

COUNTY OF PASSAIC

Department of Cultural & Historic Affairs, Division of Tourism
199 Totowa Road, Wayne, NJ 07470
(973) 706-6640
filmpermits@passaiccountynj.org

Matthew P. Jordan, Esq.
County Administrator

Kelly C. Ruffel
Director, Cultural & Historic Affairs

FILM PERMIT APPLICATION

A completed and approved permit is required for all filming. This permit must be available for inspection throughout the filming process.

Title of Project: _____

Production Contact: _____

Production Company: _____

Address: _____

_____ CITY STATE ZIP CODE

Cell: _____ Email: _____

Requested filming location (include the address): _____

Special Requirements when filming in the Passaic County Courthouse:

1. No identifications of the courthouse in the film.
2. No judges names.
3. No name plates to be filmed.
4. No filming or photography of holding cells.
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 moved or disconnected.

Date(s)/Time(s) requested: _____

Please be advised that you are restricted to the dates and hours indicated on the film permit. Additionally, the county permit must be displayed on site at all times when filming is occurring.

Scene(s) to be filmed (please describe accurately):

Describe use of animals, firearms, special effects, simulated violence, and/or scenes that would disturb the public:

Type of Project: (Please check one of the following)

- Feature Film Television Series Mini-Series
- T.V. Movie Music Video Documentary
- Short Film Commercial Other: _____
- Non-profit Student Film

Title of Project: (If commercial, identify product; if music video, identify band and song name)

Producer: _____

Director: _____

Location Manager: _____

Production Manager: _____

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List Production Equipment, including props, lighting, screens, etc.: _____

Number of Cast & Crew: _____

Number of Automobiles: _____ Trucks: _____ Other Vehicles: _____

*****On a separate attached sheet, please provide vehicle make, model, and license plate numbers.**

Street Closures Required: _____

Applicant agrees to comply with all rules and restrictions imposed by the County during its Activities on County property. Failure to comply with any permit requirements or conditions may result in revocation without refund of permit fees.

Date

Authorized Signature

Title

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 Board of County Commissioners.”**

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FEES & INSURANCE COVERAGE

FEES: \$1,000.00 per day, per location permit fee* (Check made payable to “County of Passaic”)
Non-profit/student films: Fees Vary.
Insurance and Hold Harmless Agreement required.
*Permit fee is in addition to any required fees for County personnel or equipment.

If assistance from the Passaic County Sheriff’s Department is requested or required for crowd control, security, or traffic control, your organization/company can hire a Sheriff’s Officer for \$82.30 per hour. If a marked patrol unit is requested or required, an additional fee of \$20.00 per hour will be charged. There is a 4-hour minimum for assistance from the Passaic County Sheriff’s Department.

An Administrative Fee of \$5.00 will be applied to the total fee for officers and marked patrol units.

Number of Officers: _____ Hours: _____

Number of Marked Patrol Units: _____ Hours: _____

INSURANCE: Applicant must file its **Certificate of Insurance (COI)** and **Defense, Indemnification, and Hold Harmless Agreement** prior to issuance if a permit. An employee, volunteer, contact, agent, or representative of Applicant must personally execute the annexed **Release/Waiver and Hold Harmless Agreement** prior to accessing the County Property.

****OFFICIAL USE ONLY****

Application Received: _____ Payment: _____

Approved by: _____ Date: _____

Approved Filming Date(s)/Time(s): _____

Approved Location(s): _____

See Project-Specific Conditions on Following Page.

Please be advised that you are restricted to the dates and hours indicated on the film permit. Additionally, the county permit must be displayed on site at all times when filming is occurring.

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PROJECT-SPECIFIC PERMIT CONDITIONS

Based upon the information provided in the annexed Permit Application, the following additional conditions shall apply to issuance of above permit.

Please list any and all modifications to County facilities, including temporary structures or sets to be constructed.

Please note: All materials not originally at the film site, including trash and debris, must be removed prior to completion of filming.

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INSTRUCTIONS

Dear Applicant,

Prior to issuance of a film permit, the County requires that a Certificate of Insurance be filed with the Office of County Counsel.

The Certificate must show a **minimum** of \$500,000.00 per occurrence, \$1,000,000 aggregate General Liability and \$ 500,000.00 for property damage **THE COUNTY OF PASSAIC AND ITS OFFICIALS, EMPLOYEES AND AGENTS** must be named as **ADDITIONAL INSURED** and **COUNTY OF PASSAIC** shown as **CERTIFICATE HOLDER**.

Your insurance company (agent) must be told of this requirement and the above underlined paragraph. They will, at that time, issue the Certificate of Insurance which will be mailed, emailed to filmpermits@passaiccountynj.org, or delivered to the above address.

Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using County of Passaic facilities.

In addition, a corporate representative authorized to bind the applicant must execute the annexed **Defense, Indemnification, and Hold Harmless Agreement** prior to issuance of a permit, and each employee, volunteer, contractor, agent, or representative of Applicant must personally execute the annexed **Release/Waiver and Hold Harmless Agreement** prior to accessing the County Property.

If you have any questions concerning this matter, please call (973) 706-6640.

Thank you for your cooperation.

Please be advised that you are restricted to the dates and hours indicated on the film permit. Additionally, the county permit must be displayed on site at all times when filming is occurring.



DEFENSE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT

In recognition of the County of Passaic permitting one or more employees, volunteers, contractors, agents, or representatives of _____ (“LICENSEE”), to enter onto property of the County of Passaic, more particularly: _____

_____ (the “Site”), for the purpose of: _____ (the “Activities”),

LICENSEE agrees to defend, indemnify, and hold harmless the County of Passaic, and any of its employees, officials, agents, volunteers or representatives against any and all claims for bodily injury, personal injury, property damage, or legal defense costs arising out of the actual or alleged negligence of LICENSEE, or any of its employees, volunteers, contractors, agents, or representatives. Furthermore, LICENSEE has been advised that its employees, volunteers, contractors, agents, or representatives are being granted access to the Site AT THEIR OWN RISK. By signing below, the undersigned authorized representative of LICENSEE acknowledges and agrees to voluntarily assume all risks of personal injury or death to its employees, volunteers, contractors, agents, or representatives or damage to its or their personal property, and agrees to defend, indemnify, and hold harmless the County of Passaic, and any of its employees, officials, agents, volunteers or representatives, from any and all claims for personal injury, death or property damage arising out of, or resulting from access to or presence on the Site by property, employees, volunteers, contractors, agents, or representatives of LICENSEE, whether or not negligence on the part of the County of Passaic, or any of its employees, officials, agents, volunteers or representatives contributed in any way thereto.

LICENSEE certifies that it maintains the following minimum insurance coverages, and that the County of Passaic and its officers, employees, and agents will be named as Additional Insured on the General Liability and Auto Liability coverages:

Commercial General Liability Insurance: Limits of \$1 Million per Occurrence, \$2 Million Aggregate, and \$5,000/person medical expenses.

Owned, Leased, and Hired/Non-Owned Commercial Automobile Liability Insurance: Limit of \$1 Million CSL.

Worker’s Compensation Insurance: Part A - Statutory Limits; Part B \$500,000/\$500,000/\$500,000

(Signature of LICENSEE’s Authorized Representative)

Date

(Print Name and Title)



RELEASE/WAIVER AND HOLD HARMLESS AGREEMENT

I _____ an employee, volunteer, contractor, agent, or representative of _____ (“LICENSEE”), am requesting permission enter onto property of the County of Passaic, more particularly: _____ (the “Site”), on behalf of LICENSEE.

I acknowledge that I have requested permission to enter the facility AT MY OWN RISK, and I voluntarily assume all risks of personal injury, death, or property damage, and accept FULL RESPONSIBILITY for any and all damage, injury or death that may occur from my access to or presence on the Site.

I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, FULLY RELEASE the County of Passaic, and any of its employees, officials, agents, volunteers or representatives, FROM ANY AND ALL LIABILITY whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses, and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with my access to or presence on the Site, whether or not negligence on the part of the County of Passaic, or any of its employees, officials, agents, volunteers or representatives contributed thereto.

I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby agree to DEFEND, INDEMNIFY AND HOLD HARMLESS the County of Passaic, and any of its employees, officials, agents, volunteers or representatives (in their official and individual capacities) from any and all liability, loss, damage, or expense, including attorneys’ fees, which arise out of, occur during, or are in any way connected with my access to or presence on the Site, whether or not negligence on the part of the County of Passaic, or any of its employees, officials, agents, volunteers or representatives contributed thereto.

I agree to adhere to comply with all safety and security requirements of the County of Passaic and its representatives both before and during my access to the Site.

I HAVE CAREFULLY READ AND UNDERSTAND THIS RELEASE/WAIVER AND HOLD HARMLESS AGREEMENT SET FORTH ABOVE. I AM AWARE THAT THIS IS A COMPLETE RELEASE OF LIABILITY, AND I FURTHER AGREE THAT THIS WAIVER, RELEASE AND HOLD HARMLESS AGREEMENT IS BINDING UPON MY HEIRS, SUCCESSORS, ASSIGNS, AND PERSONAL REPRESENTATIVES.

X _____

Print Name

Date