



**INFORMATION SHEET ON COMMERCIAL PHOTOGRAPHY  
AT SOUTHAMPTON TOWN BEACHES AND PARKS**

**PHOTOGRAPHY PERMIT**

**TWO LOCATIONS - PER PERMIT**

**CERTIFIED CHECKS OR CASH ONLY**

|  |                 |                   |
|--|-----------------|-------------------|
| <b>NON-REFUNDABLE FILING FEE</b>                           |                 | <b>\$ 50.00</b>   |
| <b>LATE FILING FEE (7 days or less from date of shoot)</b> |                 | <b>\$ 50.00</b>   |
| <b>STILL PHOTOGRAPHY</b>                                   | 8 hours per day | <b>\$150.00</b>   |
| (Addition Hours \$10.00 per hour)                          |                 |                   |
| <b>FILM OR VIDEO PHOTOGRAPHY</b>                           | 8 hours per day |                   |
| (Addition Hours \$25.00 per hour)                          |                 |                   |
| 0-30 Cast/Crew and/or 1-10 vehicles                        |                 | <b>\$500.00</b>   |
| 30+ Cast/Crew and/or 11+ vehicles                          |                 | <b>\$1,000.00</b> |

**INSURANCE REQUIRED:**

Copy of certificate naming specifically as follows: Additional insured: **The people of Southampton, Southampton Town Board, Office of Parks & Recreation, their offices, agents and employees.**

|                 |                       |
|-----------------|-----------------------|
| PROPERTY DAMAGE | <b>\$100,000.00</b>   |
| LIABILITY       | <b>\$1,000,000.00</b> |

**CONDITIONS**

1. **APPLICATIONS FOR PHOTOGRAPHY PERMITS MUST BE FILED ONE WEEK PRIOR TO THE DATE OF THE SHOOT.**
2. This permit does not constitute a waiver of any applicable vehicular use fee or park entry fee, which must be paid at point of entry.
3. It is understood that the photography will not offend the sensibilities of the public; will cause no more than a minimum interference with the use of park facilities by the public; and, the intended use is not otherwise contrary to the public interest.
4. It is understood that all use made of the area designated will be in conformity with the rules and regulations of the Office of Parks & Recreation and the instructions of the Park Superintendent.
5. This permit is issued on the condition that the permit holder shall be responsible for any damage to park property or facilities, which may result from the use thereof. It is to be understood that no alterations are to be made, at photography sites (i.e., cutting trees, trimming bushes, digging holes, etc) without the expressed written authorization of the Park Superintendent.

6. The permit holder agrees to indemnify and save harmless the Town of Southampton, the Town of Southampton Parks and Recreation and all its officers, agents and employees from all suits, actions or claims of any character, name and description brought for or on account of any injury or damages received or sustained by any person(s) or property or from the operation of this permit. Or by or from any consequences of any act, omission, neglect or misconduct on the part of anyone associated with the permitted on this project.
7. It is understood that this permit is not transferable and may be revoked at any time at the discretion of an authorized representative of the Town of Southampton Parks and Recreation Department.
8. The sale of or vending of any foodstuffs, refreshments, etc. is prohibited. Vendors, catering services, etc. are NOT PERMITTED TO ENTER THE PARKS TO DELIVER AND/OR SELL any foodstuffs, beverages or merchandise to any group or organization without the permission of the Superintendent of Parks & Recreation.

**COMMERCIAL PHOTOGRAPHY ON OTHER TOWN PROPERTIES  
INCLUDING ROADS, RIGHT-OF-WAYS AND SHOULDERS**

1. A permit may be granted for use of the public roadways upon completion of the application and forwarding a certificate of insurance (as outlined above) and a \$50.00 non-refundable filing fee.
2. Should the Chief of Police determine that the use of the roadway will constitute a hazard to traffic, he/she may, at his/her discretion, charge the permit holder for any special police needed to safely supervise the production.

TOWN OF SOUTHAMPTON  
PARKS & RECREATION DEPARTMENT  
6 NEWTOWN ROAD  
HAMPTON BAY, NY 11946  
(631) 728-8585                      FAX (631) 728-8525

**INFORMATION SHEET ON PHOTO PERMIT**

(MUST BE FILLED OUT COMPLETELY)

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

( ) STILL PHOTOGRAPHY ( ) FILM OR VIDEO

**LOCATION ONE:** \_\_\_\_\_

DATE(S) : TO: \_\_\_\_\_ FROM: \_\_\_\_\_ RAINDATE: \_\_\_\_\_

TIMES: \_\_\_\_\_ AM \_\_\_\_\_ PM PERSONS INVOLVED: \_\_\_\_\_

VEHICLES INVOLVED: \_\_\_\_\_

DESCRIPTION OF THE PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_

SPECIAL REQUEST: \_\_\_\_\_

\* \* \* \* \*

**LOCATION TWO:** \_\_\_\_\_

DATE(S) : TO: \_\_\_\_\_ FROM: \_\_\_\_\_ RAINDATE: \_\_\_\_\_

TIMES: \_\_\_\_\_ AM \_\_\_\_\_ PM PERSONS INVOLVED: \_\_\_\_\_

VEHICLES INVOLVED: \_\_\_\_\_

DESCRIPTION OF THE PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_

SPECIAL REQUEST: \_\_\_\_\_

\* \* \* \* \*

**POLICE DEPT. SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARKS DEPT. SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HIGHWAY DEPT. SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TRUSTEES DEPT. SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



