

**VILLAGE OF GREENPORT  
FILMING PERMIT APPLICATION INSTRUCTIONS**

**Instructions for Completing the Village of Greenport Filming Permit Application**

- 1. Provide a letter of intent on letterhead explaining production project and how the property, street, or park will be used. Include number of talent, crew, vehicles, and special requirements (closing of streets, simulated violence, noise etc.)**
- 2. Complete the attached application and return to the Village of Greenport, Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944. The application must be accompanied by the required certificate of insurance and indemnification agreement.**
- 3. The application will be processed for consideration by the Board of Trustees when the Village has received the letter of intent, completed Permit Application, signed indemnification agreement, and insurance certificate.**
- 4. Insurance. A general liability insurance policy with coverage of not less than \$1,000,000 per occurrence and with personal injury and property damage liability coverage naming the village of Greenport as additional insured and covering not less than the period of the must be provided with the Permit Application.**
- 5. Fees; A Filming permit fee of \$500 plus a Clean Up Fee of \$250 per day that Filming will take place must be paid in cash or check not less than three (3) days prior to the date of the issuance of the permit.**
- 6. No Filming can occur until a Filming Permit has been issued.**

**AGREEMENT OF INDEMNIFICATION, DEFENSE AND HOLD HARMLESS**

\_\_\_\_\_ (the "Applicant") hereby agrees that it shall protect, indemnify and hold harmless the Village of Greenport and its officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees, arising out of the acts or omissions or the negligence of the Applicant in connection with the activities described, referred to and or authorized in the Filming Permit. The Applicant shall defend the Village of Greenport and its officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or at the Village of Greenport's option, pay reasonable attorney's fees for defense of any such suit arising out of the acts or omissions or negligence of the Applicant, its officers, officials, employees, subcontractors or agents, if any, in connection with the activities described, referred to and authorized in this Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_ Print Name:

STATE OF                    )  
                                  ) ss.:  
COUNTY OF                )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally came \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

## Village of Greenport Film Permit Application

Date of Preliminary Submission:

Company:	
Submitted by:	Email:
Address:	
Telephone:	Fax:
Local Address (if applicable):	
Telephone:	Fax:
Location Manager:	Director:
Cell:	Producer:
On location Contact:	Cell:

Title or Product <b>(required)</b> :		
Estimated Village of Greenport Spending <b>(required)</b> :		
IF APPLICABLE Name of Hotel, Number of Rooms, Number of Nights:		
Total Number in Crew:	Number in Cast:	Name Talent:

Production Type (must choose ONE):		Use Agreement Fees PER DAY: (office use only)
<input type="checkbox"/> Feature Film	<input type="checkbox"/> TV Series / Pilot	
<input type="checkbox"/> Documentary	<input type="checkbox"/> TV Commercial	
<input type="checkbox"/> Video / Industrial	<input type="checkbox"/> Web Content	
<input type="checkbox"/> Short	<input type="checkbox"/> Still Photography	Total number of production days:
<input type="checkbox"/> Student	<input type="checkbox"/> Other (specify):	<b>Permit Fees Total Due:</b>

Production Vehicle List: Indicate quantity and size or length of each. Attach separate list if necessary.			
Honey wagon:	Production van:		
Wardrobe:	Maxi Van:		
Set Dressing / Props:	Caterer:		
Generator:	Effects:		
Camera:	Grip / Electric:		
Other (specify):	Motor Home:		
<b>For Office Use Only:</b>	Start Date:		
<b>Check #</b>	Permit #:	Total Due:	#Shooting Days:

\*\* Please List Locations In Sequence By Date And Time \*\*

No. Location & Address:				
Date(s) and days of week	Location	Start Time	End Time	List: Equipment, Street Closure, ITC, Personnel and/or Special Conditions:
	<input type="checkbox"/> EXT			
	<input type="checkbox"/> INT			
	<input type="checkbox"/> BOTH			
Summarized Scenes:				
Please check all that apply:		<input type="checkbox"/> Parking Request*	<input type="checkbox"/> Wet Downs	
<input type="checkbox"/> Pyrotechnics		<input type="checkbox"/> Signature Survey	<input type="checkbox"/> Simulated Violence	
<input type="checkbox"/> Neighborhood Notification		<input type="checkbox"/> Police Services	<input type="checkbox"/> Children Performers	
				<b>*MUST INCLUDE MAP INDICATING SPACE</b>
<b>Conditions (Office Use Only)</b>				

No. Location & Address:				
Date(s) and days of week	Location	Start Time	End Time	List: Equipment, Street Closure, ITC, Personnel and/or Special Conditions:
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