



**INCORPORATED VILLAGE OF GARDEN CITY  
351 STEWART AVENUE  
GARDEN CITY, NEW YORK 11530  
516-465-4000**

**APPLICATION FOR FILMING/PHOTOGRAPHY PERMIT**

1. **Name of Organization:** \_\_\_\_\_
2. **Address:** \_\_\_\_\_  
\_\_\_\_\_
3. **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_
4. **Contact Person:** \_\_\_\_\_ **Cell:** \_\_\_\_\_
5. **Description of Property or Part to Be Utilized and/or Actions Requested of Village:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Dates and Times of Use (Include Set-Up and Break-Down Times):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Nature of Use (Attach Detailed Summary if Needed):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **SPECIFY** use of portable electric generators, as well as any other machinery or equipment that may pose a danger or produce substantial noise; **LIST** the location of such equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **MAINTENANCE:** Permittee will maintain, repair and clean up the Incorporated Village of Garden City’s property during the same or following day after Permittee’s use of same and shall restore such property to its original condition to the satisfaction of the Village.
10. **INSURANCE:** Prior to the commencement of this Permit, the Permittee shall obtain and maintain throughout the term of this Permit, at its own expense: (i) one or more policies for commercial general liability insurance, which policy(ies) shall name “Incorporated Village of Garden City” as an additional insured and have a minimum single combined limit of liability of not less than five million dollars (\$5,000,000) per occurrence, (ii) compensation insurance for the benefit of Permittee’s employees (“Workers’ Compensation Insurance”), which insurance is in compliance with the New York State Workers’ Compensation Law, and (iii) such additional insurance as the Incorporated Village of Garden City may reasonably from time to time specify. The Incorporated Village of Garden City insureds, its officials, employees, volunteers, agencies and representatives are to be included as additional insureds under the commercial general liability policy. A waiver of subrogation is granted in favor of the Incorporated Village of Garden City. Such insurance is to be kept in force during the currency of this Permit and any renewal thereof, and shall be written by a carrier licensed to do business in the State of New York and satisfactory to the Incorporated Village of Garden City.
11. **INDEMNITY:** The Permittee agrees to conduct its activities upon the Premises so as not to endanger any person or property and to indemnify and hold harmless the Incorporated Village of Garden City, its officials, employees, volunteers, agencies and representatives against any and all claims, demands, causes of action, including claims for personal injury and/or death, damages (including damages to property) costs and liabilities, in law or in equity, of every kind and nature whatsoever, arising out of, or in connection with the Permittee’s use and occupancy of the Premises, whether such use is authorized or not, or from any acts, use, productions, events, etc., of the Permittee, its officers, agents, employees, subcontractors, licensees, displayers, guests or invitees. The provisions of this section shall survive the termination of this Permit.
12. **COMPLIANCE WITH LAWS:** The Permittee shall comply with any and all applicable Federal, State and local Laws, including, without limitation, those relating to conflicts of interest, discrimination, labor law, a living wage and disclosure of information, in connection with its performance under this Permit. As used in this Permit the word “Law” includes any and all statutes, local laws, ordinances, rules, regulations, applicable orders and/or decrees, as the same may be amended from time to time, enacted or adopted.

- 13. A. **FEE:** Administrative Overhead Cost of Filming Per Day - \$1,000
- B. Permittee additionally agrees to pay all of Village's projected costs, including without limitation any pro-rated salary, overtime, etc., of police officers and/or other Village personnel and/or contractors who may be needed, as reasonably determined by the Village, in the area where the filming is taking place. See attached projected breakdown.
- C. All payments shall be made payable to the "Incorporated Village of Garden City" and are DUE UPON APPROVAL OF APPLICATION. Such payments shall be non-refundable. Additionally, any unanticipated costs (as reasonably determined by the Village) which are in excess of projected costs, shall be reimbursed to the Village by Permittee within 24 hours of being incurred and submitted to Permittee by the Village for payment.

**THIS PERMIT IS NOT VALID UNTIL AND UNLESS APPROVED BY THE MAYOR AND/OR BOARD OF TRUSTEES**

I have read and agree to the above conditions.

Signature of Representative (Permittee)	Date
Printed Name of Representative (Permittee)	
Address	Telephone
E-Mail Address	

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**FOR OFFICE USE ONLY**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**TOTAL FEE CHARGED:** \_\_\_\_\_

Date	Village Clerk
<b>COMMENTS/CONDITIONS:</b>	