

Permit No. _____
(For office use only)

Application Received on: _____



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 <u>required</u> for tents larger than 10' x 10'. This can be paid for with cash or check made out to "Village of Old Westbury." <input type="checkbox"/> 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.

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



VILLAGE APPROVAL

(For office use only)

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