



Application for Filming in Glen Ridge
 825 Bloomfield Avenue
 Glen Ridge, NJ 07028
 Phone: 973-748-8400 ext. 222
 Fax: 973-748-3926

Official Permit No: _____

This application, if approved, will result in issuance of a permit to the applicant to film on the streets and/or property only in accordance with the times, locations, and specified activities designated below. The permit must be in the possession of the applicant at all times while on location.

Name of Applicant: _____

Production Company: _____

Address: _____

Tel No: _____ E-mail: _____

Location of Filming: _____

Nearest Cross Street: _____

Number of Film Permits Issued to This Location

Within This Calendar Year: _____

Contact and Phone on Day(s) of Filming: _____

Dates of Filming: _____ Time: _____

☐ Still photography

☐ Motion

☐ Commercial use

☐ Personal use

☐ Student

☐ Other: _____

Feature Film: _____ T.V./online Movie or Series: _____

If T.V./online commercial; name product: _____

Number of People on set _____ Large Trucks _____

Cars _____ Camera Trucks _____

Generators _____ How long will Generators will be running _____ Hrs

Noise Level _____

Type of Lighting _____

Moving Shots _____

Street Closures Yes/No? If Yes, Street locations and how long _____

Vehicle Pursuit _____ How many Vehicles? _____

How Long? _____

Other Information _____

Name of Insurance Company/Bonding Agent: _____

Amount and Type of Bond: \$ _____

Effective Date of Bond: _____

REQUIRED POLICE NOTIFICATION AND APPROVALS

Off-Duty Officer is REQUIRED

An off-duty police officer is required whenever traffic is affected, filming trucks, vans or crew cars are parked on public streets and/or free passage of pedestrian traffic is restricted. YOU MUST CONTACT Glen Ridge Police Lieutenant Timothy Faranda (973)748-8400 x117 for an assessment of traffic impact prior to filming. A draft of the LETTER-OF- NOTIFICATION to adjacent property owners or tenants must be submitted at that time.

POLICE NOTIFIED: _____ (Date)

Will access to merchants and business be affected by filming? Yes _____ No _____

If so, when and by whom will they be notified? _____

I have/ have not been arrested for or convicted of a crime or misdemeanor. The offense(s) was/ were:

I hereby apply for a permit and tender a:

- A BASIC FILMING PERMIT FEE of \$200.00
- A DAILY FILMING FEE of per diem \$500.00 (five hundred dollars), and/or \$1,000 for Major Motion Pictures
- A CASH BOND of \$500.00 (five hundred dollars) or A MAINTENANCE BOND of \$1000.00 (one thousand dollars), and
- Agree to be bound by all provisions and requirements of the above ordinance.

Date

Signature of Applicant

Date of Approval

Signature of Borough Clerk

Date of Approval

Signature of Chief of Police, Department of Public Safety

*** NOTE: Payment SHOULD BE in separate checks. Each made payable to "Borough of Glen Ridge"**

FOR INTERNAL USE ONLY

- ☐ BASIC FILMING PERMIT FEE RECEIVED
- ☐ DAILY FILMING FEE RECEIVED
- ☐ CASH BOND RECEIVED
- ☐ HOLD HARMLESS STATEMENT SIGNED AND NOTARIZED
- ☐ CERTIFICATE OF INSURANCE RECEIVED
- ☐ ELECTRICIAN REQUIRED? ____ YES ____ NO
- ☐ DEPT. OF PUBLIC SAFETY NOTIFIED
- ☐ FILMING CO. LETTER TO ADJACENT RESIDENTS SENT.

REQUIRED NOTIFICATION TO LOCATION NEIGHBORS

Notification to location neighbors must be provided in writing outlining the specific details of filming and contact information. This notification must be on the filming company's letterhead and should follow the format below:

Company Letter Head

To: Neighbors of: _____

From: Company Contact Person _____

Date: _____

RE: Filming Commercial for _____ (Product) or _____ (Movie name)

Our Company has applied to film a commercial (or movie) in Glen Ridge on day(s) and date(s) at the above location.

There will be _____ trucks, _____ vans, _____ generators, _____ catering trucks, _____ crew cars at the site. They will be parked on the property of the homeowner, on the street, in a municipal parking lot, on private property, any combination of the above. In compliance with the Borough filming Ordinance, no vehicles will arrive before 7 a.m., and all activity and vehicles connected with the filming will be gone by 9 p.m. (If any vehicles arrive before 7 a.m. you may call the Glen Ridge Police Department 973-748-5400 x 111) to file a complaint.

____Yenlys Flores-Bolivard

at the Borough of Glen Ridge Clerk's office at 973-748-8400 x222.

Thank you.

