



## Film and Video Productions Permit

Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Applicant's Phone: (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_  
Applicant's E-mail Address: \_\_\_\_\_  
Date (s) of filming: \_\_\_\_\_ # of days: \_\_\_\_\_ Time frame of filming: \_\_\_\_\_  
Location of Filming (include property and roads) \_\_\_\_\_  
Brief description of filming: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guidelines and insurance requirements for filming and/or recording in the Town are attached.

### Town Use Only

Applicants shall be responsible for all costs incurred by the Town in assigning police, fire, public works or other Town employees to facilitate or monitor the filming process as per attached agreements.

Permit Fee	\$250.00/day (Minimum 1 day)
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Total Fees Received: \_\_\_\_\_ Date Fees Received: \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
Date of Town Board Approval \_\_\_\_\_  
(If greater than five (5) days of Filming)

## **TOWN OF WALLKILL FILM AND VIDEO PRODUCTIONS POLICY AND REGULATIONS**

1. The Town has experienced a significant increase in requests to film in the community. The guidelines set forth herein for filming in the Town are intended to create consistency in the manner in which the Town processes and implements requests to engage in film and production activities within Town limits.
  
2. Filming on Private Property. No commercial, movie, television program, documentary or similar audio-visual production or any portion thereof shall be filmed, videotaped or recorded in any media format or otherwise made on any private property in the Town of Wallkill without first obtaining a permit from the Town Board. Filming in any district zoned commercial, industrial, residential or other shall be permitted subject to the following conditions:
  - (A) The property must be of adequate size. No heavy equipment may be permitted on septic tanks or leach fields.
  
  - (B) All vehicles associated with the filming must be contained on the site or arrangements made to lawfully park vehicles off site.
  
  - (C) Travel on local streets to the site is restricted to 7:00 a.m. to 10:00 p.m.
  
  - (D) Permit applications must be submitted to the Town Board at least 30 days prior to the date any on-site activity in connection with filming is commenced.
  
  - (E) Operational limitations.
    - i) Filming shall not be conducted at the same location (i.e., in the same building or at the same street address) more than 30 calendar days within any twelve-month period.
  
    - ii) Filming shall not be conducted at the same location within 14 days of another filming.
  
    - iii) No permit holder shall allow any filming for which a permit has been issued to be conducted prior to 7:00 a.m. or after 10:00 p.m. unless otherwise expressly approved by the Town Board.
  
    - iv) No permit holder shall allow equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in the permit application prior to 7:00 a.m. or

after 10:00 p.m. unless otherwise expressly approved by the Town Board.

v) For residentially zoned districts, filming shall not be conducted at the same location more than twice per calendar year, with at least six months between filming.

vi) The Town Board may, in its discretion, waive any of the foregoing restrictions and impose reasonable conditions in doing so.

(F) The Town Board shall have the authority and discretion to approve or deny an application for a filming permit and to establish such conditions for filming as deemed necessary to protect the health, safety and welfare of the residents of the Town of Wallkill. The Town Board may also extend the hours of filming on private property, subject to any conditions and additional fees deemed necessary and appropriate.

(G) A certificate of insurance must be submitted with the application, naming the Town of Wallkill as an additional insured and in compliance with other conditions established by the Town Board in the following minimum amounts:

i) Property damage: \$2,000,000 per individual; \$2,000,000 per occurrence.

ii) Personal injury: \$2,000,000 per individual; \$2,000,000 per occurrence.

3. Filming on Public Property. No commercial, movie, television program, documentary or similar audiovisual production or any portion thereof shall be filmed, videotaped or recorded in any media format or otherwise made on any public property in the Town of Wallkill, including but not limited to streets, sidewalks, parks and buildings, or the waters of Town of Wallkill without first obtaining a permit from the Town Board. A permit shall be required for the running of cable, the placing or storing of equipment of any kind, the parking of vehicles or any other film-related activity on any public property or any other use of public property for the purpose of making audiovisual productions.

(A) Permit applications must be submitted to the Town Board at least 30 days prior to the date any on-site activity in connection with filming is to commence.

(B) A certificate of insurance must be submitted with the application, naming the Town of Wallkill as an additional insured and in compliance with other conditions established by the Town Board in the following minimum amounts:

i) Property damage: \$2,000,000 per individual; \$2,000,000 per occurrence.

ii) Personal injury: \$2,000,000 per individual; \$2,000,000 per occurrence.

(C) Operational limitations.

i) No permit holder shall allow any filming for which a permit has been issued to be conducted prior to 6:00 a.m. or after 12:00 midnight.

ii) No permit holder shall allow any equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in the permit application prior to 6:00 a.m. or after 12:00 midnight.

iii) All production related vehicles shall display a copy of a valid permit on the dashboard on the driver side of the vehicle in an unobstructed way while on location throughout the duration of the shoot.

(D) The Town Board shall have the authority and discretion to approve or deny an application for a filming permit and to establish such conditions for filming as deemed necessary to protect the health, safety and welfare of the residents of the Town of Wallkill. The Town Board may also extend the hours of filming on public property, subject to any conditions and additional fees deemed necessary and appropriate.

4. Involvement of Public Employees in Film Projects

(A) Applicants shall be responsible for all costs incurred by the Town in assigning police, public works or other Town employees to facilitate or monitor the filming process.

(B) The decision to assign Town employees shall be at the discretion of the Town Board and the department heads.

(C) Provisions for billing and collection of costs shall be determined at the time of the event.

**(D) APPLICANTS SPECIFICALLY ACKNOWLEDGE THAT THE TOWN OF WALLKILL DOES NOT MAINTAIN FIRE COMPANIES, FIRE DEPARTMENTS OR AMBULANCE SERVICES. SUCH SERVICES ARE PROVIDED BY INDEPENDENT FIRE DISTRICTS AND PRIVATE AMBULANCE COMPANIES WITHIN THE TOWN. NO FILMING PERMIT WILL BE ISSUED UNTIL APPLICANT SECURES SEPARATE**

**AGREEMENTS FOR FIRE SUPPRESSION AND AMBULANCE SERVICES  
FOR THE FILMING PROJECTS AND PROVIDES EVIDENCE OF SAME  
TO THE TOWN BOARD.**

5. Prior Violations of Town Film Policy. Notwithstanding any other provision of this policy, no applicant for a filming permit who has been previously found by the Town Board, in its sole and absolute discretion, to have violated this policy shall be granted a permit hereunder for a period of eighteen (18) months from the date of such violation.

6. Fees

(A) Fees shall be adopted by resolution of the Town Board for:

- i) Filming by or for a nonprofit organization or the filming of a documentary, for each day, on either private or public property.
- ii) Filming by a production company for a commercial by or for a profit-making entity, for each day, on either private or public property.

(B) The schedule of fees, once adopted by the Town Board, will be available for inspection in the office of the Town Clerk. The Town Board shall be permitted to adjust the level of any fee chargeable under this policy when the circumstances warrant.

7. The permit holder shall clean and restore all Town-owned property utilized during the filming to the same condition as existed prior to the filming.

8. The permit holder will follow all Town ordinances, laws and regulations.

9. Violations of Filming Policy. Any violation of this policy may result in the suspension or revocation of any permit issued pursuant to this policy or if filming creates dangerous conditions, the public safety is jeopardized or if any federal, state or local ordinances, laws, rules and/or regulations are being violated in the sole and absolute discretion of the Town, which shall not be liable in any manner for such suspension or revocation. The Town also reserves the right to see injunctive relief against any permit holder or person acting under the auspices of such permit holder in the event such injunctive relief is necessary to protect the health, safety and welfare of the public.