

# Village of Suffern

61 Washington Avenue

Suffern, NY 10901

Phone: (845) 357-2600 Fax: (845) 357-0649

Email Contact: [mreimer@suffernny.gov](mailto:mreimer@suffernny.gov)

Production Company: \_\_\_\_\_ Production Title: \_\_\_\_\_

Production Type:  Feature  TV Series  Movie  Commercial  Student  Other

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact/Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**TRAFFIC:**

Street Closure  Yes  No      Camera in Curb Lane  Yes  No      Lane Closures  Yes  No  
Driving Shots  Yes  No      Intermittent Traffic  Yes  No      Parking Request  Yes  No  
Banners  Yes  No

**EQUIPMENT:**

Camera Car       Picture Car       Generator\*       Crane

\*For filming productions employing an electrical generator rated at 200 amps or more, the attached Electrical Generator Affidavit must be submitted 7 days in advance of filming activities.

**VEHICLES AND OTHER EQUIPMENT:**

Trucks # \_\_\_\_\_ Motor Homes # \_\_\_\_\_ Vans # \_\_\_\_\_ Honey Wagon # \_\_\_\_\_

Cars # \_\_\_\_\_ Other Equipment # (Please List): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PERSONNEL:**

Light/Sound Crew # \_\_\_\_\_  Filming Staff # \_\_\_\_\_  Extras # \_\_\_\_\_

Pyrotechnics Crew # \_\_\_\_\_  Other # \_\_\_\_\_

Total Estimated Personnel # \_\_\_\_\_

Animals  Yes  No    If yes, please describe \_\_\_\_\_

\_\_\_\_\_

**SPECIAL EFFECTS:**

Pyrotechnics       Stunts       Firearms       Loud Noises       Other

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: IF PYROTECHNICS ARE USED IN THE FILMING, A LICENSED PYRO-TECHNICIAN IS REQUIRED TO BE ON SITE. A COPY OF THE CURRENT LICENSE MUST BE ATTACHED.**

**PLEASE NOTE: IF YOUR PRODUCTION INCLUDES LOUD NOISES, APPLICANTS MUST NOTIFY IN WRITING ALL RESIDENTS AND BUSINESSES WITHIN 200 FEET WITHIN 7 WORKING DAYS PRIOR TO FILMING.**

**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

**VILLAGE OF SUFFERN FEE GUIDELINE:**

A. Non-Refundable Application Fee: \$300.00; \$100.00 Non-Refundable Application Fee for applicants filming approved educational programs.

B. Permit Fee Schedule:

	<u>Per Day Permit Day 1</u>	<u>Per Day Permit Day 2 to Completion</u>
Crew Size of Less Than 3 People	\$ 350	\$ 350
Crew Size 3 to 15	\$1,000	\$ 750
Crew Size Greater Than 15 People	\$1,500	\$1,000

C. Security deposit: \$1,000.00. If the Village Clerk determines that the conditions of the permit have been violated, the Village Clerk shall be authorized to declare that the security deposit forfeited in its entirety.

D. Reimbursement for Police, DPW, and other involved Village employees or agencies as per Mobilization Fee Guidelines.

E. Cost of the use of recreation buildings (as required).

F. Parking Permits (as required).

**APPLICATION PROVISIONS:**

A completed Application will contain the following:

- Completed Filming Permit Application
- Non-Refundable Permit Fee
- Certificates of Insurance AND an endorsement (See Attached Insurance Sample) evidencing:
- Location Agreement (if filming on private property).
- Neighborhood/Business Notification Letter of Proposed Filming Activity (Attached).
- Village of Suffern Signatures of Approval for Filming Permit from directly impacted property owners (Attached).
- Completed Electrical Generator Affidavit (If Applicable).
- Current Pyro-Technician License (If Applicable).

**FILM PERMIT PROVISIONS:**

Permittee waives all claims against the Village of Suffern (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. 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 in connection with the rights granted in the permit or under the Village of Suffern Municipal Code, Chapter 76.

The Village shall have the privilege of inspective the premises covered by this permit at any or all 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 manger 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 film on scheduled date due to inclement weather, the Village must be notified in writing by the next business day in order to reassign permit fees 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.

Public use of Village Park facilities – No vehicle(s) allowed on park turf areas. All film equipment must be transported via dolly or hand carried in and out of park facility. No temporary parking of vehicles(s) on park turf for loading or unloading equipment.

Permittee is responsible for fully complying with posted signage surrounding the requested filming site. The Village will not dismiss any citation issued to the Permittee or any person(s) associated with the film production who are in violation of posted regulations.

The Village shall be acknowledged in the film credits for any film produced on public land or private land in the Village of Suffern.

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 filming.

The undersigned acknowledges that the Village of Suffern 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 referenced processes, materials, or conditions which are implemented as part of the above referenced film production.

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Production Company: \_\_\_\_\_ Production Title: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**APPROVALS:**

DPW: \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_

BUILDING DEPARTMENT: \_\_\_\_\_

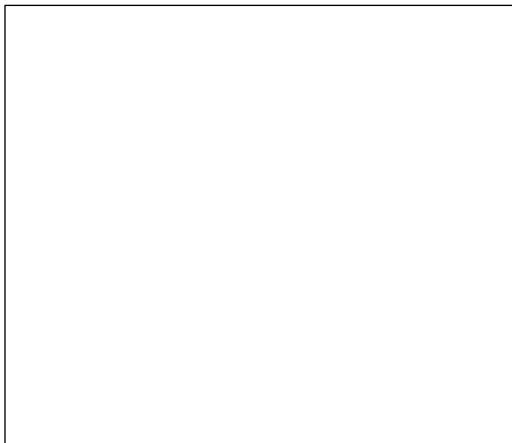
MAYOR: \_\_\_\_\_

**Village of Suffern:**

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_

Office of the Village Clerk

**Affix Seal of the Village of Suffern below to validate permit:**



**SAMPLE  
NEIGHBORHOOD/BUSINESS NOTIFICATION  
LETTER OF PROPOSED FILMING ACTIVITY**

PRODUCTION COMPANY NAME  
PRODUCTION COMPANY ADDRESS

DATE

Dear Neighbors/Businesses,

This letter is to inform you that on DAY/DATE, PRODUCTION COMPANY will be filming scenes at locations in this area from approximately START TIME to FINISH TIME. "PROJECT NAME" is produced by PRODUCTION COMPANY.

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

LIST STREETS WHERE FILMING OPERATIONS 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 Location Department. We will do everything possible to find a mutually agreeable solution.

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

LOCATION DEPARTMENT  
PHONE NUMBER  
ADDRESS  
FAX NUMBER



## VILLAGE OF SUFFERN ELECTRICAL GENERATOR AFFIDAVIT

**This document is a statement of intent to employ an electrical generator rated at 200 amps or more on a film production in the Village of Suffern. This generator shall be operated by a person who has been properly instructed in it's safe use by the generator owner representative.**

**The generator attendant shall not perform any duties on the set while the generator is in operation except those involving generator setup, cabling, and lighting setup.**

Filming Date:	Generator Amperage Rating:
Production Company:	Production Title:
Location Manager:	Location Manager Phone Number
Name of Attendant:	Attendant Phone Number:
Generator Manufacturer, Owner Representative Name, Address, and Telephone Number:	
Site Location:	

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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