TOWN OF SOUTHAMPTON PARKS AND RECREATION DEPARTMENT  
SPECIAL USE PERMIT

CHECK TYPE OF PERMIT REQUESTED

- ( ) SPORTS FIELD RESERVATION                      ( ) PORTABLE STAGE  
 ( ) MEETING ROOM                                      ( ) COMMERCIAL PHOTOGRAPHY PERMIT  
 ( ) GROUP PICNIC                                      (SEE SECTION NO. 8)  
 ( ) SPECIAL EVENT                                      ( ) OTHER \_\_\_\_\_

◆ ◆ ◆ PLEASE PRINT ◆ ◆ ◆

\_\_\_\_\_ APPLICATION DATE

1. NAME OF PERSON FILING APPLICATION \_\_\_\_\_
2. MAILING ADDRESS \_\_\_\_\_  
 PHONE: HOME \_\_\_\_\_ BUSINESS \_\_\_\_\_ FAX \_\_\_\_\_
3. NAME OF ORGANIZATION OR COMPANY \_\_\_\_\_
4. FACILITY DESIRED (BE SPECIFIC) \_\_\_\_\_
5. DATE(S) REQUESTED \_\_\_\_\_  
 TIME(S) REQUESTED \_\_\_\_\_
6. NUMBER OF PERSONS INVOLVED \_\_\_\_\_
7. WILL A FEE BE CHARGED? \_\_\_\_\_ IF SO, HOW MUCH? \_\_\_\_\_  
 HOW WILL IT BE USED? \_\_\_\_\_
8. All applications for commercial photography shall include a letter outlining the following information:  
 Subject and type of photography, proposed use, number in cast and crew, type of costumes, number of  
 vehicles, person in charge on site, insurance coverage.
9. SPECIAL REQUIREMENTS \_\_\_\_\_
10. I have read the rules and regulations governing the use of Town property and agree that by my  
 signature I, as well as the organization which I represent, will abide by them.

SIGNATURE \_\_\_\_\_

RETURN TO:

|                                     |  |
|-------------------------------------|--|
| 6 NEWTOWN ROAD<br>TEL. 631-728-8585 | • HAMPTON BAYS, NY 11946<br>FAX 728-8525 |
|-------------------------------------|--|

OFFICE USE ONLY

( ) APPROVED                      ( ) DISAPPROVED                      PERMIT NO. \_\_\_\_\_

FEE REQUIRED \_\_\_\_\_ FEE PAID \_\_\_\_\_

INSURANCE REQUIRED ( ) YES                      ( ) NO                      AMOUNT \_\_\_\_\_

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ DATE

\_\_\_\_\_ STAFF SIGNATURE

- CC: ( ) MAINTENANCE                      ( ) CUSTODIAN                      ( ) PARKS SECURITY  
 ( ) BEACH MANAGER                      ( ) POLICE                      ( ) OTHER \_\_\_\_\_

**AND REGULATIONS FOR USE OF BUILDINGS AND GROUNDS  
UNDER THE CONTROL OF  
THE TOWN OF SOUTHAMPTON PARKS AND RECREATION DEPARTMENT**

1. An application for a permit to use Town buildings or grounds by organizations not sponsored by the Town of Southampton must be filed at least two weeks prior to the date desired.
2. The Superintendent of Parks and Recreation, in accordance with Town Board policy and these rules, has authority to permit the use of Town buildings and grounds. All applications shall be subject to the approval of the Town Board.
3. Any permit issued shall be subject to the following terms and conditions as well as any other that the Town Board may adopt. The permit may be cancelled without notice for failure to comply with these rules.
  - A. Alcoholic beverages are prohibited on Town property.
  - B. Smoking is allowed in designated areas only.
  - C. No contributions or admission fees shall be solicited on Town property unless authority to do so has been given by the Town Board and is set forth in the permit.
  - D. The permit is valid only for use of the particular premises for the date or dates and times specified. The permit is non-transferable.
  - E. All functions must be properly supervised by adult leaders. At least one person listed on the permit form shall be present at all times.
  - F. No custodian or other Town employee is to be given a fee for services rendered on Town property.
  - G. All ordinances and rules of the Police and Fire Departments regarding public assemblies must be obeyed.
  - H. If so stated in the permit, leaders are responsible for setting and cleaning up, closing windows, turning off lights and locking the building at the end of the program.
  - I. The Town will not be held responsible for any non-Town owned equipment or supplies left at the site.
4. Permits shall NOT be issued...
  - A. for any purpose that will interfere with use of building or grounds by a Town sponsored agency.
  - B. to any person or persons for personal or private gain, financial or otherwise.
  - C. for the purpose of holding a social, civic or recreational meeting which is not open to all residents of the Town of Southampton.
  - D. for the purpose of holding a meeting of a political nature, supporting any national or local political party.
5. All groups may be subject to a fee for use of the facility. All groups may be subject to providing insurance if deemed necessary by the Town Board.
6. It is further understood and agreed that the applicant assumes responsibility for the preservation of order and liability for damage or loss of Town property.
7. Individuals or groups using Town facilities do so at their own risk and may not hold the Town of Southampton, its officers or representatives liable for any injuries that may be incurred while on Town property.

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**Town of Southampton Parks and Recreation Department**  
6 Newtown Road, Hampton Bays, NY 11946 Tel. (631) 728-8585 Fax (631) 728-8525  
