



BOROUGH OF GARWOOD

FILM PERMIT APPLICATION

Date: _____

Name of Production Company: _____

Production Contact/Location Manager: _____

Mobile #: _____ Office #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Title of Feature Film/TV Show/Short Film: _____

Identify any celebrities or high-profile individuals: _____

If commercial/stills/industrial; name product or company: _____

Dates of Filming: _____ Approx Time: _____

YES NO Is this a student film? If yes, please provide proof that you are currently enrolled in a Educational institution and that this request is specifically related to a current course or curriculum requirement.

YES NO Is this a news media request? If yes, what network _____

(News media is defined as photographic, filming, and for the purpose of a television news broadcast or reporting for print or digital media by reporters, photographers or cameramen)

YES NO Will Borough services be requested? (i.e. hiring police; reserved parking) Please explain: _____

YES NO Will a street closure be requested?

If Yes, please give details including times of requested closure (hiring of off duty officer required. Contact Jobs4Blue, 3rd party vendor to hire officers 877.425.8330):

Please attach a letter detailing the:

- Filming locations and dates/times
- Total number of cast members
- Total number of crew
- Describe in detail the scene to be filmed
- Detailed list of cars, box trucks, trailers, campers, vans or any other vehicles
- Detailed list of special production equipment (cranes, drones, etc.)

Will any of the following be used in your shoot: (check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Firearms | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Special Effects | <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Amplified music |

Details: _____

INSURANCE REQUIREMENT:

Indemnification:

Applicant agrees to indemnify and hold harmless the Borough of Garwood, the Borough of Garwood’s officials, officers, agents, servants, representatives, and employees harmless from and against any claims, liability, damages, costs or expense of every kind and nature arising from or in connection with the Applicant’s use of facilities owned or maintained by the Borough of Garwood, including injuries to persons (including death) or damage to property. The Applicant shall use counsel reasonably acceptable to the Borough of Garwood in carrying out its obligations under this section. The Applicant shall reimburse the Borough of Garwood for any and all damages to real or personal property of the Borough of Garwood caused by the acts of the Applicants or its employees, servants, representatives, agents, licensees, subcontractors, members and guests. The Applicant’s duties under this section shall remain fully in effect and binding, without being lessened or compromised in any way, even where the Borough of Garwood is alleged or is found to have contributed to the acts giving rise to the claim, except to the extent the claims shall occur as a result of the willful misconduct, whether by act or omission, or the sole negligence of the Borough of Garwood. The rights provided in this section for the benefit of the Borough of Garwood shall encompass the recovery of attorneys’ and other professionals’ fees expended in pursuing a claim against a third party.

For organizations/entities:

The Applicant shall carry and maintain insurance as follows:

Commercial General Liability - insurance shall cover for bodily injury and property damage, advertising and personal injury liability with minimum limits of not less than: \$1,000,000 each occurrence for bodily injury and property damage liability combined, \$2,000,000 for the General Aggregate Limit (Other than Products – Completed Operations), \$2,000,000 for Products – Completed Operations Aggregate and a \$1,000,000 limit Personal and Advertising Injury. It is hereby agreed that said policy shall name the Borough of Garwood as Additional Insured on a Primary & Non-Contributory Basis, and Waiver of Subrogation shall apply.

Commercial Automobile Liability for limits of not less than \$1,000,000 per accident for bodily injury and/or property damage liability covering Owned, Leased, Non-Owned and Hired vehicles. It is hereby agreed that said policy shall name the Borough of Garwood as Additional Insured on a Primary & Non-Contributory Basis, and Waiver of Subrogation shall apply.

Workers’ Compensation insurance in accordance with the applicable New Jersey statutes and including Employers Liability insurance for limits of not less than \$100,000 for Bodily Injury by Accident, \$500,000 policy limit for Bodily Injury by Disease and \$100,000 each employee for Bodily Injury by Disease.

For individuals:

1. A certificate of liability insurance with personal liability covered under a homeowners or similar insurance policy including bodily injury and property damage with minimum limits of liability not less than \$1,000,000.00. A combination of primary & excess limits may be utilized to reach this required limit, and policy declarations pages providing evidence of said coverage shall suffice. Alternatively, a special event policy providing general liability coverage may be utilized, providing a limit of liability not less than \$1,000,000.00 naming the Borough of Garwood, along with its elected and appointed officials, employees, officers, agents, volunteers, boards, commissions, representatives, professionals and insurers as additional insureds.

The Borough may impose additional requirements prior to the issuance of this permit. The Borough reserves the right to revoke this permit if unforeseen circumstances make this necessary.

Signature of Representative

Printed Name and Title

Date

Borough Contacts:

John Arthur – Film Ready Liaison
Police Chief Jonathan Pridy

(908) 789-0710 ext. 105
(908) 789-1500 ext. 151

j-arthur@garwood.org
j-pridy@garwood.org



FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY

1. When filming in a neighborhood or commercial district, proper notification should be provided to each merchant or resident who is directly affected by the company. This includes parking, base camps and meal areas. The filming notice should include: *name of company *name of production *company contact *kind of production *Type of activity and duration.
2. In certain situations when requested by the Borough, a list of notified residents and businesses shall be kept. The list should include name, address, contact information, date contacted and a yes/no/maybe category if they are willing to work with the production.
3. Production vehicles arriving on location in or near residential neighborhood shall not enter the area before the time stipulated in the permit, and park along the curb, one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
4. Every member of the crew shall wear a production pass (badge) when issued.
5. Moving or towing of the public's vehicles is prohibited without the express permission of the municipality.
6. Do not park production vehicles in or on driveways or block same without the express permission of the municipality and driveway owner.
7. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
8. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the municipality or property owner, if property is privately owned.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location unless otherwise stipulated by the location agreement or permit. All signs posted directing the company to the location should also be removed as well as "no parking" signs.
10. Noise levels should be kept as low as possible. Generators and vehicles producing exhaust should be placed as far as practical from residential buildings. Do not let engines run unnecessarily. In residential areas and after 10:00 p.m. all noise levels should be kept as low as possible.

11. Clothing that lacks common sense and good taste should not be worn. Shoes and shirts must be worn at all times, unless otherwise directed.
12. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste.
13. Cast and crew shall refrain from using lewd or offensive language within earshot of the general public.
14. Cast and crew must not bring guests or pets to the location, unless expressly authorized by the permit.
15. Do not trespass onto neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
16. Sidewalks should not be used for equipment storage and/or construction activities, except when permission is given on the permit. Consideration should be given to pedestrian safety and traffic cones should delineate an alternate path when sidewalks are blocked.
17. All catering, crafts service, construction, strike and personal trash must be removed from the location. Production companies may not use Borough trash cans for production trash.
18. Observe designated smoking areas and extinguish cigarettes in butt cans. Cigarettes should not be put out on the streets and left there.
19. Local residents and business people must be permitted access to and from their residence or business. If filming is in process, please remind production personnel to courteously advise the person (s) affected that their progress will only be momentarily interrupted and that their cooperation would be appreciated. Whenever possible, do not stop pedestrians from moving through the location. Confrontation is your least effective means of persuasion. Keeping the promises you make to the community, and responding in a non-defensive manner when situations become difficult, will go a long way towards insuring a smooth shoot.

Production companies are required to adhere to the aforementioned tenets while working on location in New Jersey. Producers of feature films and television programs are also requested to acknowledge the assistance of the New Jersey Motion Picture and Television Commission in the closing credits of their respective works.

Producer's Signature

Date