

APPLICATION TO FILM IN THE TOWN OF POUND RIDGE

Name of Company _____

Address _____

Name of individual in charge of project _____

Telephone number _____

Date and Hours of filming _____

Still or Motion Shoot _____

Site of filming _____

Description of Filming (include number of persons, vehicles, use and direction of lights, extend of property being used for staging, shooting, parking, etc.)

Meeting with Police Chief _____

Contact Neighbors _____

A certificate of insurance must be filed with the Town Clerk naming the Town as an additional insured.

Signature _____

Title _____

***Note: There is a non-refundable application fee for this Film Permit. Check payable to the Town of Pound Ridge in the amount of \$150.00 must accompany Permit Application.**

To be completed by Town of Pound Ridge:

Report from Police Chief	YES _____	NO _____
Letters from Neighbors	YES _____	NO _____
Certificate of Insurance	YES _____	NO _____
Hold Harmless Agreement	YES _____	NO _____
Attorney Review	YES _____	NO _____

Date of Town Board action on application _____

Fee _____ Date fee paid _____ Date permit issued _____

Town of Pound Ridge

FILMING & PHOTOGRAPHY PERMIT REQUIREMENTS

1. *Company* shall, no later than 3 business days prior to the issuance of the permit, provide the Town with a certificate of Commercial General Liability Insurance in an amount not less than \$2,000,000.00 with the Town of Pound Ridge listed as an additional insured, Business Auto Liability insurance in an amount not less than \$1,000,000.00 and Workers Compensation & Employers' Liability. All insurance must cover the entire duration of *company* activity in Pound Ridge.

Certificates for Commercial General Liability and Business Auto Liability at liability limits no less than \$1,000,000.00 as well as Workers Compensation & Employers' Liability should be obtained by *company*, from all subcontractors performing work for *company* in the Town of Pound Ridge. Copies shall be forwarded to the Town no later than 3 business days prior to the issuance of the permit.

2. *Company* shall, no later than 3 business days prior to the issuance of the permit, provide a hold harmless and indemnification agreement on the form approved by the Town Attorney. This agreement, signed by an officer of *company* and by the property owner (if applicable) and by the Supervisor or Deputy Supervisor of the Town of Pound Ridge, shall state that the filming or photography *company* and the property owner (if applicable) shall indemnify, protect and hold harmless the Town of Pound Ridge, its officials, agents, servants, employees, and subcontractors from and against any and all claims, suits, damages, judgments, costs, expenses, charges and liabilities of any kind, legal or otherwise, either direct or indirect, by reason of death, personal injury or property damage to any and all persons or property attributable to or arising out of the acts of *company*, its agents, employees, or subcontractor. ***Company* shall provide contractual liability protection to cover this hold harmless and indemnification agreement and the *company* and property owner. The Certificate of Insurance noted in Paragraph 1 above shall evidence such coverage.**

The signed hold harmless and indemnification agreement referred to above and all certificates of insurance required in Paragraph 1 above shall be reviewed and approved by the Town Attorney or Deputy Town Attorney prior to the issuance of the permit.

3. *Company* shall, prior to the issuance of the permit, pay the Town of Pound Ridge the following fees: a) For motion picture, whether by film, digital or other device, seven hundred fifty dollars (\$750.00) for the first day of activity and five hundred dollars (\$500.00) for each additional day; or b) For still photography, whether by film, digital or other device, five hundred dollars (\$500.00) for the first day of activity and two hundred fifty dollars for each additional day of activity.

4. The Pound Ridge Police Department shall be notified regarding parking or traffic situations. If police patrol or trafficking is needed, the filming or photography company will pay a fee of fifty dollars (\$50.00) per hour for such services. The amount of such services needed shall be estimated by the Police Department and the estimated fee paid in advance of issuance of the permit. In the event additional police services (in the sole discretion of the Police Department) are necessary, the company shall be responsible for the payment for any and all fees for such additional services.

5. It is the responsibility of the *company* to provide safe access and egress for emergency vehicles at all times when principals, crew members, employees and subcontractors are present on the location.

6. *Company* must make every reasonable effort to minimize noise and light disturbance, but especially during the hours from 6:00 a.m. to 8:00 a.m. and from 6:00 p.m. to 10:00 p.m. All activity, artificial lighting and noise on the site must end by 10:00 p.m..

7. It is the responsibility of the company to provide trash removal on the premises of the location.

8. Violations of the above conditions are subject to a \$350 penalty for each infraction. While the Town of Pound Ridge will make a reasonable effort to notify the contact person to give *company* an opportunity to cure a violation, repeated infractions may cause the permit to be revoked.

9. *A copy of these requirements shall be attached to and become a part of any permit granted.*

(Use this form to file a local law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

TOWN OF POUND RIDGE

LOCAL LAW NO. 4 OF THE YEAR 2013

Be it enacted by the Town Board of the Town of Pound Ridge that the following amendments be added to existing Chapter 54A Filming Ordinance.

§54A-1. Permit Required.

- a) Any filming or photography in the Town of Pound Ridge by an independent or syndicated group or company or by an individual doing so for commercial purposes must have a permit obtained from the Town Clerk of the Town of Pound Ridge, or his or her designee, prior to the time of the actual filming. Issuance of the permit shall be conditioned upon the applicant satisfying all the requirements of an Application for Filming/Photography Permit and paying all applicable fees.
- b) In the event the Town Clerk denies an application for a permit, the applicant may request the Town Board hear the application and the Town Board, in its discretion, may grant the permit.

§54A-2. Application.

Application for a Filming/Photography Permit can be obtained at the office of the Town Clerk, Town House, 179 Westchester Avenue, Pound Ridge, New York.

§54A-3. Penalties for Offenses.

Failure to comply with the requirements of this chapter shall subject the property owner and/or the filming or photography company to a fine, in an amount not to exceed \$1,000 each for each day or part thereof that such filming/photography or related activities are conducted in violation of this chapter. In addition to the aforementioned fine(s), the property owner and filming or photography company may also be required to reimburse the town for any legal fees or other costs of enforcement.

§54A-4. Notwithstanding the foregoing, the provisions of this chapter shall not apply to or be construed to affect:

- a) Filming or photography by news media; or
- b) Filming or photography by a sole photographer or videographer engaged for private, non-commercial family portraits or family events; or
- c) Filming or photography which meets all of the following conditions:
 - 1. Five or less individuals constitute the entire cast and crew;
 - 2. Does not impair the quiet enjoyment of surrounding properties;
 - 3. Requires no parking variances;
 - 4. Does not involve the use of any pyrotechnic device;
 - 5. Does not involve the use of artificial lighting other than camera mounted or handheld equipment; and
 - 6. Does not interfere with the public's use of Town property.
- d) In the event a complaint is made to the Town Police with regard to any of the activities described in subparagraph "c" above, all individuals involved shall immediately cease all such activities and shall be required to submit an application for a permit and may be subject to the penalties set forth in paragraph 54A-3 above.

Effective Date - This Local Law shall take effect upon filing with the State of New York