

Date Received: _____

Amount Paid: _____

Receipt Number: _____

Village of Sloatsburg
Incorporated October 7, 1929
96 ORANGE TURNPIKE
SLOATSBURG, NEW YORK 10974
PHONE: (845) 753-2727
FAX: (845) 753-2730
recreation@sloatsburgny.com

REQUEST FOR FILMING (Rev. 01/24)

Filming must be in conformance with the policies of the Village of Sloatsburg Board of Trustees which are summarized on page two of this request form. In addition, requests must be in writing on this form only and should be submitted at least **four weeks** in advance. Early submission will allow the Village adequate opportunity to process the request and will avoid delay in receiving approval of the request.

Please submit one completed copy of this form, and insurance documentation, directly to the Village of Sloatsburg at the above address, e-mail, or fax number.

Date(s) / Day(s) requested: _____

Specific Location filming will take place: _____
Private Property _____ *Public Property* _____

Brief Description of activities of the applicant: _____

Will traffic be halted? Yes No *If yes, for how long?* _____

List of equipment & props to be used: _____

Number of persons to be employed: _____

List the description of each vehicle that will be used & attach call sheet: _____

Attach dated letter notifying abutting property owners & neighbors of filming at least 48 hours prior to filming

Name of Film Company: _____

Address: _____

Name of applicant for the organization: _____

Applicant Address: _____ *Telephone:* _____

Selected Policies and Regulations for the Village of Sloatsburg

A permit will be issued only to approved organizations, subject to the fiscal constraints and statutory limitations imposed upon the Village. The Village Board of Trustees delegates to the Village Clerk/Treasurer, or their designee, full authority to implement the policies and pass upon all requests for use of facilities. The decision to grant or deny such a request shall remain at all times in the discretion of the Village Clerk/Treasurer or their designee.

In encouraging the use of the Village facilities, the Board of Trustees is concerned with controlling the costs arising from such usage and in providing for insurance protection against personal and property damage claims. Accordingly, where the Village has incurred or may incur additional costs (for example maintenance, sanitation facilities and refuse removal) the organization using the facility must reimburse the Village according to the policies and fee schedule established by the Board of Trustees. **A certificate of insurance, stating coverage of a minimum of \$1,000,000/\$2,000,000 aggregate, naming the Village of Sloatsburg as an additional insured is required. The name of the applicant/organization on this application and the insurance documents must match.** Additionally, applicants must execute the Indemnification/Hold Harmless Agreement in favor of the Village of Sloatsburg which is annexed to this application. All fees and insurance documentation must be submitted to the Village before a permit will be issued.

Fee Schedule

- A. Filming permit on private property: \$600.00
- B. Filming permit on public land: \$500.00 per hour (minimum 3 hours).
- C. Filming permits for nonprofit applicants: \$100.00
- D. Security deposit: \$1,000.00. In the event the Village Clerk determines that the conditions of the permit have been violated, the Village Clerk shall be authorized to declare that the security deposit is forfeited in its entirety.
- E. Parking Fee: \$750.00

Payment in full is required at the time the application is made. A permit to use the location requested will be issued upon the receipt of the required fees. Applicants for requests that are not approved will be notified.

False statements will nullify an applicant's request. Any applicant filing a false application will be required to pay any applicable fees retroactive to the date of the original application, plus a \$100.00 processing fee.

The parking of automobiles is the responsibility of the organization using the facility. Violations of parking regulations may be cited by the local police department, and vehicles may be towed away at the owner's expense.

The use or possession of alcoholic beverages or any other drug is prohibited on Village property.

I accept all responsibility for fulfilling the requirements established by the Village of Sloatsburg for the use of the facilities.

Signature

LOCAL LAW 3 OF 2003

FILMING

Purpose.

The Board of Trustees of the Village of Sloatsburg is cognizant of the fact that commercial filming has taken place in the Village over the past years and that such filming has, on occasion, created some disruption of the peace and tranquility of the Village. For this reason, the Board of Trustees declares that it is necessary to regulate and control commercial filming in the Village both on public as well as private property.

Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

FILMING – The taking of still or motion pictures, either on film, videotape or similar recording medium, for commercial or educational purposes intended for viewing on television or in theaters or for institutional use. Filming shall include setup and breakdown time.

PERSON – An owner of property or an applicant for a permit under this chapter.

PRIVATE LANDS – All other areas within the Village of Sloatsburg including areas zoned for residential as well as business use.

PUBLIC LANDS – Any and every public building, street, highway, sidewalk or square, public parks or playground or other public place within the jurisdiction and control of the Village.

Permits.

