

Borough of Florham Park

111 RIDGEDALE AVENUE

FLORHAM PARK, NJ 07932

clerk@fpboro.net



FILMING PERMIT APPLICATION

Completed application, cover letter, fees and any required documents must be filed with Borough Clerk at least 10 calendar days before filming is to begin per Chapter 120 of the Borough Code. An expedited fee will be charged for all applications received less than 10 calendar days before filming, with the exception of nonprofit applicants and a waiver must be obtained by the Borough Administrator.

Applicant Name, Email & Phone Number	
Company Name, Email & Phone Number	
Company Address	
Requested Dates for Filming	
Requested Filming Location	
Will filming be indoors, outdoors, or both	
Contact Person for Project, Email & Phone Number	
On-Site Person In Charge of Filming, Email & Phone Number	

ATTENTION: The permit application shall be attached to a film request cover letter. **The cover letter must include site specifics regarding the filming such as: number of staff on site; number and types of vehicles on site, and where they will be parked; equipment to be used on site; whether outside lighting will be used; whether outside sound effects, or music, will be used, etc.**

Filming must be between 8:00 a.m. to 10 p.m., including setup and cleanup. One permit shall be sufficient to authorize 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 (4) days as described in §120-2E(1) of the Borough Code may be granted by the Borough Council upon filing of a request with the Borough Clerk ten (10) calendar days in advance of a Borough Council meeting.

We cannot accept credit card payments. All payments must be cash or check payable to the Borough of Florham Park.

- Commercial applicants: \$250.00 application fee plus \$1,000.00 daily filming fee
- Major Motion Picture applicants: \$250.00 application fee plus \$1,500.00 daily filming fee
- Nonprofit applicants: \$25.00 application fee plus \$100.00 daily filming fee
- Bona fide educational institution for non-commercial use: Fees waived
- *Expedited filming for all applicants other than nonprofit applicants* (application not submitted at least 10 calendar days prior to the first date of filming): \$500.00 application fee plus \$1,000.00 daily filming fee

Per Section 120-3H of the Borough Code, “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.

APPLICANT CHECKLIST

If filming on public property, the following requirements need to be met:

- () Proof of insurance for bodily injury to any one person in the amount of \$1,000,000.00 and any occurrence in the aggregate amount of \$3,000,000.00
- () Proof of insurance for property damage for each occurrence in the aggregate amount of \$500,000.00
- () Certificate of Insurance delivered to the Borough Clerk which shall name the Borough of Florham Park as an additional insured on the policy
- () An agreement, in writing, in a form approved by the Borough Attorney, whereby the applicant agrees to indemnify and save harmless the Borough of Florham Park, its officers, employees and agents, from any and all liability, expense, claim or damages resulting from the use of public lands (following page)
- () The posting of a cash bond of \$500.00 or a maintenance bond of \$1000.00, 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 Florham Park Police Department for paid police coverage during the time indicated in the permit (if required)
- () Approval from the Florham Park Police Department and providing any traffic control requirements and public safety conditions
- () Any information regarding potential food trucks or cooking on-site
- () *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.*

If filming on private property, the following requirements need to be met:

- () Permission of property owner, allowing filming on their site, to be submitted with application
- () A contractual agreement with the Florham Park Police Department for paid police coverage during the time indicated in the permit (if required).
- () *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.*

Copies of the approved permit will be sent by the Borough Clerk to the Police Department, Fire Department, Health Department and Building Department (if applicable) and the New Jersey Film Commission.

INDEMNIFICATION AGREEMENT
With Regard to Film Making Activities in the Borough of Florham Park

_____, (hereinafter "film maker") agrees to indemnify, protect, defend (with counsel acceptable to the Borough) and hold harmless the Borough of Florham Park, 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 Florham Park. Nothing contained herein shall be deemed to be a waiver by the Borough of any governmental immunity that applies to the Borough of Florham Park, its employees, agents or contractors.

Signed and sealed this _____ day of _____, 20__

By: _____