

**BOROUGH OF FLORHAM PARK  
111 RIDGEDALE AVENUE  
FLORHAM PARK, NJ 07932**

**FILMING PERMIT APPLICATION**

(Completed application, fees and required documents must be filed with Borough Clerk at least **10 calendar days** before filming is to begin per Chapter 120 of the Borough Code)

	<i>APPLICANT - See applicant checklist on page 2 for documents to submit*</i>	<i>CONTACT PERSON IF DIFFERENT THAN APPLICANT</i>	<i>ON-SITE PERSON IN CHARGE OF FILMING</i>
<i>Name</i>			
<i>Address</i>			
<i>Telephone</i>			
<i>Fax</i>			
<i>Cell Phone</i>			
<i>Location of Filming (one permit required for each location)</i>			
<p>Proposed duration of filming, (must be between 8:00 a.m. to 10 p.m. including setup and cleanup) - One permit shall be sufficient to authorize filming on two (2) calendar days within a period of not more than five (5) calendar days beginning on the date of issuance of the permit, provided that each such date on which filming is to take place shall be specified in the permit). Permission for filming in excess of four days as described in §120-2E(1) of the Borough Code may be granted by the Borough Council upon filing of a request with the Borough Clerk ten (10) calendar days in advance of the Borough Council meeting at which the matter is to be considered. The permit application shall be attached to a film request cover letter. The cover letter must include site specifics regarding the filming such as: number of staff on site; number and types of vehicles on site, and where they will be parked; equipment to be used on site; whether outside lighting will be used; whether outside sound effects, or music, will be used, etc.</p>			
<i>Dates for filming:</i>			
<i>Amount of space required on public streets, highways, sidewalks, etc.</i>			
<b>PERMIT APPLICATION APPROVED BY BOROUGH ADMINISTRATOR</b>	Signature:		Date of Approval:

**\*APPLICANT CHECKLIST:**

Filming fees made payable to "Borough of Florham Park"

( ) Commercial applicants \$100 application fee plus \$500 daily filming fee

( ) Nonprofit applicants: \$25 application fee plus \$100 daily filming fee

( ) Bona fide educational institution for non-commercial use - fees waived

( ) Per Section 120-3H of the Borough Code, "If any services are required by employees from other Borough Departments, the cost of such employees is to be borne by the applicant as a cost of production." The hourly rate for outside duty will be provided upon request by the Borough Administrator and will be billed to applicant.

**If filming on public property, the following requirements need to be met:**

( ) Proof of insurance for bodily injury to any one person in the amount of \$1,000,000 and any occurrence in the aggregate amount of \$3,000,000.

( ) Proof of insurance for property damage for each occurrence in the aggregate amount of \$500,000.

( ) Certificate of Insurance delivered to the Borough Clerk which shall name the Borough of Florham Park as an additional insured on the policy.

( ) An agreement, in writing, in a form approved by the Borough Attorney, whereby the applicant agrees to indemnify and save harmless the Borough of Florham Park, its officers, employees and agents, from any and all liability, expense, claim or damages resulting from the use of public lands (following page)

( ) The posting of a cash bond of \$500 or a maintenance bond of \$1000, running in favor of the Borough and protecting and insuring that the location utilized will be left after filming, in a satisfactory condition, free of debris, rubbish and equipment, and that due observance of all Borough ordinances, rules and regulations will be followed. Within two (2) business days of the completion of the filming, the Borough will return the bond if there has been no damage to public property or public expense caused by the filming.

( ) A contractual agreement with the Florham Park Police Department for paid police coverage during the time indicated in the permit (if required).

( ) Proof of service of written notification of proposed dates and lands to be used for production activities to any and all tenants and property owners, who will be directly affected by the filming and its site location, and simultaneously said tenants and property owners shall be informed that objections may be filed with the Borough Clerk. Such notification to take place at least three (3) business days prior to the requested shooting date, with proofs submitted to the Borough Clerk prior to issuance of the permit.

