



County of Passaic Administration Building

401 Grand Street • Paterson, New Jersey 07505-2023

DIVISION OF ECONOMIC DEVELOPMENT

TEL: (973) 569-4720

FAX: (973) 569-4725

film@passaiccountnj.org

Permit to Film

Introduction

The Passaic County Board of Chosen Freeholders 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 Division of Economic Development, 930 Riverview Drive, Totowa, NJ 07512, Suite 250, telephone: 973-569-4720, facsimile: 973-569-4725, film@passaiccountynj.org between 9:00 AM and 4:00 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 Division of Economic Development
930 Riverview Drive, Suite 250
Totowa, NJ 07512
Telephone: 973-569-4720
Facsimile: 973-569-4725
film@passaiccountynj.org

Between 9:00 AM and 4:00 PM, Monday through Friday

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

Applicant _____

Name: _____

Company: _____

Address: _____
Street City State Zip code

_____ Facsimile _____ E-mail

FILMING LOCATIONS (PLEASE INCLUDE MUNICIPALITY)	DATES OF FILMING	HOURS OF FILMING

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 the Passaic County Sheriff's Department:

- _____ **No Assistance Requested**
- _____ **Close a County Road** _____ **Control Crowds**
- _____ **Other Police Assistance** _____

Fees: 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 \$65.00 an hour. If a marked Patrol unit is requested or required, an additional fee of \$15.00 an hour will be charged. Administration Fee: \$5.00. There is a 4 hour minimum.

Sheriff's Department Assistance Requested/Required		
	Hours	Quantity (# Officers/Cars)
Officer(s)		
Marked Patrol Units		

Application Fees

Type of Company	DATE PAID	METHOD OF PAYMENT
For-Profit Company: \$1,000.00		
Not-For-Profit, Education 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 Chosen Freeholders 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 Chosen Freeholders."

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.

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

FILM APPLICANT OR COMPANY: _____

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)

April 2019