

**Inc. Village of East Hampton
86 Main Street
East Hampton NY 11937**

(631) 324-4150

Fax 631-324-4189

**FILMING/PHOTOGRAPHY PERMIT
Chapter 23 Village Code**

Date _____

23-1. PERMIT REQUIRED.

A. No person, persons, organization, corporation, group, or other entity of any kind shall film or photograph a commercial, movie, documentary, television program or any other presentation upon the streets, sidewalks, beaches or any other property owned by the Village of East Hampton or located within the corporate boundaries thereof without first obtaining a permit for such activity.

23-2. INSURANCE REQUIRED.

Every application for a filming permit shall include proof of a public liability insurance policy, to be approved by the Village Attorney, covering the Village of East Hampton as an additional insured, in the amount of five hundred thousand dollars **(\$500,000.)** single limit, for the duration of the filming. The applicant shall also agree to assume all liability for and will indemnify and hold the Village of East Hampton harmless of and free from any and all damages that occur to persons or property by reason of said filming.

23-3. APPROVAL: CLOSING OF STREETS.

B. **The application shall be accompanied by a fee of two hundred fifty dollars (\$250.) to cover administrative expenses.** In addition, in the event the Chief of Police or his designee determines that Police Officers or Traffic Control Officers will be required for the protection of the citizens or for the control of traffic, the applicants shall file an additional fee of one thousand dollars (\$1,000.) to cover the actual cost to the Village of providing said Police officers or Traffic Control Officers. To the extent that the actual cost to the Village of providing Police Officers or Traffic Control Officers is less than one thousand dollars (\$1,000.), the balance shall be remitted to the applicant at the termination of said filming.

Please Note: All entries must be printed and legible

1. NAME AND ADDRESS OF APPLICANT: _____

2. TELEPHONE#: _____ FAX#: _____ LOCAL#: _____

3. SPECIFIC LOCATIONS, DATES AND TIMES OF PROPOSED FILMING/PHOTOGRAPHY:

4. NUMBER OF PERSONS AT THE LOCATION (S): _____

PERSON IN CHARGE: _____ LOCAL PHONE#: _____

5. TYPE OF SPECIAL EQUIPMENT/NUMBER OF VEHICLES: _____

6. IS THE NATURE OF THE FILMING/PHOTOGRAPHY OR THE LOCATION SUCH THAT
VEHICULAR OR PEDESTRIAN TRAFFIC WILL BE DISRUPTED?

7. ANY OTHER SPECIAL REQUIREMENTS? _____

Signature of Applicant

Print Applicant's Name

Address - Mailing/Street

City, State & Zip Code

CONDITIONS:

FOR OFFICE USE ONLY:

TRAFFIC CONTROL OFFICERS _____
HOURLY RATE _____
NUMBER OF HOURS _____
SPECIAL FEE _____

POLICE OFFICERS _____
HOURLY RATE _____
NUMBER OF HOURS _____
SPECIAL FEE _____

DISPOSITION:

APPROVED ()

DENIED ()

VILLAGE ADMINISTRATOR

CHIEF OF POLICE

PERMIT FEE: \$ 250.00

RECEIPT #: **A** _____

PERMIT #: _____

Filming - Chapter 23

- 32-1 Permit required; application.
- 32-2 Insurance requirements.
- 32-3 Approval of Chief of Police; street closings; fees.
- 32-4 Payment of fees.
- 32-5 Issuance of permit; copies.
- 32-6 Penalties for offenses.

32-1. Permit required; application.

- A. No person, persons, organization, cooperation, group or other entity of any kind shall film or photograph a commercial, movie, documentary, television program or any other presentation upon the streets, sidewalks or any other property owned by the Village of East Hampton or located within the corporate boundaries thereof without first obtaining a permit for such activity.
- B. Any person, persons, organization, corporation or group desiring a permit for the aforesaid purpose shall make an application therefore on a form to be obtained from either the Clerk or the Chief of Police of the Village of East Hampton. Said application shall contain the name and address of the applicant; the name and address of the organization, group or corporation, if applicable, the proposed location of the filming, and the date(s) and time the permit is intended to cover.

23-2. Insurance Requirements.

Every application for a filming permit shall include proof of a public liability insurance policy, to be approved by the Village Attorney, covering the Village of East Hampton as an additional insured, in the amount of five hundred thousand dollars (\$500,000.) single limit, for the duration of the filming. The applicant shall also agree to assume all liability for and will indemnify and hold the Village of East Hampton harmless of and free from any and all damages that occur to persons or property by reason of said filming.

23-3. Approval of Chief of Police; street closings, fees.

- A. Every application for a filming permit must be approved by the Chief of Police of the Village of East Hampton, or his designee, as the Police Department shall be responsible for any street closing and/or temporary traffic regulation necessary during filming. Approval of said Chief of Police shall be conditioned upon the applicant's agreeing to reimburse the Village of East Hampton for the actual costs of providing such police officers or traffic control officers as the Chief of Police, or his designee, deems necessary for the protection of the citizens or for the control of traffic during said filming.
- B. The application shall be accompanied by a fee of two hundred fifty dollars (\$250.) to cover administrative expenses. In addition, in the event that the Chief of Police, or his designee, determines that police officers will be required for the protection of the citizens or for the control of traffic, the applicants shall file an additional fee of one thousand dollars (\$1,000.) to cover the actual cost to the village of providing said police officers or traffic control officers. To the extent that the actual cost to the village of providing police officers or traffic control officers is less than one thousand dollars (\$1,000.), the balance shall be remitted to the applicant at the termination of his filming. **[Amended 1-21-1994 by L.L. NO. 2, 1994]**

23-4. Payment of fees.

Any fee collected under this chapter shall be paid either in cash or by check made payable to the Village of East Hampton.

23-5. Issuance of permit; copies.

- A. Under proper completion of the application by the applicant, said application shall be countersigned by the Village Clerk, and except as hereafter provided, a permit shall issue.
- B. Said filming permit shall issue from and be signed by the Village Clerk and shall set forth the name of the filmer and the location, and time for such filming.
- C. A copy of said permit shall be forwarded to the Chief of Police by the Village Clerk.
- D. A copy of said permit shall be available for inspection by the Village Clerk, or his designees, at the site of the filming and throughout the duration of said filming.
- E. A permit may be denied if the Chief of Police, or his designee, determines that the proposed filming constitutes a threat to public safety, health or welfare by reason of time, location or duration of the filming or will unduly interfere with vehicular and/or pedestrian traffic.

23-6. Penalties for offenses.

Any person, persons, organization, corporation or group not complying with any provision of this chapter shall be guilty of a violation punishable by a fine of two hundred fifty dollars (\$250.).