



VILLAGE OF FLOWER HILL FILMING APPLICATION & POLICY

Chapter 121 of the Code of the Village of Flower Hill

Name of Applicant _____

Company _____

Address _____

Telephone & Cell _____

Contact Person (if different than above) _____

Phone/Cell/E-Mail _____

On-Site Emergency Contact Person Name/Email/Phone: _____

Purpose & Use of Filming _____

Specific location of each property used in film:

Dates & times each property will be used (include set-up & break-down time) and estimated number of people to be on the set:

Name/Address/Email/Telephone and Emergency Contact of Property Owner(s):

Will generators or other machinery or equipment that produces substantial noise be used? If so indicate location:

Names & Addresses of Neighbors from who proof of notification must be obtained:

Addresses of neighbors to be notified:

The proposed starting date for the project is:_____. I have provided notice to the twelve immediate surrounding neighbors (attached), at least fourteen days prior to the proposed starting date. I understand and agree that if objections are raised by any immediate neighbor to the Village Board or its representatives (Village), the Village or its representatives may take such steps as it deems appropriate to address these objections including, but not limited to, the imposition of conditions on the granting of the permit (See E.1.)

I will deliver a Notice of Filming to all of the above addresses (use additional sheet if needed) no less than 48 hours prior to the start of production and file proof of having done so on or before the starting date of the project. (See E.2.)

I understand and agree that the terms of this application do not modify the Village Code, and that I must comply with the terms of the Village Code at all times.

All statements made in this application are true and correct.

CERTIFICATION OF FILM COMPANY

SIGNED _____ TITLE _____ DATED _____

Sworn to before me

This _____ day of _____ 20__

Notary Public _____

CERTIFICATION OF HOMEOWNER

SIGNED _____

DATED _____

Sworn to before me

This _____ day of _____ 20__

Notary Public _____

FILMING POLICY

A. DEFINITIONS

1. Filming – Includes actual filming, set up, rigging, de-rigging, all hours present at site
2. Project – Includes all days of filming (as defined above) which need not be consecutive days, for a period not to exceed 30 days. Any extension of time is subject to special permission of the Board of Trustees.
3. Filming Day - A day shall constitute the hours of 8 am – 11 pm, Monday through Friday. No filming shall be permitted before 10 am on Saturdays, Sundays or holidays unless granted special permission by the Board of Trustees.

B. FEES

1. \$1000 1st day
2. \$1500 each additional day
3. Any filming that is granted special permission to film outside the stated hours shall pay \$100 per hour
4. Fees must be paid for all Project dates including all set up, rigging, de-rigging and rain dates.

C. BOND

- 1. A refundable bond in the amount of \$2,500.00 is required to ensure that all properties and public areas used in filming are left in the same condition that they were found prior to filming.

D. INSURANCE

- 1. Insurance certificate or policy of general liability naming the Village of Flower Hill as an additional insured as follows:

Commercial General Liability Coverage and Limits	
Occurrence - 1988 ISO or equivalent	
General Aggregate	\$2,000,000
Products & Completed Operations	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Per Occurrence Limit	\$1,000,000
Fire Damage	\$ 50,000
Medical Expense	\$ 5,000

Additional Insured: Inc. Village of Flower Hill, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent including:

- o Products and Completed Operations.
- o Extension – Mandatory
- o Aggregate Limits to apply per project.
- o Contractual Liability to extend to hold harmless
- o Extension – If possible
- o Endorsement showing that this policy is considered primary and non-contributory.
- o Waiver of Subrogation in favor of the additional insured.

Your company name must exactly match the insured name on your certificate of insurance (including LLC, Inc., Corp, etc.).

