



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
 Chatham, New Jersey 07928  
 (973) 635-4600  
 FAX (973) 635-2644

## FILMING PERMIT

APPLICANT NAME: \_\_\_\_\_

COMPANY & ADDRESS: \_\_\_\_\_

LOCATION OF FILMING : \_\_\_\_\_

WILL FILMING TAKE PLACE ON MUNICIPAL PROPERTY? Yes \_\_\_\_\_ No \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

DATE(S) OF FILMING: \_\_\_\_\_

**The following information is required to be submitted with this permit application.**

REQUIRED DOCUMENTATION	YES	NO
Certificate of Insurance with coverage for bodily injury for any one person in the amount of \$1,000,000.00 and for any aggregate occurrence in the amount of \$3,000,000.00. Chatham Township shall be named as an additional insured on the policy and a Certificate of Insurance shall be delivered to the Township at the time that the application is filed.		
Hold Harmless Agreement: <i>The Township of Chatham</i> must be indemnified and saved harmless from any and all liability or damages resulting from the use of public lands and must be named as an <i>Additional Insured</i> on the Certificate		
Provide proof of service of written notification of proposed dates and locations to be used for production activities to all property owners who will be directly affected by the filming and site location(s).		
Applicant shall be responsible for the removal, upon completion of filming, of all debris and equipment or upon the expiration of the permit, whichever comes first.		
In addition to any other fees or costs associated with this ordinance, the applicant shall reimburse the Township for any lost revenue or repairs to public property.		
In addition to any other fees or costs associated with this ordinance, the applicant shall compensate the township for the use of any on-street or off-street parking spaces used for purposes of the production. The applicant is responsible for arranging and coordinating said parking agreement with the Township Administrator.		

The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets.

The holder of a permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with lawful directives issued by the Chatham Township Police Department with respect thereto. When, in the judgment of the Chief of Police, or his/her designee, the presence of additional security in the form of police, fire, or code enforcement personnel are required in connection with the filming, the applicant shall reimburse the Township for the cost of such personnel.

If a permit is issued and, due to inclement weather or other good cause beyond the applicant's control, filming does not in fact take place on the dates specified, the Township Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this ordinance. No additional fee shall be required for said permit.

**Fees**

Application Fee: \$200 \_\_\_\_\_(paid)

Filming Fee: \$100 Per Day \_\_\_\_\_(paid)

Expedited Processing Fee (applies to any application filed less than 30 days prior to production or requires processing in 14 days or less): \$500 application fee, plus \$200/day filming fee

\_\_\_\_\_ (paid)

Application Amendment Fee: \$250 \_\_\_\_\_(paid)

**Exemptions**

- A. The provisions of this ordinance shall not apply to the filming of news stories within Chatham Township
- B. Filming performed by one individual using a hand-held camera without assistance from others shall be exempt from this ordinance.
- C. Fees may be waived for students enrolled in a bona fide educational institution and nonprofit corporations located in Chatham Township upon receipt by the Township Clerk of written certification from a teacher or administrator of that institution and proof of nonprofit corporate status stating that the filming is for educational purposes only and not intended for commercial use.
- D. Fees may be waived for feature films with a total budget of up to or less than \$100,000 and episodic shows with a total budget of up to or less than \$ 25,000 for the episode.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Township Clerk Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Issued On: \_\_\_\_\_



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# **HOLD HARMLESS AGREEMENT**

### **1. Definitions**

“I/we me/my” shall mean

#### **INDIVIDUAL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Fax) \_\_\_\_\_

#### **ORGANIZATION/ORGANIZATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_

“You/yours” shall mean the municipal corporation known as The Township of Chatham, its agents, servants, employees, or contractors.

### **2. General Information**

Date: \_\_\_\_\_ Site: \_\_\_\_\_

Hours site is needed: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Activity to be Held (Describe in detail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I sign this Hold-Harmless as my voluntary act and by this act agree to hold You harmless and indemnify You from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of

a) You; (applicable only if the use of the site is a Corporation)

b) any guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above) on the date listed above.

4. I state that the activity listed above will not include the consumption of alcoholic beverages but should any person described in Paragraph 3(b) consume alcohol or allow or permit others to consume alcohol then I agree to be bound by the terms of Paragraph 5 below.
5. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to You related to these of the site listed above;
- (a) that I am solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above, including but not limited to those persons described in paragraph 3(b) above;
  - (b) to acknowledge by the signing of this Hold-Harmless that You have no authority, control, or participation in the dispensation or consumption of alcohol on the site and date listed above and that I will take no step, action, or measure to convey the idea that You in any way have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;
  - (c) that I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Your property;
  - (d) to comply with all municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits
6. I also agree that where the municipal officer signing this hold harmless on Your behalf feels I should provide to You a Certificate of Insurance and proof of existing "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than (10) ten business days before the date of the planned activity. The appropriate municipal officer will check below if this Paragraph is applicable to the activity listed above.

  X   Applicable  
       Not-Applicable

7. (applicable to Corporations Only)

I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me at My sole costs and expense pursuant to this Hold-Harmless Agreement.

8. Signature of applicant: \_\_\_\_\_

On behalf of \_\_\_\_\_  
(organization) (corporation)

Signature of Owner: \_\_\_\_\_

On behalf of   Township of Chatham   \_\_\_\_\_  
Municipality Signature/Title