



NOTICE TO MAYOR'S OFFICE

of Video, Film or Still Photography Permit Application

PETE BASS
MAYOR

RETURN THIS PAGE BY E-MAIL TO: mayor@newmilford.org

OR BY MAIL:

Mayor's Office - 10 Main Street, New Milford, CT 06776

SECTION A

Company: _____ Phone: _____

Address: _____

Production Contact & Phone: _____

Location Mgr. & Phone: _____

Production Mgr. & Phone: _____

Publicist & Phone: _____

Feature Film TV Movie TV Series/Special Commercial Industrial Other

Please Provide Storyline: _____

If TV Commercial name product: _____

SECTION B

Location: (if more than 1 attach additional pages) _____

Dates of Filming: _____ Approx. Times: _____

Scene or Film Logline (if multiple) to be filmed: _____

Animals, firearms, special effects or unusual scenes: _____

List of Production Equipment: _____ No. in Cast : _____ No. in Crew: _____

of Production Vehicles: _____

Street / Sidewalk Closures: _____

Police / Fire Needs: _____

The applicant will be required to furnish the Town of New Milford with evidence of insurance as per the attached. The applicant agrees to be solely and absolutely liable upon any and all claims, suits and judgements against the Town and/or the applicant for personal injuries and property damages arising out of or accruing during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of the Town of New Milford, CT laws, rules and regulations. This permit may be revoked at any time.

Insurance Company and Policy #: _____ Exp. Date: _____

A copy of the applicants insurance certificate naming the Town of New Milford additionally insured must be submitted with this application.

The undersigned hereby acknowledges and agrees to adhere to read and agreed to filming guidelines and permitting requirements as out-lined in the filming packet.

Signature: _____ Date: _____

Please return this form via fax, mail or in person to the Department of Arts, Culture & Tourism at the above address.

Approved By: _____

Date: _____

TOWN OF NEW MILFORD, CONNECTICUT
PERMIT APPLICATION FOR COMMERCIAL & NARRATIVE FILMING

The following information is provided by the applicant to obtain a permit to use, reserve or place commercial filming equipment on property owned by the Town e.g. street, park, or recreational facility or private property.

NOTE: Permit must be submitted 30 days prior to filming.

1. Applicant Information:	
Applicant's Name: (Permittee)	Individual <input type="checkbox"/> Organization <input type="checkbox"/>
Address:	Phone #:
City/State/Zip:	Mobil/Pager #:
Production Manager:	Director:
Title of Film:	Producer:
If organization is a partnership, list names and address of each member:	
Name:	Address:
Name:	Address:
Name:	Address:
If Applicant is a corporation, list names and addresses of principal officers:	
President:	Address:
Secretary:	Address:
Treasurer:	Address:
2. Film Description – Movie, TV Commercial, Still Photos, Video	
Filming Description (please describe in detail):	
Purpose of Activity:	
Public Property: Yes <input type="checkbox"/> No <input type="checkbox"/>	Private Property: Yes <input type="checkbox"/> No <input type="checkbox"/>

Place and/or Address Where Filming:	
Property Owner Name and Address:	
Property Owner Signature	Property Owner Phone #:
Date(s) and Hours of Operation:	
Describe Plan to Notify Neighbors:	
3. Crew and Equipment (Note: Special effects may require a permit form the State Fire Marshal.)	
Number of Trucks and Size:	Number of Personal Cars:
Camera Cars or Trucks and Size:	
Number of Vans and Size:	
Other Vehicles and Size:	
Number of Generators and Size: (Manufacturer's specification sheet must be attached indicating decibel output.)	
Special Equipment Type and Number:	
Lighting Description:	
Use of Animals:	
Number of Crew and Cast Members:	
Music Type – Describe Use and Length of Time:	
Bathroom Facilities:	Describe:
Sleeping Accommodations: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Catering Services: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Street Closures: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Traffic and/or Crowd Control: Yes <input type="checkbox"/> No <input type="checkbox"/> If parking on Streets, Highways or Town Property Please Describe:	
Police Requirements:	
Number of off duty Police Officers:	
Number of Police Cars:	Number of Police Motorcycles:
Number of wooden horses:	
Number of "No Parking" Signs:	