E. NOTICES

- 1. When filming in a residential neighborhood notice must be provided to all neighbors in the immediate area surrounding the filming project at least fourteen days in advance of the starting date., For the purpose of this paragraph, “immediate area” is comprised of: The next two houses on both sides of the subject property; three houses behind the subject property and five houses across the street from the subject property.
- 2. When filming in a residential neighborhood or business district, proper notification is to be provided to all other merchants or neighbors who are directly affected by the company (this includes parking, base camps and meal areas) at least 48 hours prior to filming. If a road is to be closed notice must be given to all property

owners on the road at least 7 days ahead of time unless a special exemption is given. The filming notice should include:

- Name of company
- Name of production/phone number of production
- Kind of production (e.g. feature film, TV pilot, commercial, etc.)
- Type of activity, and duration (i.e., times, dates and number of days, including prep and strike, days and times road will be closed to through traffic)
- Company contact (location manager, unit production manager) name and cell number

F. PARKING & VEHICLES

1. No more than 15 of the following vehicles may park along one side of the street only and are included in the permit 7-Passenger vans, personal cars, crew cars, SUVs, vehicles with NYP license plates, trucks, campers, food trucks, honeywagons, 15 passenger vans, cargo vans, satellite trucks with NYP license plates
2. Vehicles must display a copy of the permit in the windshield.
3. All efforts should be made to restrict the number of cars parked on the street to as few as possible. Crews may utilize the site driveway and privately arrange with neighboring property owners for driveway rental.
4. Parking off site must be provided for additional vehicles. The Village Hall parking lot is available for rental at \$250.00 per day (7 am – 9 pm)
5. The following vehicles are NOT included in the permit and require a separate permit (\$250): Process trailers/tow rigs, Lifts or cranes
6. Filming of moving cars on public streets requires coordination with the Nassau County Police.

G. MISC.

1. No location may be used for separate projects more than one time per six month period. A location is defined as one of the following: (a) A lot of one acre or more (2) The block upon which a lot of less than one acre is being used for filming. No project is to exceed 30 days without a grant of special permission by the Board of Trustees.
2. When a project is shooting at an exterior location which requires traffic control, or has a scene with prop firearms, weapons or actors in police uniforms, the applicant or representative must request that the Nassau County Police Dept. be assigned to the location.

3. Productions that film prior to 8:00am and after 9:00pm must keep noise to a minimum. Filming of exterior gunshots or explosions must occur between the hours of 9:00am and 10:00pm in residential neighborhoods and be cleared with the Nassau County Police Dept.

H. CONDUCT

1. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit, turning off engines as soon as possible. Engine idling is prohibited. Permits are never issued before 7 am in residential areas unless filming occurs overnight. Do not park generator trucks or campers with running generators in front of residential buildings if possible.
2. We strictly enforce start and finish times. Crew arrival and set up are included in the permit time.
3. All trash must be disposed of properly upon completion of each day. Production cannot use trash cans or leave trash bags at curbside among residential or business trash.
4. Removing, trimming and/or cutting of vegetation or trees without proper authorization is prohibited.
5. Always keep roads clear for passing traffic and allow clearance for emergency vehicles. Do not block driveways. Keep equipment in front of buildings that are working directly with the shoot only. Do not trespass onto other neighbors' private property without permission. Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, keep equipment curbside or in curb lanes, don't allow crew members to congregate in pedestrian passageways.
6. All crew members, including parking P.A.s, shall wear and display I.D. badges at all times.
7. Cast and crew, including parking P.A.s shall refrain from the use of aggressive or physically threatening behavior when interacting with the general public. Crews should be polite and respectful.
8. The project location is to be broom clean at the conclusion of each day of shooting. "Broom clean" shall include, but not be limited to, the removal of all equipment, garbage, resident letters, NO PARKING signs, (and tape).
9. No employee or other personnel may smoke anywhere on the project location.
10. All productions must coordinate with the Nassau County Office of Filming.
11. This policy may be changed or revised from time to time by resolution of the Board of Trustees.

All productions are expected to adhere to this policy or face possible revocation of its film permit or other action.

I have read and agree with the above directives. I will distribute copies of this document to all employees of this production.

Signature of Producer or Production Manager _____

Title _____ Date _____
Print Name of Producer or Production Manager _____
Production Company / Studio Project Name _____

8/12/16