REQUIRED INSURANCE PRIOR TO USE OF BOROUGH FACILITIES AND LOCATIONS

Permission to use Borough Facilities shall not be granted unless the completed application form, fee(s) and bond(s), and required proof of insurance coverage is received by the Borough Clerk prior to the close of business at least 48 hours before the shooting date requested.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL RESULT IN CANCELLATION OF TENTATIVE RESERVATION.

INSURANCE REQUIRED

1. BODILY INJURY: A. for any one (1) person, in the amount of \$500,000.
B. for any occurrence, in the amount of \$1,000,000.
2. PROPERTY DAMAGE: A. for any one (1) accident, in the amount of \$100,000.
B. for any aggregate occurrence, in the amount of \$300,000.

THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED AND MADE AN INTEGRAL PART OF THE ATTACHED APPLICATION.

_____ agrees to indemnify and save harmless the Borough of Glen Ridge, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages (including, without limitation, attorneys' fees and loss of business claims) to which the Borough of Glen Ridge may be put resulting from use of Borough facilities and/or locations.

Signed: _____

Title: _____

Date: _____

Notary Public

Glen Ridge Borough Filming Ordinance

9.28.010 Definitions.

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

"Filming" means the taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theaters or for institutional uses. The provisions of this chapter shall not be deemed to include the filming of news stories within the borough.

"Major motion picture" means any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following: Universal Pictures; Warner Brothers, including New Line Cinema, Castle Rock Cinema, Village Road Show and Bell-Aire; Paramount, including MTV Films and Nickelodeon Movie; 20th Century Fox, including Fox Searchlight; Sony/Columbia; Disney/Miramax; MGM-United Artists; Dreamworks; any film for which the budget is at least ten million dollars; and recurrent weekly television series programming.

"Public lands" means any and every public street, highway, sidewalk, square, public park or playground or any other public place within the borough which is within its jurisdiction and control of the borough. (Ord. 1398 (part), 2003)

9.28.020 Permit required.

A. No person or organization shall film or permit filming on public or private land within the borough without first having obtained a permit from the office of the borough clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific references to day or dates. No permit shall authorize filming for more than three consecutive days in any one location, and in no event shall filming at one location within the borough exceed a total of six days in any one calendar year, regardless of the number of permits utilized in reaching this six-day maximum. Either or both of the three-consecutive-day and the six-day limitations may be extended only if the filming requested constitutes a major motion picture as defined by Section 9.28.010 of this chapter or a waiver is approved by the borough council. The permit must be readily available for inspection by borough officials at all times at the site of the filming.

B. All permits shall be applied for and obtained from the office of the borough clerk during normal business hours. Applications for such permits shall be in a form approved by the borough clerk and be accompanied by a permit fee in the amount established by this chapter in Section 9.28.120.

C. All permit applications must contain a location plan, which specifies and depicts all vehicles used or parked during the filming.

D. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the borough 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 chapter. No additional fee shall be paid for this permit. (Ord. 1398 (part), 2003)

9.28.030 Issuance of permits.

A. No permits will be issued by the borough clerk unless applied for prior to five days before the requested shooting date; provided, however, that the borough administrator may waive the five-day period if, in his or her judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.

B. No permit shall be issued for filming upon public lands unless the applicant shall provide the borough with satisfactory proof of the following:

1. Proof of insurance coverage as follows:

- a. For bodily injury to any one person in the amount of five hundred thousand dollars and any occurrence in the aggregate amount of one million dollars,
- b. For property damage for each occurrence in the aggregate amount of three hundred thousand dollars;

2. An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the borough from any and all liability, expense, claim or damages resulting from the use of public lands;

3. The posting of cash of five hundred dollars or a maintenance bond of one thousand dollars, 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, laws and regulations will be followed. Within seven 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;

4. The hiring of an off-duty borough police officer for the times indicated on the permit.

C. The holder of the 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 borough police department with respect thereto. (Ord. 1398 (part), 2003)

9.28.040 Interference with public activity--Notice of filming.

A. 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.

B. 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. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three days prior to the requested shooting date and be informed that objections may be filed with the borough clerk, said objections to form a part of applicant's application and be considered in the review of the same. Businesses, merchants or residents within two hundred feet of the last parked vehicle or road closure, whichever is greater, must be notified. Proof of service of notification to adjacent owners shall be submitted to the borough clerk within two days of the requested shooting date. (Ord. 1398 (part), 2003)

9.28.050 Filming in residential zones.

Filming in residential zones shall be permitted Monday through Friday between the hours of seven a.m. and nine p.m., provided that all requests for night scenes shall be approved in the permit to be granted in accordance with Section 9.28.080 of this chapter. The setup, production and breakdown required by all filming shall be included in the hours as set forth in this section. (Ord. 1398 (part), 2003)

9.28.060 Refusal to issue permit--Employment of patrol officers and electrician.

A. The borough administrator may refuse to issue a permit whenever he or she determines, on the basis of objective facts and after a review of the application and a report thereon by the police department and by other borough 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 ordinance or would unreasonably interfere with the use and enjoyment of adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare.

