

# County of Passaic

## 401 Grand Street

**Paterson, New Jersey 07505**

**Permit to Film**

### Introduction

**The Passaic County Board County Commissioners seeks to foster a positive and dynamic working relationship with the Television, Motion Picture and Film community and to increase the positive image of the County.**

**All persons or organizations seeking to film on County Public Lands and Properties within Passaic County, New Jersey is required to obtain a Film Permit.** County Public Lands shall mean any street, highway, sidewalk, square, public park, structure or playground, or any other public place within the County which is within the jurisdiction and control of Passaic County.

### All permit applications can be obtained from the Passaic County Department of Cultural & Historic Affairs, Division of Tourism, 199 Totowa Road Wayne, NJ 07470, telephone: 973-706-6640, [film@passaiccountynj.org](mailto:film@passaiccountynj.org) between 9:00 AM and 5:00 PM, Monday through Friday.

**If a permit is issued for filming on specific dates and times and filming does not take place due to inclement weather or other good cause, the Administrator, at the request of the applicant, may issue a new permit for filming without additional charge to the applicant.**

**The Administrator will issue permits within 48 hours prior to the requested filming date, upon completion of the film permit and submission of all required documents.**

### Please return your completed permit and all fees/checks to:

### County of Passaic

### Passaic County Film Commission

**C/o Passaic County Department of Cultural & Historic Affairs**

**Division of Tourism**

### 199 Totowa Road

**Wayne, NJ 07470**

### Telephone: 973-706-6640

**film@passaiccountynj.org**

### Between 9:00 AM and 5:00 PM, Monday through Friday

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**The following information and requirements must be completed prior to the issuance of a Film Permit:**

**Applicant**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facsimile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **FILMING LOCATIONS**  **(PLEASE INCLUDE MUNICIPALITY)** | **DATES OF FILMING** | **HOURS OF FILMING** |
|  |  |  |
|  |  |  |
|  | **RAIN DATE:** |  |

|  |
| --- |
| **Brief Description of Your Filming Activity (i.e. number of crew, number of vehicles, types of equipment, other activities, etc.)** |
|  |
|  |

**Request for Assistance from the Passaic County Sheriff’s Department**

**Please indicate if you are requesting assistance from Extra Duty Solutions on behalf of the Passaic County Sheriff’s Department:**

**□ No Assistance Requested**

**□ Close a County Road □ Control Crowds**

**□ Other Police Assistance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If assistance is required for crowd control, security, or traffic control, you must contact Extra Duty Solutions: 973-250-6095 or passaiccountynj@extradutysolutions.com.**

**Fees: Officers: $82.30 per hour.**

**Marked Patrol Car: $20.00 per hour**

**There is a 4 hour minimum for both officers and marked patrol cars. Must cancel within 2 hours or charged the 4 hour minimum.**



|  |  |  |
| --- | --- | --- |
| **Extra Duty Solutions Assistance Requested/Required** | | |
|  | **Hours** | **Quantity (# Officers/Cars)** |
| **Officer(s)** |  |  |
| **Marked Patrol Units** |  |  |

**Film Permit Application Fees**

|  |  |  |
| --- | --- | --- |
| **Type of Company** | **TOTAL DUE** | **DATE PAID AND METHOD OF PAYMENT** |
| **For-Profit Company: $1,000.00** |  |  |
| **Not-For-Profit, Educational Institution and Students: $0** |  |  |

**Film Location Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Company** | **LOCATION** | **NUMBER OF DAYS** | **TOTAL DUE** |
| **For-Profit Company: $1,000.00 per location per day** |  |  |  |
| **For-Profit Company:**  **Close a County Road: $1,000** |  |  |  |
| **Not-For-Profit, Educational Institution and Students: $0** |  |  |  |

**Please make checks payable to the Passaic County Parks Department.**

**Estimate of the Dollar Value of Goods and Services to Be Purchased**

**Please provide an estimate of the dollar value of the goods and services you will be purchasing during filming within Passaic County: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Insurance/ Hold Harmless Agreement**

**Proof of insurance coverage, naming Passaic County as an insured, or additional insured must be provided. Insurance coverage required:**

1. **For Bodily injury to any one person in the amount of $500,000 and any occurrence in the aggregate amount of $1,000,000; and**
2. **For property damage for each occurrence in the aggregate amount of $500,000**

**The applicant agrees to indemnify and hold harmless the County of Passaic from any and all liability, expense, claim, or damages resulting from the use of County Public Lands.**

**Proof of Insurance Coverage Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Date and attach to Film Permit Application)**



**Film Credit for Passaic County**

**The Board of County Commissioners requests that you add a credit to the completed film: “Filmed in the County of Passaic, New Jersey with the cooperation of the Passaic County Board of County Commissioners.”**

**Special Requirements when filming in the Passaic County Courthouse**

**1. No identification of the courthouse in the film**

**2. No Judges names**

**3. No filming or photography of holding cells**

**4. No name plates to be filmed**

**5. Add the following to insurance coverage: State Judiciary and State of NJ**

**6. Film Company must provide their own cleaning service**

**7. IT equipment such as computers, monitors, printers, speakers, power cords, etc.**

**cannot be move or disconnected.**

**Special Requirements when filming on a County Road – Traffic Control Requirements**

1. **Description of the Filming Activity must include any impacts/disturbances to County Right-of-Ways (A list of County roads are on the web site: www.passaiccountynj.org)**
2. **A Traffic Control Plan for Vehicles and Pedestrians, and any impact to sidewalks adjacent to the County road, must meet County and MUTCD Standards.  A Traffic Control Plan must be approved by the Passaic County Department of Engineering.  The Approved Traffic Control Plan is to be kept onsite during all filming activities.**
3. **If traffic on a County roadway is impacted (i.e. detour/alternating traffic/road closure, etc.), the permitted hours for filming are 9:00 am to 3:00 pm.  If additional hours to film are required, the Film Applicant must provide written approval from the municipality (from the Municipal Administrator and/or Police Chief) to extend the hours of filming.  Please note, the County provides the final Film Permit approval to extend the hours of filming on County roads, or on sidewalks adjacent to County roads, beyond the hours of 9:00 am to 3:00 pm.**

**Code of Conduct**

**The recipient of a film 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 so that they will have a minimum effect on traffic. The holder shall avoid any interference with previously scheduled activities upon County Public Lands and limit to the extent possible any interference with normal public activity on such County Public Lands. The holder of a permit shall not harm the area in which filming takes place and shall return the area to the same or better condition in existence prior to filming. The holder of a permit shall not assign its rights under a permit to any other individual or entity. This section shall not create any liability to the County of Passaic with respect to any adjoining property owners.**

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**FILM APPLICANT OR COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration**

**I hereby declare that the statements in this application are true and that I agree to abide by the provisions outlined in the Film Permit Application.**



**Name Title**



**Company**



**Applicant’s Signature Date**

**Review and Approval of County Departments**

**This Film Permit requires the review and acknowledgement of the following Passaic County Departments:**

|  |  |
| --- | --- |
| **Acknowledgement (Signature Required)** | **DEPARTMENT** |
|  |  |
|  | **Office of the Passaic County Administrator**  **(Mandatory)** |
|  | **Passaic County Sheriff’s Department**  **(Mandatory)** |
|  | **Passaic County Department of Engineering**  **(Mandatory for Traffic Control Approval)** |
|  | **Passaic County Parks Department**  **(As Appropriate)** |
|  | Passaic County Vicinage Assignment Judge (As Appropriate) |
|  | **Other:**  **(As Appropriate)** |

##### August 2020

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