

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. \_\_\_\_\_

Email address of Contact \_\_\_\_\_

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: \_\_\_\_\_

<b>ASSIGNED OFFICERS TO FILM SHOOTS</b>
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.
<b>TENTS</b>
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
<b>PARKING</b>
Please note that parking is <u>prohibited</u> 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.
<b>SIGNS</b>
The posting of any signs regarding the film shoot is <u>not</u> 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 Public Signature

**VILLAGE APPROVAL**

(For office use only)

I, Fara A. Gaertner, 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 Stuart Cameron, Chief of Police

\_\_\_\_\_  
Fara A. Gaertner, Village Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved

Denied