

FILMING PERMIT CHECKLIST

- ___ 1. Completed application form
- ___ 2. Certificate of Insurance
- ___ 3. Hold harmless form
- ___ 4. Letter of intent on company letterhead
- ___ 5. Security - \$500.00 cash bond or \$1000.00 maintenance bond
- ___ 6. Fee - \$250.00 per day film permit (student/charity - \$25. per day)
\$500.00 per day daily fee (student/charity - \$0.00)
- ___ 7. Proof of property owner permission if filming on private property
- ___ 8. Copy of notice to all residents & businesses within 200 feet
- ___ 9. Arrange with Police Department for coverage

Borough Use

- ___ 1. Distribute completed application & letter of intent to Police, Fire, DPW, Construction Departments & the Fire Prevention Official
- ___ 2. Hold cash bond, do not deposit, and return to application after filming completed

**** See Ordinance #09-15 for student/charity rules**

**Office of the Municipal Clerk
Borough of Westwood, NJ**

License: _____
Date: _____

APPLICATION FOR FILMING

Company Name: _____

Business Address: _____

Contact Person (Name and Title): _____

Telephone: _____ Fax: _____ E-Mail: _____

Secondary Contact Person (Name and Title): _____

Telephone: _____ Fax: _____ E-Mail: _____

Date(s) of Filming: _____

Hours of Filming: _____

Location(s) of Filming (describe in detail): _____

Description of Filming (describe in detail): _____

\$500 Bond _____ (or) \$1000 Maintenance Bond _____

Bonding Agent: _____ Check Received by: _____

How many vehicles will be on location? _____

Description of Vehicles (describe in detail): _____

How many Cast/Crew will be on location? _____

Will residents or businesses be affected by filming? Yes _____ No _____

[A copy of letter(s) to be sent to affected individual(s) and addresses of same must accompany this application.]

Do you have a licensed electrician on staff: Yes _____ No _____

How will you obtain your power (describe in detail): _____

 Is existing building's electric to be utilized? Yes _____ No _____

Will traffic be affected as a result of filming? Yes _____ No _____
[If "Yes," an off-duty police officer is required.]

Will you be using pyrotechnics, smoke generators, open flame stunts or any type of electronic ignition devices? Yes _____ No _____
[If "Yes," detailed plan must be submitted to the Fire Official.]

Will you be using animals? Yes _____ No _____
[If "Yes," please elaborate.]

Have you ever been convicted of a crime? Yes _____ No _____

BOROUGH OF WESTWOOD

OFFICE OF THE MUNICIPAL CLERK

**REQUIRED INSURANCE PRIOR TO USE OF
BOROUGH FACILITIES AND LOCATIONS**

Permission to use Borough facilities shall not be granted unless the completed application form, fee, and required proof of insurance coverage is received by the Municipal Clerk prior to the close of business at least 48 hours before the shooting date requested.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL RESULT IN CANCELLATION OF TENTATIVE RESERVATION.

INSURANCE REQUIRED

1. BODILY INJURY:
 - A. For any one (1) person, the amount of \$500,000
 - B. For any occurrence, in the amount of \$1,000,000
2. PROPERTY DAMAGE:
 - A. For any one (1) accident, in the amount of \$100,000
 - B. For any aggregate occurrence, in the amount of \$300,000

THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED AND IS MADE AN INTEGRAL PART OF THE ATTACHED APPLICATION:

(Name of Organization)

Agrees to indemnify and save harmless the BOROUGH OF WESTWOOD, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages including, without limitation, attorneys' fees and loss of business claims) to which the Borough of Westwood may be put resulting from use of Borough facilities and/or locations.

Signed: _____

Title: _____

Date: _____

SAMPLE LETTER OF INTENT

COMPANY LETTERHEAD

To: Neighbors of _____
(Address)

From: Company Contact Person

Date: _____

Re: Filming Commercial for _____ or _____
(Product) (Name of Movie)

Our company has applied to film a commercial (or movie) in Westwood on day(s) and date(s) at the above location.

There will be ___ trucks, ___ vans, ___ generators, ___ catering trucks, ___ crew cars (or any special equipment, i.e., condors. Mobile homes, etc.) at the site. They will be parked:

1. On the property of the homeowner;
2. On the street;
3. In a municipal parking lot;
4. On private property; or
5. Any combination of the above.

In compliance with the Borough filming ordinance, no vehicles will arrive before 7:00 a.m. and all activity and vehicles connected with the filming will be gone by 9:00 p.m. For the public's safety, there will be a police officer on duty during the shoot.

If you have any questions or concerns, I may be reached at _____, or you may call Karen Hughes at the Westwood Municipal Clerk's Office at (201) 664-7100 X 101.

Thank you.