



CITY OF PASSAIC

PERMIT TO FILM

INTRODUCTION

All persons or organizations seeking to film on public lands within the City of Passaic, New Jersey shall obtain a permit from the Office of Community Development. *The request for a film permit must be submitted at least 2-weeks prior to filming.*

Public lands shall mean any and every public street, highway, sidewalk, square, public park or playground, or any other public place within the City, which is within the jurisdiction and control of the City of Passaic.

Filming shall mean the taking of still or motion picture either on film or video tape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theaters or for institutional uses.

All permits shall be applied for and obtained from the Film Permit Coordinator during normal business hours, 8:30 am to 4:00 pm.

The following information and requirements must be completed prior to the issuance of a Film Permit:

APPLICANT

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

FILMING LOCATIONS:	DATES OF FILMING:	HOURS OF FILMING:

DESCRIPTION OF FILM AND FILM RATING

FILM RATING: _____

REQUEST FOR ASSISTANCE FROM THE PASSAIC POLICE DEPARTMENT

Please indicate if you will require assistance from the Passaic Police Department for traffic control:

YES

NO

Note: The applicant shall be responsible for the hiring of qualified security personnel, as recognized by State law for the purposes of crowd control and other safety concerns at the filming location.

APPLICATION FEES

PERMIT

TYPE OF COMPANY	DATE PAID	CHECK NUMBER
FOR-PROFIT (\$50)		
NOT FOR-PROFIT (\$50)		

DAILY FILMING FEE

FOR-PROFIT: LESS THAN 8 HOURS: \$500.00 PER DAY
 MORE THAN 8 HOURS: \$1,000.00 PER DAY

NOT FOR-PROFIT: NO DAILY FILMING FEES

DATE PAID	METHOD OF PAYMENT

INSURANCE/HOLD HARMLESS AGREEMENT

1. Proof of insurance coverage, naming the City of Passaic as an insured, or additional insured must be provided. Insurance coverage required:
 - a. For bodily injury to any one person in the amount of \$500,000.00 and any occurrence in the aggregate amount of \$1,000,000.000
 - b. For property damage each occurrence in the aggregate amount of \$500,000.00
2. An agreement in writing whereby the applicant agrees to indemnify and save harmless the City of Passaic from the use of public lands

PROOF OF INSURANCE COVERAGE RECEIVED: _____

(Date and attach to Film Permit Application)

3. **SECURITY DEPOSIT:** The applicant shall post a security deposit in the form of cash or certified check, or a maintenance bond running in favor of the City of Passaic, in the amount of \$1,000.00

Date Received: _____ Payment Type: _____

FILM CREDIT FOR THE CITY OF PASSAIC

The office of the Mayor and the City Council requests that you add a credit to the completed film: *“Filmed on location in the City of Passaic, New Jersey with the cooperation of Mayor Hector C. Lora and the Passaic City Council.”*

CODE OF CONDUCT

The recipient of a Film Permit shall conduct filming in accordance with all of the provisions outlined in the “Filmmaker’s Code of Conduct,” which is included with this application.

DECLARATION

I hereby declare that the statements in this application are true and that I agree to abide by the provisions outlined in the Television and Film Ordinance, Film Permit Application, and the Filmmaker’s Code of Conduct.

Name

Title

Company

Applicant’s Signature

Date

REVIEW AND APPROVAL OF CITY DEPARTMENTS

This Film Permit requires the review and acknowledgement of the following City Departments (if applicable):

Acknowledgement :

Department:

Office of the Business Administrator

City Clerk

Police Department

Fire Department

Community Development

Zoning Department

Engineering Department

Health Department

Public Works Department

Office of the Mayor

PERMIT APPROVED:

YES

NO

Film Permit Coordinator's Signature

Date