

Town of New Castle
Application for Permit to Film

Chapter 65 of the Town Code of the Town of New Castle addresses filming within the Town of New Castle. Please review this chapter of the code before filling out this application form.

Please return all completed applications:

Office of the Town Administrator
200 South Greely Avenue, Chappaqua, NY 10514
Phone: (914) 238-7269
Email: jshapiro@mynewcastle.org
FAX: (914) 238-2354

****Proof of insurance may be required in order for an application to be considered***

****Approval of a permit application is not approval for the use of explosives or pyrotechnics***

APPLICANT INFORMATION:

Organization Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Have you applied for a filming permit with the Town of New Castle in the past? _____ YES _____ NO

LOCATION INFORMATION:

Please include specific information

- Street closure
- Parking restrictions(s)
- Sidewalk obstruction
- Other (please explain): _____

Dates and Times Requested: _____

Address(s) Requested: _____

Is the applicant the owner or occupant of the desired location of filming? _____YES _____NO

Neighboring businesses/properties w/in _____ feet (*provide addresses and names, where possible; attach separately, if necessary*): **A copy of this application and all supporting materials must be mailed, within 5 days after submission of this application, to each business and property listed below.**

PRODUCTION INFORMATION:

Hours of Filming Requested (*including time of set up and take down of equipment*):

Production Type (*refer to Chapter 65 of Town Code for definitions*):

- Student Film
- Public Service/Teaching
- Not-for-Profit/Educational/Advertisement
- Major Commercial Production
- Other (please explain): _____

Use Plan: (*attach separate sheet, if necessary*) Please describe, in detail, the production including the following information: **(1)** the days and hours of operation; **(2)** the location on the premises where filming will occur; **(3)** the location(s) and design of temporary structures; **(4)** any neighboring businesses that may be affected in any way; **(5)** parking/storage plans for vehicles and trailers; **(6)** street closures (dates and times); **(7)** security measures; **(8)** number of personnel on site; **(9)** plans for outdoor lighting or sound equipment; **(10)** plans for the use and storage of equipment, including electrical equipment and generators; **(11)** the name and contact information for at least one person who will be available at all times during the permitted activities who shall have control of and responsibility for the direction of all participants. Images should be attached separately.

PLEASE NOTE: The Town of New Castle in its discretion may impose additional conditions on the issuance of this permit as are required by the nature of the use applied for. Any costs associated with these additional conditions will be incurred by the permittee as a condition of approval, and the Town of New Castle shall be in no way responsible for such costs. Proof of Insurance may be required.

I, and the organization I represent, agree to indemnify, defend, and hold harmless the Town of New Castle, its officials, agents and employees from and against any and all claims, demands, losses and expenses for injury or damage to person or property, including legal fees, arising in and from the activities performed during the term of the use of this permit. I, and the organization I represent, agree to pay all costs for damage and/or vandalism to Town facilities, or real property or personal property caused by the activities performed during the term of this permit.

Signed _____ Date _____

*For Office
Use Only*

Request: Approved _____ Denied _____

Signed: _____ Date: _____

Jill Simon Shapiro, Town Administrator

FILMING FEES

Rates for daily permit fee and police services pursuant to Chapter 65 of the Town Code are as follows:

<u>Public Property</u>	<u>Private Property</u>	<u>Description of Activity</u>
<u>\$0</u>	<u>\$0</u>	<u>Student Film</u>
<u>\$100</u>	<u>\$50</u>	<u>Public Service; Teaching; Not-for-Profit</u>
<u>\$1,500</u>	<u>\$1,250</u>	<u>Commercial Advertisement and other Filming</u>
<u>\$5,000</u>	<u>\$2,500</u>	<u>Major Commercial Production</u>
<u>\$135</u>	<u>\$135</u>	<u>Per officer, per hour for Police security services</u>