- A. No person shall film or permit filming within the Village of Sloatsburg without first obtaining a permit therefore from the Village Clerk-Treasurer, which permit shall set forth the location of such filming; the date or dates when filming shall take place and such other information as may be required by the Village Clerk Treasurer. Notwithstanding the foregoing, any filming which is scheduled to last more than two consecutive days or shall require the closing of a public street shall require the additional approval of the Board of Trustees.
- B. Applications for permits shall be obtained in the office of the Village Clerk Treasurer during normal business hours. Applications for such permits shall be in a form approved by the Board of Trustees and shall be accompanied by a permit fee as hereinafter set forth.
- C. A permit shall be required for each location.
- D. If a permit is issued and, due to inclement weather or other good cause, filming does not take place on the dates specified, the Village Clerk Treasurer may, at the request of the applicant who shall certify that filming did not take place on the dates specified, issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this permit.
- E. At least 48 hours prior to the issuance of a permit, the applicant shall notify adjacent and abutting property owners in writing by delivering to them personally or leaving at their place of residence, a copy of the permit application to be submitted to the Village Clerk Treasurer.

Rules and Regulations; Appeals; Waiver of Regulations

- A. No permit shall be issued for filming at a particular location within the Village of Sloatsburg which would permit filming at said location on more than six days during any one calendar year.
- B. No permit shall be issued for filming upon public lands within the Village of Sloatsburg unless the applicant for such permit:
 - (1) Provides proof of insurance coverage as follows: general public liability in the amount of not less than \$1,000,000 combined single limit; automobile liability covering owned and non-owned vehicles in the amount of not less than \$1,000,000 combined single limit; and workers' compensation and disability insurance as required by the State of New York. The Village shall be named as an additional insured for the entire time granted by the permit.
 - (2) Agrees in writing to defend, indemnify and hold harmless the Village of Sloatsburg from any and all claims, actions at law, liability or damages resulting from the use of public lands or employees of the Village of Sloatsburg.
- C. 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 all lawful directives issued by the Town of Ramapo Police Department with respect thereto.
- D. 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 shall avoid any interference with previously scheduled activities upon public lands and limit to the extent possible any interference with normal public activity on such public lands.
- E. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for the removal of all equipment, debris and other rubbish from the filming location upon the completion of the filming or upon the expiration of the permit, whichever comes first.
- F. Filming shall be permitted only Monday through Friday, between the hours of 7:00 a.m. to 8:00 p.m., except in the Business District, where filming shall be permitted only Monday through Thursday 7:00 a.m. through 8:00 p.m. In this connection, the arrival and setup of equipment and vehicles and the breakdown of such equipment and vehicles at the end of the filming shall be accomplished with the permitted time period.
- G. The Village Clerk-Treasurer or the Board of Trustees may refuse to issue a permit whenever it is determined, on the basis of objective evidence after a review of the application and a report thereon from the Police Department and by any other applicable Village departments or agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or would unreasonably interfere with the public's use of public lands, unreasonably interfere with the use and enjoyment of adjoining properties, unreasonably impede the free flow of pedestrian and vehicular traffic or otherwise endanger the public health and welfare or unreasonably disturb the peace and tranquility of adjoining property owners.
- H. Any person aggrieved by a decision of the Village Clerk Treasurer or the Board of Trustees granting, denying or revoking a permit or a person requesting relief pursuant to §105-41 may appeal in accordance with Article 78 of the Civil Practice Law and Rules. Any such appeal must be filed not later than 30 days after the decision of the Board.

- I. The Board of Trustees may authorize a waiver of any of the requirements or limitations of this chapter and may authorize filming other than during the hours and days herein described whenever it determines that such a permit may be issued without endangering the public health, safety and welfare and without unreasonably disturbing the peace and tranquility of the neighborhood where it is proposed to film. A public hearing shall be held for every application for a waiver. The Village Board shall fix the time and place of such a hearing and shall give written notification to abutting and adjacent property owners.

§105-5 Fee and deposit.

Fees associated with this chapter shall be as follows: (Amended 1/1/2024)

- F. Filming permit on private property: \$600.00
- G. Filming permit on public land: \$500.00 per hour (minimum 3 hours).
- H. Filming permits for nonprofit applicants: \$100.00
- I. Security deposit: \$1,000.00. In the event the Village Clerk determines that the conditions of the permit have been violated, the Village Clerk shall be authorized to declare that the security deposit is forfeited in its entirety.
- J. Parking Fee: \$750.00

§105-6. Exemptions

The provisions of this chapter shall not apply to the filming of news stories by media personnel.

§105-7. Penalties for offenses.

Any person who shall violate or permit the violation of any of the provisions of this chapter shall be subject to a fine in an amount not less than \$500 for the first offense, \$1,000 for the second offense and \$1,000 and loss of rights for a period of six months for the third and subsequent offenses.

§105.8

As to private property, this chapter shall be enforced by the Building Inspector, and, as to public property, this chapter shall be enforced by the Police Department. This chapter may also be enforced by direct action of the Board of Trustees.