INC. VILLAGE OF OLD WESTBURY
APPLICATION FOR FILMING PERMIT

Applications must be submitted to the Village at least three (3) business days prior to the start of film activities.

THIS APPLICATION MUST INCLUDE THE FOLLOWING:
Please note that the application, paperwork and payment must be submitted together. Please do not submit incomplete applications, as they will be returned.
☐ Certificate of General Liability Insurance naming the Village of Old Westbury as additional insured (Per occurrence: $1M, General Aggregate: $2M - see §83-8 of Commercial Filming Law)
☐ Application fee (non-refundable) of $1,000.00 cash or certified check per day, per location, including set up days, shoot and wrap
☐ Security deposit fee of $2,500.00 as a certified check only
☐ Fee of $300.00 per tent if larger than 10’ x 10’ (see page 3 if applicable)

Name of Film Company: ____________________________________________________

Address of Film Company: __________________________________________________
________________________________________________________________________

Contact Name: ___________________________ Phone No. ______________________

Property Owner: ___________________________________________________________

Property Address: __________________________________________________________

Contact Name: ___________________________ Phone No. ______________________

Requested Dates and Times of Prep, Shoot and Wrap Days: ______________________
________________________________________________________________________
________________________________________________________________________

Note: The applicant and owner are responsible for containing all vehicles and personnel on the owner’s property. NO SET UP PRIOR TO ISSUANCE OF THE PERMIT. Any violation of this is subject to fines.
FILMING INFORMATION

Project Name: ____________________________________________

Number of Actors: ____________ Number of Crew Members: ______________

Number of Trucks and Types: _____________________________________________
______________________________________________________________________

Plan for Shoot: _________________________________________________________
______________________________________________________________________
______________________________________________________________________

Are any of the following activities being planned in conjunction with the shoot? (i.e. gunfire, fireworks, driving scenes, etc.) If yes, please list: ________________________________
______________________________________________________________________
______________________________________________________________________

Noise: ________________________________________________________________
______________________________________________________________________

Catering: ______________________________________________________________
______________________________________________________________________

Please list any additional information here: ________________________________
______________________________________________________________________
______________________________________________________________________

PAYMENTS

Application Fee Receipt No. ____________ Amount Paid: ___________________

Security Deposit Receipt No. ____________ Amount Paid: ___________________

Tent Permit Receipt No. _________________ Amount Paid: ___________________
### ASSIGNED OFFICERS TO FILM SHOOTS

Please be advised that the Village of Old Westbury Police Department is required to be present at all film shoots. For information regarding scheduling or fees, please contact the Police Department at (516) 626-0200.

### TENTS

A $300.00 fee per tent is **required** for tents larger than 10' x 10'. This can be paid for with cash or check made out to “Village of Old Westbury.”

- **☐** Tent Permit Application attached

### PARKING

Please note that parking is **prohibited** on Old Westbury public streets. For questions about parking and rules and regulations, please contact the Village of Old Westbury Police Department at (516) 626-0200.

### SIGNS

The posting of any signs regarding the film shoot is **not** permitted within the boundaries of the Village of Old Westbury.

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State of New York

County of Nassau

I, __________________________, owner of the property known as ________________________,

give my full consent to the filming by ____________________________, on the

aforementioned dates and times. I depose and say that I understand the rules, regulations and ordinances of the Village of Old Westbury and will comply with the requirements.

Property Owner’s Signature

Date

Sworn to me this ______ day of ______________, 20____.

Notary’s Official Signature
I, Brian S. Ridgway, Village Administrator for the Village of Old Westbury may deny an application for a filming permit if it is determined that it will create a hazardous condition, interfere with the use of the Village streets or public place, create a nuisance to the Village residents, or violate any provisions of the Village Code.

______________________________  ________________________________
Chief Robert Glaser, Chief of Police  Brian S. Ridgway, Village Administrator

________________________________  ____________________________
Date  Date

☐ Approved  ☐ Denied