B. Further, the borough reserves the right to require one or more on-site patrol officers in situations where the proposed production may impede the proper flow of traffic, the cost of the patrol officer to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff. (Ord. 1398 (part), 2003)

9.28.070 Appeals.

A. Any person aggrieved by a decision of the borough administrator denying or revoking a permit or a person requesting relief pursuant to Section 9.28.080 may appeal to the borough council. A written notice of appeal setting forth the reasons for the appeal shall be filed with the administrator.

B. An appeal from the decision of the administrator shall be filed within ten days of the administrator's decision. The borough council shall set the matter down for a hearing within thirty days of the day on which the notice of appeal was filed. The decision of the borough council shall be in the form of a resolution supporting the decision of the borough administrator at the first regularly scheduled public meeting of the borough council after the hearing on the appeal, unless the appellant agrees in writing to a later date for the decision. If such a resolution is not adopted within the time required, the decision of the administrator shall be deemed to be reversed, and a permit shall be issued in conformity with the application or the relief pursuant to Section 9.28.080 shall be deemed denied. (Ord. 1398 (part), 2003)

9.28.080 Waiver of requirements of chapter by the borough council.

The borough council may authorize a waiver of any requirements of or limitations of this chapter including filming other than during the hours herein described. In determining whether to allow an extension of hours under this section, the council shall consider the following factors:

- A. Traffic congestion at the location caused by vehicles to be parked on the public street;
- B. Applicant's ability to remove film-related vehicles off the public streets;
- C. When the applicant is requesting restrictions on the use of public streets or public parking during the course of the filming;
- D. Nature of the film shoot itself: e.g., indoors or outdoors; day or night; on public or private lands;
- E. Prior experience of the film company/applicant with the borough, if any. (Ord. 1398 (part), 2003)

9.28.090 Copies of permit--Inspections.

Copies of the approved permit will be sent to the police and fire departments before filming takes place and to the New Jersey Film Commission. The applicant shall permit the fire prevention bureau or other borough inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instruction issued by the fire prevention bureau or other borough inspectors (Ord. 1398 (part), 2003)

9.28.100 Reimbursement of certain costs.

In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the borough for any lost revenue, such as parking revenue, repairs to public property or other revenues that the borough was prevented from earning because of filming. (Ord. 1398 (part), 2003)

9.28.110 Special regulations for major motion pictures.

A. When filming is requested with respect to a major motion picture, the approved location of such filming and approved duration of such filming by specific reference to day or dates may exceed three consecutive days and/or may exceed six days in duration if approved by the borough administrator in his or her discretion following a favorable review of the factors set forth in Section 9.28.080 of this chapter.

B. Any days necessary to be used for setup and preparation for a major motion picture filming may, in the discretion of the administrator, be counted as a filming day where such setup is anticipated to involve one or more of the factors set forth in Section 9.28.080 of this chapter. (Ord. 1398 (part), 2003)

9.28.120 Fees.

The schedule of fees for the issuance of permits authorized by this chapter is as follows:

A. Basic filming permit: one hundred fifty dollars. Where an applicant requests a waiver of the provision of Section 9.28.030(A) requiring expedited processing of the permit application, the basic filming permit fee shall be two hundred fifty dollars;

B. Daily filming fee payable in addition to the basic filming permit: five hundred dollars per day;

C. Daily filming fee payable for major motion picture: one thousand dollars;

D. Double the aforesaid daily filming fee for productions who either setup, film or breakdown outside the permitted hours of seven a.m. and nine p.m.;

E. Daily filming fee payable for filming involving the closure of Ridgewood Avenue: Major film: one thousand five hundred dollars per day; all other filming: one thousand dollars per day.

F. Filming permit for nonprofit applicants filming for educational purposes (no daily rate required): twenty-five dollars.

G. Estimated police services hourly and overtime hourly fees: In accordance with Local Finance Notice CFO 2000-14, the filming company is required to submit payment based on borough police department estimates of the work to be done, in advance of services rendered. The borough will escrow the moneys in a dedicated fund and will refund the filming company if any surplus remains. (Ord. 1398 (part), 2003)

9.28.130 Purpose.

All fees collected under the provisions of this chapter shall be dedicated to the promotion of art and cultural events in the borough. (Ord. 1398 (part), 2003)

9.28.140 Violations and penalties.

Where the owner of the premises is not the applicant for a permit required by this chapter, both the owner and the applicant shall each be liable for violations of this chapter. Any person violating this chapter or these rules and regulations, upon conviction thereof, shall be punished by a fine not exceeding one thousand dollars per day or by imprisonment in the county jail for a term not exceeding ninety days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues. (Ord. 1398 (part), 2003)