

**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 Facilities: \_\_\_\_\_ 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:** \_\_\_\_\_