Explain Conditions:	
Street Closures Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Explain i.e. time and location:	
Other:	
Fire Hydrant Use: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Public Building Use: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Noise Variance Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Note: Permits will be issued between the hours of 6:00 A.M. to 12:00 Midnight. Filming prohibited between 12:00 Midnight to 6:00 A.M.	
For Town owned and controlled property see <u>Conditions and Agreements for Town Owned and Operated Property.</u>	
Town Department Approvals (where applicable): NOTE: Health Department, Police Department and Mayor Approval are Always Required.	
Department of Health: _____ (Director or Authorized Agent)	Date: _____
Parks & Recreation Dept.: _____ (Director or Authorized Agent)	Date: _____
Department of Public Works: _____ (Commissioner or Authorized Agent)	Date: _____
Fire Department _____ (Fire Marshal or Authorized Agent)	Date: _____
Police Department: _____	Date: _____
New Milford Public School: _____ (Superintendent or Authorized Agent)	Date: _____
Applicant Signature _____ (Title)	Date: _____

Permit Not Valid Until Signed Below:

Mayor

(Mayor Authorized Signature)

Date: _____

Cc: Mayor
All Applicable Departments
Police Department

DO NOT WRITE BELOW THIS LINE
The Mayor's Office Seal must be embossed on original copy

Dated: _____

Film Coordinator, Economic Development Office of Film, Theater and Broadcasting _____

PLACE SEAL HERE:

This permit is issued to the applicant to film or televise on streets or property subject to the jurisdiction of the Town of New Milford, CT at the times and locations designated on this permit. The applicant agrees to indemnify the Town of New Milford and to be solely and absolutely liable upon any and all claims, suits and judgments against the Town of New Milford and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Connecticut laws, rules and regulations. This permit may be revoked at anytime.

CONDITIONS AND AGREEMENT

FOR TOWN OPERATED AND OWNED PROPERTY

If a permit is issued the Applicant understands and agrees that in consideration of the permissions given by the issuance of the permit, Applicant promises , covenants and agrees with the Town of New Milford

1. That all persons conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, recreations places, facilities

and other Town owned and operated properties, and with any and all conditions or restrictions specified below.

2. Applicant shall be present during all activities carried out under the permit and is completely responsible for all damage to Town property caused by or arising out of the activities. By accepting the permit applicant specifically agrees with the Town that he/she is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, recreational place or facility under the permit, including but not limited to damage to lawns, plants, trees, paths, roads, bridges, waters, buildings, equipment, or other property or facility of every sort; clean up of litter and trash; expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to the use of the park, recreational place or facility or breach of conditions or restrictions specified below.
3. By accepting the permit applicant agrees with the Town that he/she shall indemnify, protect and hold harmless the Town, its officers, agent and employees from and against any and all liabilities, claims, demands, suits or actions including all costs and expenses of defense and otherwise, and including attorney's fees on account of bodily injury, sickness, disease or death sustained by any person, persons or injury or damage to or destruction of any property directly or indirectly arising out of activities performed under the permit, whether or not such liabilities, claims, demands, suits or actions are just, unjust, groundless, false or fraudulent.
4. Before a permit will be issued and until final completion of all activities under a permit, the Applicant shall produce and maintain insurance satisfactory to the Commissioner, coinsuring the Town of New Milford in the following minimum amounts:

General Liability and Property	\$2,000,000 General Aggregate/ \$1,000,000 Per Occurrence
Comprehensive Automobile (covering owned and not-owned vehicles	\$1,000,000
5. The required fees must be paid before a permit will be issued. The permitting fee can be up to \$250.00 a day. The Department of Economic Development will be responsible to collect the permit fee when the filming is conducted on Town property under their supervision i.e. Department of Parks, parks and beaches, New Milford public schools – school grounds and Department of Public Works, other Town property not specified.
6. The Permit covers use of the specified area only and does not include permission to use other areas.
7. Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments. Noise variance, if applicable, must be obtained from the Department of Health.
8. A permit is nontransferable.
9. It is understood and agreed that the permit is a grant of permission to use only and that Applicant and all persons conducting activities under a permit are and remain independent contractors.
10. The Town will not be obligated to issue a permit.
11. The Town may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any terms of the application or permit.

12. The Town reserves the right to require Town employees to be present for supervision. The applicant shall be responsible for reimbursement and/or compensation at the appropriate hourly rate.

I have carefully read the terms, conditions and agreements above and, if a permit is issued, in consideration of the issuance of said permit, agree to be fully bound by said terms, conditions and agreements.

_____ Date: _____
Applicant Signature & Title

Insurance Coverage Certificate _____

Permitting Fee Paid _____

Checks: Will be received in the Mayor's Office for Town Property under their various departments' supervision.

Conditions and/or Restrictions:

