



TOWN OF EAST HAMPTON

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East Hampton, New York 11937
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INSTRUCTION/INFORMATION SHEET FOR FILMING/STILL PHOTOGRAPHY

1. A permit is required prior to any persons, organization, corporation, group or other entity engaging in the activity of filming or photographing a commercial, movie, documentary, television program, catalog or magazine layout, or any other presentation upon the streets, sidewalks or any other property owned by the Town of East Hampton, exclusive of the Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the Town's boundaries. A permit shall not be required if five (5) or less individuals constitute the entire cast and crew engaged in one of the activities described above.
2. A completed application form, one hundred (\$100.00) dollar non-refundable application fee, certificate of insurance as outlined below, and indemnification agreement shall be received by the Town Clerk of the Town of East Hampton at least seven (7) days before the proposed date to start the filming or still photography.
3. If an application is approved, the applicant shall pay the following applicable fees to the Town Clerk in exchange for the issuance of the permit.
 - (1) **FILM FEE:** One Hundred (\$100.00) Dollars per day shall be paid for each day covered by the permit.
 - (2) **CLEAN-UP DEPOSIT:** A separate certified check in the amount of Two Hundred Fifty (\$250.00) Dollars for each day covered by the permit shall be submitted as a deposit pursuant to Section 80-5 of the East Hampton Town Code, a copy of which is attached.
 - (3) **TRAFFIC CONTROL FEE:** One Thousand (\$1,000.00) Dollars shall be paid for each day covered by the permit if the Chief of Police, or his designee, requires payment of the traffic control fee pursuant to Section 80-4 of the East Hampton Town Code, a copy of which is attached.
 - (4) **BEACH PARKING FEE:** If the permit includes one of Town beaches as location sites, a Ten (\$10.00) Dollar per vehicle fee for each day covered by the permit shall be paid if the permit covers any day falling between May 1st through September 30th.

4. Any fee collected shall be paid either in cash or by certified check made payable to the Town of East Hampton and shall be delivered to the Town Clerk.
5. Issuance of a permit does not relieve the permit holder of its duty to comply with all other Town local laws, ordinances and regulations during the duration of the filming or photography (i.e. Noise Ordinance, Parking Restrictions. Copies available upon request).
6. A permit holder shall be responsible for any damage to Town property or facilities that may result from the permit holder's activities. No alterations are to be made at filming or photography sites including, without limitation, cutting trees, digging holes and trimming bushes, without the express authorization of the Town Board.
7. The permit holder shall be required to have the permit available for inspection by the Town Police Department, or its designees, at the site of filming or still photography for the duration of the permit period.
8. Every application for a permit shall include a Certificate of Insurance that evidences a public liability insurance policy covering the Town of East Hampton as additional insured in the minimum amount of ONE MILLION (\$1,000,000.00) DOLLARS per occurrence for the duration of the filming or still photography.
9. Every application for a permit shall include an indemnification agreement that states that the applicant agrees to assume all liability for and will indemnify and hold the Town of East Hampton harmless of and free from any and all damages that occur to persons or property by reason of said filming or still photography.
10. An applicant which has been granted a permit may submit to the Town Clerk a request to extend the duration of the permit. The Chief of Police, or his designee, will make the decision whether or not to grant such request. If permission is granted, the Town Clerk shall collect from the applicant an additional ONE HUNDRED (\$100.00) DOLLARS for each additional day added to the permit period. The Town Clerk shall then modify the applicant's permit to indicate the granted extension period.
11. Other than the required fees, the Town shall not accept any donations from the applicant in connection with the granting of the permit. In addition, no Town official or employee shall make a recommendation to the applicant regarding a donation to a third party.
12. A film/still photography permit is not transferable.
13. The penalties for a violation of the Rules and Regulations regarding a film/still photography permit are set forth in Section 80-14 of Chapter 80 of the Town of East Hampton, a copy of which is attached.

RELEASE OF ALL CLAIMS
AND
AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

DATE: _____

In consideration of the permission given by the Town of East Hampton for
use of _____ in order to
(Town Facility)

_____ on _____
(Activity) (Dates)

_____ hereby agrees to
(Name of applicant, organization)

indemnify and hold harmless the Town of East Hampton and every agent, employee
and official thereof against all liabilities, claims, suits, awards or judgements whatsoever
which might be claimed by _____
(Name of applicant, organization)

or third parties. It is understood and agreed that this release of claims and agreement to
indemnify and hold harmless is a condition precedent and an un-severable part of the
permission given by the Town of East Hampton, and the Town was induced to grant such
permission by the promise of the undersigned to grant this release.

NAME: _____
PLEASE PRINT

Responsible official of
organization with authority
to sign.

SIGNATURE

STATE OF _____)
COUNTY OF _____)

Today, _____, _____
(Date) (Name)

appeared before me and signed the foregoing instrument.

Notary Public

APPLICATION FOR FILMING / STILL PHOTOGRAPHY

PLEASE PRINT OR TYPE

APPLICATION DATE: _____ PERMIT NO: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: BUSINESS: _____ HOME: _____

NAME OF ORGANIZATION, COMPANY: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

DESCRIBE TYPE OF ACTIVITY (e.g. Motion Picture, Commercial, Television, Catalog, Magazine, etc.)

DATE(S) AND TIME(S) OF PROPOSED FILMING/PHOTOGRAPHY: _____

PROPOSED LOCATION(S) OF FILMING/PHOTOGRAPHY: Attach additional sheet, if necessary:

NAME OF PERSON IN CHARGE AT SITE: _____

NUMBER OF PERSONS AT LOCATION (CAST AND CREW INCLUDED): _____

NUMBER AND TYPE OF VEHICLES AT LOCATION: _____

TYPE OF SPECIAL EQUIPMENT: _____

ANY SPECIAL REQUIREMENTS: _____

SIGNATURE

RETURN TO: TOWN CLERK
159 PANTIGO ROAD
EAST HAMPTON, NY 11937