

FILM OR PHOTOGRAPHY PERMIT APPLICATION

*Fees will be determined by Township ordinance
Please fax or return this application to the address below.*

DIRECTIONS:

1. Complete the application and return to the Recreation and Cultural Affairs Department by email to mjreaves@montclairnjusa.org or mail/hand deliver to 219 North Fullerton Avenue, Montclair, NJ, 07042.
2. If accepted, a park or facility permit will be issued, and the appropriate fee charged.

APPLICANT INFORMATION

Company / Organization		Contact Person (s)	Phone number
Alternate number	Street Address	City /State/ Zip	Email address
Insurance Carrier Name / Phone#			

EVENT INFORMATION

Type of Event: ☐ Still Photography ☐ Promotional ☐ Stunt ☐ Press/ Media ☐ Other

Date of Event: ____/____/____ to ____/____/____ Time/s of Event: _____

Name and Purpose of Event: _____

Exact Location of Event: _____

(PLEASE ATTACH MANDATORY SITE PLANS)

Activity to take place on (Check all that applies):

☐ Park ☐ Sidewalk ☐ Curb Lane ☐ Partial Street Use ☐ Full Street Closure ☐ Other _____

Please answer the following questions:

Estimated Attendance _____ Estimated Vehicles _____ Planned Staff _____

Cleanup / Takedown will be completed by _____ AM/ PM _____ (MM/DD/YY)

- Will this event be advertised? Yes No
- Will you provide notices of filming or photography to patron? Yes No
- Will food be on the premises? (Home cooking (grills) not permitted) Yes No
- Will booths or tables be erected for use during the event? Yes No
- Will there be music? Yes No (if yes, you must answer 1 & 2)
 1. Type of music: DJ _____ Band _____ Radio _____ iPod _____ Other _____
 2. Will it be amplified? Yes No

Audible sound should not reasonably disturb the surrounding residential development. The permit holder must comply with any police instruction.

I, the undersigned, have read and understand the terms of my permit. I am aware that my permit could be revoked if I do not adhere to the rules and regulations stated. Also, revocation of a permit may be grounds for denial of future permits.

Signature of Applicant: _____ **Date:** ____/____/____

(Over)

Separate permits for approval of various elements of an event may be necessary.

Please indicate ALL permits that are anticipated at this time.

The following list is for your convenience. Please X all that applies.

Permit

Department of Issue

- | | |
|---|--|
| ☐ Use of Municipal property | Recreation and Cultural Affairs |
| ☐ Signage / Banners | Building Department |
| ☐ Tent erection and installation | Building Department |
| ☐ Electrical services | Building department |
| ☐ Street closing and barricades | Community Services and Police Department |
| ☐ Cleanup / rubbish collection | Community Services |
| ☐ Parades | Police Department |
| ☐ Police coverage / security | Police Department |
| ☐ Peddlers / Venders | Municipal Clerk |
| ☐ Filming permit | Municipal Clerk |
| ☐ Fireworks | Fire Department |
| ☐ Propane use | Fire Department |
| ☐ Building capacity | Fire Department |
| ☐ Temporary food permit | Health Department |

- A certificate of insurance for a minimum of \$1,000,000 is required and must be accompany the application. Additional issuance may be necessary depending upon the nature and scope of the event. The Township of Montclair must be “held harmless” and be identified as an “additional insured” on the certificate of insurance. *(This is necessary only if the even is to be staged in a park or other public property)*
- Has your organization ever applied for or been issued a special event by the Township of Montclair? Yes No
If yes when? ____/____/____.
- Is your organization a profit or non-profit organization? Profit Non- profit
- Will this event be filmed? Yes No
- Please indicate any special needs that you may require: _____

Notes (include details of film or production for space needed):

FOR INTERNAL USE ONLY

Notes:
