileges for production vehicles do NOT need a permit. Standing on a Village sidewalk, walkway bridge or within a Village park while using a hand-held camera and not otherwise asserting exclusive use of Village property is NOT an activity that requires a permit. No permit is required for credentialed members of the media.

Optional Permit

\$300 non-refundable application fee does NOT apply. Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of Village property, not using prop weapons, prop vehicles, stunts, actors in police uniform and not requesting parking privileges for production vehicles can apply for an Optional Permit. Insurance is NOT required.

Required Permit

\$300 non-refundable application fee DOES apply. Productions with equipment, production vehicles requesting parking privileges (excluding personal cars, mini-vans, SUVs and pick-up trucks), asserting exclusive use of Village property, prop weapons, prop vehicles, actors in police uniform or stunts on set must apply for a required permit. Insurance required.

Equipment

Equipment is defined to include but not be limited to television, photographic, film cameras or video cameras or transmitting television equipment, including radio remotes, props, sets, lights, electric and grip equipment, dolly tracks, screens, or microphone devices, and all production related materials. This definition has been clarified to provide that "equipment" does not include "hand-held devices" (such as hand-held film, still or television cameras and video cameras, and tripods that are used to support film, still, television cameras or video cameras). Moreover, "equipment" does not include vehicles used solely to transport people engaged in filming or photography from within a vehicle that is proceeding with the general flow of traffic.

Filming Application

1. There is a \$300 application fee which is non-refundable. It is a one-time fee per project.
2. There are two parts to the application process:

Application: A Filming Application is submitted with required documentation in order to receive a Filming Permit.

Filming Permit: Once a Filming Application is approved, a Permit is issued for a production activity on a specific shoot date(s).

3. Project dates must include all rigging, de-rigging and rain dates. Once submitted, dates should not be amended by your production or our office without written permission by the Village. Any additional dates that fall outside your original duration dates require a new filming application and another \$300 fee.
4. Insurance Certificates:
 - a. Your company name must exactly match the insured name on your certificate of insurance (including LLC, Inc, Corp, etc.).
 - b. It can take up to 48 business hours for your insurance to be validated. Certificates of insurance must be e-mailed to our office at apaffenroth@suffernny.gov or faxed to (845) 357-0649 by your broker (not your production company) at least 48 business hours prior to your project.
 - c. Sometimes one policy number covers a variety of projects. When this is the case indicate your production company name exactly as it appears on the certificate of insurance (including spacing and punctuation).
 - d. The Village of Suffern must be listed as additional insured on all insurance certificates.

5. To obtain parking privileges you must list all your vehicles in the Equipment/and or Vehicles section of the Filming Application. If license plate numbers are unknown, input the vehicle type (cargo van, cube truck, campers, etc.) and add plate numbers by the first shoot date.
6. All exterior scenes require you to provide a detailed scene description of the physical action being filmed (including props, number of extras, weapons, animals on set, etc.). If you're filming at one location for the day, but will be filming interior and exterior scenes, you must break down the hours you're filming interior and the hours you're filming exterior (with details) in the scene description (EXAMPLE: 7 a.m. -2 p.m. INT BAR: Various interior dialogue scenes. 2 p.m. - 8 p.m. EXT BAR: Two actors walk and talk down sidewalk. They enter bar). Driving shots should be listed as a separate location in addition to any other scenes you're filming.
7. Submit one application per filming location.
8. If filming at multiple locations and base camping vehicles in one place for the entire day, enter all your locations (in shooting order).
9. Please read "Guidelines for Filming in the Village of Suffern" for assistance with answering questions about the application process.