



VILLAGE/TOWN OF MOUNT KISCO

REQUIREMENTS FOR FILMING PERMIT

- 1. Acceptance of the permit by the applicant includes the following conditions. If they are not adhered to, the permit can be revoked and fines levied.**
- 2. A permit is required to film, videotape, video record, televise or take still photographs for the commercial purposes (including student and not for profit projects) on public or private property. All activity associated with filming shall be fully disclosed on the application form and shall not be amended.**
- 3. An application for Filming Permit must be filed in completed form to the Village Manager, with all applicable fees, at least 14 days prior to the first day of proposed filming**
- 4. Location fees for filming on private property are between the property owner and the film company.**
- 5. The Village/Town of Mount Kisco reserves the right not to permit film making activity of any kind if it is deemed not in the public interest.**
- 6. The applicant must provide a Certificate of Liability Insurance naming the Village/Town of Mount Kisco as additional insured for \$2,000,000.**
- 7. The applicant agrees to indemnify the Village/Town of Mount Kisco and to be solely and absolutely liable upon any and all claims, suits and judgments against the Village and/or the applicant for personal injury and/or damage arising out of or occurring during the activities of the applicant, his/her/its employees or otherwise. The applicant further agrees to comply with all pertinent provisions of New York laws, rules and regulations.**
- 8. All streets must remain clear for emergency vehicles.**

9. The applicant agrees to pay administrative fees if incurred for Policy/Highway Department personnel.
10. The stopping and redirecting of pedestrian or vehicular traffic by applicant is absolutely prohibited. Any and all traffic control must be performed by the Mount Kisco Police Department. All applicable Police Time will be billed to applicant at hourly rate.
11. All activity related to filming shall be limited to the hours between 8:00 am and 6:00 pm. Filming outside of that time frame will require special approval by the Village Manager.
12. Noise shall be limited to in accordance with the provisions of Chapter 205 of the Village Code.
13. At least 7 days prior to filming the Applicant must give notice to residents and business owners within 500 feet of the proposed filming location.
14. Filming is limited to five (5) days in any twelve consecutive months unless otherwise approved by the Village Manager.
15. The parking and storing of all vehicles and equipment related to the filming activities shall be confined to the filming location (private property). Parking and storing of vehicles shall be at a designated location for an appropriate fee, both determined by the Village Manager.
16. The Village Manager may set an application fee for the use of Village property, equipment, and personnel which must be paid prior to the commencement of filming activity.
17. Applicant must restore filming area to its original condition upon completion of the filming activity.
18. Fees: \$1,200 to film in the Village plus and additional \$1,300 to film on Village Property. (total \$2,500.00). These fees may be waived or reduced upon application to the board of Trustees with reasons stated.



VILLAGE/TOWN OF MOUNT KISCO

FILM PERMIT APPLICATION

Date: _____

Fee\$ _____

Applicant

Company: _____

Company Representative: _____

Address: _____

Address: _____

Office#: _____ **Rep. Cell #** _____ **Fax#** _____

Filming

Type of production (i.e. motion picture, television, advertising, educational):

Describe type of film and expected rating; type of show; or products:

Budget: _____

Estimated Number of People on Site: _____

Estimated number of Vehicles (Trucks, Vans and/or Cars) on Site:

Do you have written permission from the property owner: _____

Locations: (List properties and road, if more space is required attach an additional sheet)

Anticipated Rating: _____ (PG, PG-13, R, etc)

Equipment on site: (if more space is required attach an additional sheet).

Describe any special effects on site:

Date(s) of filming:

Date: _____ Starting Time: _____ Ending Time: _____ Locations: _____

Date: _____ Starting Time: _____ Ending Time: _____ Locations: _____

Date: _____ Starting Time: _____ Ending Time: _____ Locations: _____

Date: _____ Starting Time: _____ Ending Time: _____ Locations: _____

Date: _____ Starting Time: _____ Ending Time: _____ Locations: _____

Insurance Information: (Certification must be attached)

Name of Insurance Company _____

Address: _____

Policy # _____ Expiration Date: _____

Auxiliary Help (Explain needs as required)

Police: (crowd control, road closures, etc.) _____

Dept. of Public Works: (street cleaning, barriers, clean-up) _____

Other: _____

Company Name: _____

Application Name: _____

Applicant Signature: _____