



TOWN OF HUNTINGTON
OFFICE OF THE TOWN ATTORNEY
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INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING AND STILL PHOTOGRAPHY ACTIVITIES IN THE TOWN OF HUNTINGTON, NEW YORK

FILM PERMIT

An approved Town of Huntington Film Permit Application, in such paper form as the Town of Huntington Town Attorney's Office shall determine, is required to engage in motion picture, television and still photography on any Town property or facility, and to access Town services.

Permits shall not be required for News Media or Filming and videotaping of motion pictures and photography for private use.

FILM PERMIT REQUIREMENTS

Advance Notice / Notice

An applicant is required to submit a completed film permit application, to the Office of the Town Attorney, at least five (5) business days prior to the date on which the production company or applicant desires to conduct an activity on Town property, for which a permit is required.

Applicant shall be solely responsible for notifying the Suffolk County Police Department and/or local police to arrange any police presence that may be necessary during filming.

In the event of filming on residential streets and roadways, Applicant shall be solely responsible for notifying residents on such streets and roadways of the schedule of filming and activities.

Additional notice is strongly recommended and may be required for larger productions or productions that involve set construction, special effects or traffic controls, including road closures.*

* Please be advised that application for road closing permits, if needed, must be made to the Town of Huntington Highway Department, the Suffolk County Department of Public Works, the New York State Department of Transportation and/or any other agency having jurisdiction, by the film permit applicant.

Information Required

- The name and address of the facility where the activity is to be conducted;
- The specific location of the facility;
- The inclusive hours and dates such activity will occur, including necessary prep and wrap times;
- A general statement of the character or nature of the proposed filming activity;
- The name, address, telephone and fax numbers of the production company or person conducting the activity;
- The name, telephone and fax numbers, and e-mail address of the contact person at the production company or the person conducting the activity.
- The exact number of cast and crew involved;
- The exact amount/type of vehicles/equipment to be used;

- Use of any animals, children, or pyrotechnics;
- If a student film, a letter from the school verifying that it is being done pursuant to the curriculum of an educational institution chartered by the State of New York;
- If a charitable film, proof of the organization's 501(c)3 status.

Fees

Fees for Filming Permits will be as follows:

- Five Hundred (\$500.00) for a full day (from 4 up to 24 hours)
- Two Hundred Fifty Dollars (\$250.00) for a half-day (up to four hours)

All fees for filming shall be payable to the Town of Huntington by check or money order at least two (2) business days prior to the commencement of permitted filming activities.

Permit fees are non-refundable.

Film permit fees may be waived in connection with filming done for charitable, educational, student films, public service, or other nonprofit purpose.

The production company shall pay the actual cost, if any, for the incidental use of any Town of Huntington personnel, services or equipment in connection with permitted filming activities.

Liability Provisions

General Liability Insurance shall be required as a condition of filming on Town of Huntington property. The Production Company or Applicant shall secure and maintain general liability coverage in the amount of TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00 per person/\$2,000,000.00 per occurrence for bodily injury and property damage) and Automobile Liability Insurance in the amount of TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00 per occurrence). Said coverage shall be in occurrence format. Prior to the execution of this Agreement, The Production Company or Applicant shall furnish to the Town of Huntington Attorney's Office a Certificate of Insurance evidencing the aforesaid insurance requirements. Said Certificate shall: 1) name the Town of Huntington and the Town of Huntington Board of Trustees as additional insureds by endorsement on the liability policies; 2) provide for the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders; 3) further provide that the Certificate Holders shall be notified thirty (30) days prior to any cancellation, nonrenewal or material change of action; and 4) specifically reference the events and/or activities that are the subject of this Agreement.

Production Companies and/or Applicants shall conform to all applicable Federal and State requirements for Worker's Compensation Insurance for all persons performing work under a permit.

Production Companies and/or Applicant shall be required to execute a Town of Huntington Hold Harmless and Indemnification Agreement in connection with filming. The executed agreement shall serve as the permit.

When deemed necessary by the Town of Huntington, a refundable security deposit may be required to be submitted to assure cleanup of the site.

Prohibitions / Limitations

No person shall violate federal, state, or local laws or regulations or health, building and fire codes while engaging in motion picture, television, and still photography on any Town property or facility.

The Town of Huntington may place other reasonable conditions as deemed advisable by the Town Attorney and may place reasonable limitations on the hours of operation based on the specific Town and/or Board of Trustees property or facility requested or the existence of conflicting scheduled events.

Violation

Violation of the terms of a permit, Chapter 108 of the Huntington Town Code, or any rules and regulations promulgated pursuant to Chapter 108 of the Huntington Town Code shall result in the permit being revoked. Any such violation shall also be cause for denial of future permits.

In the event that a permit is revoked, the fees for such permit shall be forfeited and shall not be refunded.



TOWN OF HUNTINGTON FILM / PHOTOGRAPHY PERMIT APPLICATION

Upon approval by the Town of Huntington, this permission is issued to the Production Company / Applicant to film, videotape or photograph on Town of Huntington property at the times and locations enumerated below. A signed Hold Harmless and Indemnification Agreement must be in the possession of the applicant at all times while on location.

PRODUCTION COMPANY / APPLICANT NAME:	PRODUCTION TYPE:
ADDRESS:	CONTACT INFO: PHONE #:
LOCATION MANAGER or PRODUCER:	CELL PHONE #:
NUMBER OF CAST & CREW:	FAX #:
E-MAIL:	
STUDENT FILM: <input type="checkbox"/> YES (If YES, please submit letter of verification from educational institution) <input type="checkbox"/> NO	
CHARITABLE / NOT FOR PROFIT FILM: <input type="checkbox"/> YES (If YES, please submit proof of organization's 501(c)3 status) <input type="checkbox"/> NO	
PROJECT TITLE:	
DESCRIPTION OF PROJECT:	
NUMBER & TYPE OF PRODUCTION VEHICLES & EQUIPMENT TO BE USED:	

LOCATION	DATE	TIME
1. <input type="checkbox"/> Exterior Filming <input type="checkbox"/> Interior Filming		
2. <input type="checkbox"/> Exterior Filming <input type="checkbox"/> Interior Filming		
3. <input type="checkbox"/> Exterior Filming <input type="checkbox"/> Interior Filming		
4. Other Use of Town Property (Parking, Storage, etc.)		

<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED	CONDITIONS:
FEES:	DEPARTMENT NOTIFICATIONS:
INSURANCE APPROVED: <input type="checkbox"/>	
ADDITIONAL INFORMATION:	



PLEASE NOTE: COMPLETING THIS FORM DOES NOT FULFILL THE NEED FOR SUBMITTING A VALID INSURANCE CERTIFICATE AND EXECUTING A HOLD HARMLESS AND INDEMNIFICATION AGREEMENT WITH THE TOWN OF HUNTINGTON.



PERMIT FEES ARE NON-REFUNDABLE.