( ) Permission of property owner, allowing filming on their site, to be submitted with application

**If filming on private property, the following requirements need to be met:**

( ) A contractual agreement with the Florham Park Police Department for paid police coverage during the time indicated in the permit (if required).

( ) Proof of service of written notification of proposed dates and lands to be used for production activities to any and all tenants and property owners, who will be directly affected by the filming and its site location, and simultaneously said tenants and property owners shall be informed that objections may be filed with the Borough Clerk. Such notification to take place at least three (3) business days prior to the requested shooting date, with proofs submitted to the Borough Clerk prior to issuance of the permit.

Until further notice, a COVID safety plan must be submitted with your application.

Copies of the approved permit will be sent by the Borough Clerk to the Police Department, Fire Department, Health Department and Building Department (if applicable) and the New Jersey Film Commission.

**INDEMNIFICATION AGREEMENT**  
**With Regard to Film Making Activities in the Borough of Florham Park**

\_\_\_\_\_, (hereinafter “film maker”) agrees to indemnify, protect, defend (with counsel acceptable to the Borough) and hold harmless the Borough of Florham Park, its Mayor and Council members, officers, employees, attorneys and agents, from and against any and all claims, demands, losses, damages, liabilities, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, including taxes, special charges by others for loss, injury, damage to person or property in whatever form, claims and demands for damages or loss for infringement of copyright, for libel and slander, and all costs and cleanup actions of any kind, all costs and expenses incurred in connection therewith, including, without limitation, reasonable attorney’s fees and costs of defense (collectively, the “losses”) arising, directly or indirectly, in whole or in part, out of the filming and related activities performed by film maker, its agents, employees, and/or representatives within the Borough of Florham Park. Nothing contained herein shall be deemed to be a waiver by the Borough of any governmental immunity that applies to the Borough of Florham Park, its employees, agents or contractors.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

## FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY

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A SIGNED COPY OF THIS FORM MUST ACCOMPANY LETTER OF INTENT

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1. Production vehicles arriving on location in or near residential neighborhood shall not enter the area before the time stipulated in the permit, and park along the curb, one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
2. Every member of the crew shall wear a production pass (badge) when issued.
3. Moving or towing of the public's vehicles is prohibited without the express permission of the municipality.
4. Do not park production vehicles in or on driveways or block same without the express permission of the municipality and driveway owner.
5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the municipality or property owner, if property is privately owned.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location unless otherwise stipulated by the location agreement or permit. All signs posted directing the company to the location should also be removed as well as "no parking" signs.
8. In residential areas and after 10:00 p.m. all noise levels should be kept as low as possible.
9. Clothing that lacks common sense and good taste should not be worn. Shoes and shirts must be worn at all times, unless otherwise directed.
10. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste.

11. Do not trespass onto other neighbors property. Remain with the boundaries of the property that has been permitted for filming.
12. Sidewalks should not be used for equipment storage and/or construction activities, except when permission is given on the permit. Consideration should be given to pedestrian safety and traffic cones should delineate an alternate path when sidewalks are blocked.
13. All catering, crafts service, construction, strike and personal trash must be removed from the location. Production companies may not use Department of Sanitation trash cans for production trash.
14. Observe designated smoking areas and extinguish cigarettes in butt cans. Cigarettes should not be put out on the streets and left there.
15. Local residents and business people must be permitted access to and from their residence or business. If filming is in process, please remind production personnel to courteously advise the person (s) affected that their progress will only be momentarily interrupted and that their cooperation would be appreciated. Whenever possible, do not stop pedestrians from moving through the location. Confrontation is your least effective means of persuasion. Keeping the promises you make to the community, and responding in a non-defensive manner when situations become difficult, will go a long way towards insuring a smooth shoot.

***Production companies are required to adhere to the aforementioned tenets while working on location in New Jersey. Producers of feature films and television programs are also requested to acknowledge the assistance of the New Jersey Motion Picture and Television Commission in the closing credits of their respective works.***

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producer's signature

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date