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 () EDUCTIONAL () 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).

Sanitation Facilites: 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

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PRINT NAME

TOWN CLERK SIGNATURE:-----