



**TOWNSHIP OF PARSEPPANY-TROY HILLS
APPLICATION FOR FILMING PERMIT**

**FEE NON-REFUNDABLE
FEES:**

APPLICATION FEE PUBLIC PROPERTY: \$750
APPLICATION FEE PRIVATE PROPERTY: \$500

FOR MUNICIPAL USE ONLY

APPLICATION NO. _____ DATE FILED: _____

FEE: CASH _____ CHECK # _____

APPROVALS:

CHIEF OF POLICE _____ FIRE OFFICIAL _____

DATE ISSUED: _____

- APPROPRIATE FEE
- PROOF OF INSURANCE
- PROOF OF NOTIFICATION BY CERTIFIED MAIL TO RESIDENTS, BUSINESSES AND MERCHANTS WITHIN 200 FOOT RADIUS OF FILM SITE
- HOLD HARMLESS AGREEMENT
- PROOF OF PROPERTY OWNER'S CONSENT TO FILM IF FILMING ON PRIVATE PROPERTY

**INSTRUCTIONS: COMPLETE ALL ITEMS - IF NOT APPLICABLE, SPECIFY WITH "N/A"
PLEASE PRINT**

Organization Name: _____

Contact's Name: _____

On-Site Contact: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Filming Location (Only one location per permit) _____

Amount of Space Required on Public Streets, Sidewalks, etc. _____

Project Name: _____

Dates of Filming: _____

Rain Date: _____ Set Up Date: _____ Take Down Date: _____

Time of Filming: _____ Number of People: _____

Will vehicles be onsite? _____ How many: _____

Crew size: _____ Sound Equipment: _____ Construction: _____

Name of Insurance Carrier: _____

(Attach proof of insurance coverage for bodily injury in the amount of \$1,000,000 and for any aggregate occurrence in the amount of \$3,000,000, naming the Township as an additional insured)

*Applicant shall notify the Police Department and Fire Prevention Bureau, 24 hours before filming takes place and shall permit the Police Department and Fire Prevention Bureau or other Township inspectors to inspect the site and the equipment used. The applicant shall comply with all safety instructions issued by Township inspectors, including but not limited to the Police Department and Fire Prevention Bureau.

*Application and payment of all fees are required no later than 10 calendar days prior to the first date of filming.

The undersigned hereby certifies that he/she has the authority to act on behalf of the Organization; the Organization will comply with all laws and regulations of the State, County and Township during all filming activities; and all information supplied in this application is accurate to the best of affiant's knowledge, knowing that the Township of Parsippany will rely thereon is issuing a permit..

Sworn and Subscribed to Before Me

***Signature:** _____

This _____ **Day of** _____, **20**_____.

Print Name: _____

Notary Public of New Jersey

Date: _____

Commission Expires: _____

REQUIRED NOTIFICATION TO LOCATION NEIGHBORS

Notification to location neighbors must be provided in writing outlining the specific details of filming and contact information. This notification must be on the filming company's letterhead and should follow the format below:

COMPANY LETTERHEAD

To: Neighbors of: _____

From: Company Contact Person _____

Date: _____

RE: Filming for _____
Location _____

Our company has applied to film a commercial/movie/television show in Parsippany on day(s) and date(s) at the above location.

There will be _____ trucks, _____ vans, _____ generators, _____ catering trucks, _____ crew cars at the site. They will be parked on the property of the homeowner/on the street/ in a municipal parking lot/ on private property, any combination of the above.

During our filming in your neighborhood, every effort will be made to keep disruptions and inconvenience to a minimum.

If you have any questions or concerns please contact the Township Clerk's Office at 973-263-5351.

Sincerely,

Filming Production/Location Manager

HOLD HARMLESS AGREEMENT

**BETWEEN THE TOWNSHIP OF PARSIPPANY
1001 Parsippany Blvd., Parsippany, NJ 07054**

AND

Organization Name

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual, Partnership, Non-Profit Corp., Corp., Public Entity)

In consideration of the issuance of a Filming Permit, Organization agrees to indemnify, hold harmless and defend the Township of Parsippany (“Parsippany”), its elected and appointed officials, it employees, agents, volunteers and all others working on behalf of Parsippany from any and all liability, claims, losses, costs, attorney fees, damages, or injury arising out of or caused or alleged to have been caused in any manner by the filming activities conducted by Organization.

The undersigned understands and acknowledges that this hold harmless and indemnification agreement requires that Parsippany be indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person engaged in any way with Organization’s filming activities. This hold harmless and indemnification agreement shall also pertain to any claims due to Parsippany’s negligence. The undersigned further agrees to release any claim that they many now have or have in the future against Parsippany relating to Organization’s filming activities, including claims due to Parsippany’s negligence.

The undersigned further agrees to furnish Parsippany with a Certificate of Insurance naming the Township of Parsippany as an insured party. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000, and for any aggregate occurrence in the amount of \$3,000,000. In order to induce Parsippany to accept this hold harmless agreement and indemnification agreement, Organization completed the Application for Filming Permit above.

Witness:

(Name of Organization)

(Authorized Signature)

(Print Name & Title)