



TOWN OF PUTNAM VALLEY
Office of the Town Clerk
(845) 526-3280

Town Hall
265 Oscawana Lake Road
Putnam Valley, NY 10579

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 | Name: _____ Number: _____
4. Person in Charge of Filming | Name: _____ Number: _____
Email: _____ Address: _____
5. Production Type: ☐ Still ☐ Film ☐ Video ☐ Other: _____
6. Classification: ☐ Commercial ☐ Industrial ☐ Television ☐ Short
☐ Documentary ☐ Educational ☐ Feature ☐ Other
☐ Student* (*Student and/or non-profit status must be supported by documented proof)
7. Film Title and Story Summary:

8. Is this your first time filming in Putnam Valley? ☐ Yes ☐ No
9. Insurance: (Must provide insurance certificates)
Carrier: _____ Policy Number: _____
10. Total Number of Crew: _____ Total Number of Cast: _____
11. Location(s) Where Filming Will Take Place: _____

12. Set/Structure(s) to Be Erected: (Please attach a sketch of structure(s)—may require additional permits)
13. List and Describe Any Special Effects Planned: (i.e., chases, explosions, shootings, pyrotechnics, etc.
This may require additional permits for clearance) _____

14. Describe Special Parking and/or Street Requests: (Road closures, etc. Provide detail in parking plan)

15. Equipment and Vehicle Detail: Generators: _____

Trucks/Cars: _____

RVs: _____ Sanitation Facilities: _____

16. Describe Assistance Requested from Town or County Agencies (if any): _____

SECTION 2: PARKING PLAN

The parking plan must identify any vehicles used during filming and their locations, along with any scheduled street closures and how traffic will be rerouted. Attach additional sheets as needed.

SECTION 3: PRIVATE PROPERTY PERMISSION FORM(S)

Owner's 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: _____"

SIGNATURE

DATE

PRINT NAME

SECTION 4: SECURITY PLAN

The security plan outlines what measures will be undertaken by the film company to provide any necessary security on location. Attach additional sheets as needed.

SECTION 5: STATEMENT OF APPLICANT

I hereby 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: **\$2,000.00** for the first day of filming
 \$750.00 for each day of filming thereafter

Checks made payable to
Putnam Valley Town Clerk

DATE PERMIT ISSUED

TOWN CLERK