



VILLAGE OF NEW PALTZ

Filming Policy

Filmmakers are welcome to request the use of locations within the Village of New Paltz for the on-site production including filming, photography, and similar activities of motion-picture, television, video, and similar programs for commercial purposes. Applications are reviewed and approved on a first-come, first-served basis by the Mayor and the Board of Trustees.

Applications to film in the Village of New Paltz must be made to the Village Clerk at Village Hall during normal business hours.

Such applications shall include the following information:

- a. Name, address, telephone number, and email of the person or entity owning the rights to the film;
- b. Name, address, telephone number, and email of the location coordinator or other contact person;
- c. Purpose of the filming;
- d. Specific locations of the properties to be used;
- e. Whether the applicant is owner or tenant in possession of property and the name of the owner of property if the applicant is not the owner;
- f. Whether any street closures, sidewalk obstructions or other inconveniences to the public will be required, and the proposed dates and times for such closings;
- g. Dates and times of day that the filming will take place;
- h. A description of all equipment and props to be used in connection with the filming;
- i. An agreement whereby the applicant agrees to indemnify and save harmless the Village of New Paltz from any and all liability, expense, claim or damages resulting from the use of public lands. The indemnification agreement shall further provide that the applicant agrees to reimburse the Village for any damage to Village property resulting from the permitted filming activities;
- j. A certificate of insurance naming the Village of New Paltz as an additional insured;
- k. Such other information as may be required by the Board of Trustees of the Village of New Paltz or the Village Clerk

Commercial film applicants must also include a nonrefundable location fee of \$250.00/day not to exceed \$1000; checks may be made out to the Village of New Paltz.

Filming in the Village of New Paltz is subject to the following conditions:

1. Reimbursement of Village lost revenue.
 - a. In addition to any other fees or costs mentioned in this policy, the applicant shall reimburse the Village for any lost revenue, such as parking meter revenue, that the Village is prevented from earning because of permitted filming activity.
2. Security and Other Services
 - a. Permit holder is responsible for providing own security
3. The permit-holder shall clean and restore all Village-owned property utilized during the filming to the same condition as existed prior to the filming.

Definitions:

FILM or FILMING

The taking of still or motion pictures whether on film, videotape, photograph, digital recording or by similar recording medium, for commercial or educational purposes and intended for viewing on television, in theaters or for institutional uses. The provisions of this policy shall not be deemed to include the filming of contemporaneous news stories within the Village of New Paltz; wedding and other similar types of photography undertaken by a commercial photographer or videographer; and zero-budget films and/or videos recorded by a student in the fulfillment of educational requirements, provided that such works will not be used for commercial or institutional purposes.

MAJOR COMMERCIAL PRODUCTION

Any film with a budget in excess of \$3,000,000 which is part of a television series, special, documentary, or made-for-TV movie; or which is financed, produced and/or distributed by a major motion picture studio, including but not limited to the following: Universal Pictures; Warner Brothers; Paramount, including MTV Films and Nickelodeon Movie; 20th Century Fox, including Fox Searchlight; Sony/Columbia; Disney/Miramax; MGM; United Artists; or Dreamworks.

PUBLIC LANDS

Any public street, highway, sidewalk, square, public park or playground, or any other public place within the Village of New Paltz, which is within the jurisdiction and control of the Village of New Paltz.

25 PLATTEKILL AVE NEW PALTZ, NY 12561

PHONE: 845.255.0130 FAX: 845.255.4305 TTY available

WWW.VILLAGEOFNEWPALTZ.ORG VONP@VILLAGEOFNEWPALTZ.ORG

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.



VILLAGE OF NEW PALTZ

Filming Application

Mail or drop off this completed form and all supporting documents to:
Village Clerk, 25 Plattekill Avenue, New Paltz, NY 12561;

Person or Entity that OWNS the film rights: _____

Address: _____

Phone Number: Cell: _____ Office: _____

Email Address: _____

Location Coordinator or other Contact Person: _____

Address: _____

Phone Number: Cell: _____ Office: _____

Email Address: _____

Name of the Film: _____

Purpose of the Film: _____

25 PLATTEKILL AVE • NEW PALTZ, NY 12561

PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY available

WWW.VILLAGEOFNEWPALTZ.ORG • YONP@VILLAGEOFNEWPALTZ.ORG

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

Location(s) to be used: Please add as an attachment to this application.

Must Include

- Specific address of each location
- Date of filming at each location
- Time of filming at each location
- Name of property owners for each location if different than applicant.
- Is a street closure for that location being requested.
- Is a sidewalk closure or obstruction being requested for that location
- Any other pertinent information to each specific location

Description of equipment and props used for filming:

Insurance Carrier: _____

Certificate of insurance naming both the Village and the Town of New Paltz as additional insured for one million dollars. Certificate must be produced 10 days prior to filming or filming will be cancelled.

I, _____, on behalf of myself and my organization, certify that the above information is correct, and that I have received, read, and agree with the Village of New Paltz Filming policies and that I am authorized to sign this application on behalf of the above-named individual or organization. By submission of a signed application for filming, the applicant acknowledges that the Village of New Paltz shall be held harmless in the event of injury or accident related to filming.

Signed: _____ **Date:** _____

25 PLATTEKILL AVE • NEW PALTZ, NY 12561

PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY available

WWW.VILLAGEOFNEWPALTZ.ORG • VONP@VILLAGEOFNEWPALTZ.ORG

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

OFFICE USE ONLY:

Application received, **and if traffic/safety personnel requested**, forwarded to the Police for Review: Yes

Application Approved by Police: Yes No

Application received, **and if traffic/safety equipment requested**, forwarded to DPW: Yes

Application Approved by Village Board: Yes No Date:_____

Signature of Mayor: _____ Date: _____

Fees, if any, received _____

Certificate of Insurance received WITH ADDITIONAL INSURED NAMED and on file: _____

25 PLATTEKILL AVE • NEW PALTZ, NY 12561

PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY available

WWW.VILLAGEOFNEWPALTZ.ORG • YONP@VILLAGEOFNEWPALTZ.ORG

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.