

INCORPORATED VILLAGE OF MUTTONTOWN

One 'Raz' Tafuro Way
Muttontown New York 11791
516-364-3476

Dr. James Liguori
Mayor

Joseph Russo
Acting Clerk Treasurer

Filming Permit Application

Permit Fee: \$1,500, certified check only, per day per location, including set up days, shoot, and wrap, for all days requested.

Production Title: _____

Type of Project: _____

Filming Site: _____

Proposed Filming Schedule:

Date	Start Time (including setup)	End Time (including clean up)

Location Detail: (check all that apply):

Residential Commercial Village Property
 Public Right of Way Private Property On-Street Parking

Site Information:

Total Days on Site: _____
Night Work (y/n): _____ Exteriors (y/n): _____ Interiors (y/n): _____

Applicant Information:

Company Name: _____

Address: _____

Contact Name and Phone: _____

E-mail: _____

Property Owner of Filming Site:

Name: _____

Phone Number: _____

I, _____, owner of the property located at _____
give my full consent to the filming by _____, on the aforementioned dates
and times. I depose and say that I understand the rules and regulations and ordinances of
the Village of Muttontown and will comply with the requirements.

Signature of Owner

Date

Sworn to me this ____ day of _____, 20____

Notary Official Signature

FOR OFFICE USE ONLY

Approved or Denied: _____

Permission subject to the following conditions:

Fee: _____ **Check/Cash:** _____

Muttontown Police Department Assigned: _____

Fee: _____ **Check/cash:** _____

Authorized Signature: _____

Date: _____

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Film Permit Application Instructions

Completed applications, permit fees, and required documentation should be submitted to the Village Clerk's office.

Insurance Requirements:

Certificate of insurance must be provided in accordance with the following minimum insurance requirements: \$1,000 commercial General Liability per occurrence; \$2,000,000 general aggregate; \$1,000,000 Products and Completed Operations Aggregate, including full Contractual Liability and Aggregate limits per project. Inc Village of Muttontown, all elected and appointed officials, employees and volunteers to be included as Additional Insured per ISO Form CG20236 or equivalent. Copy of Additional Insured Endorsement must be attached to the Certificate of Insurance. Evidence of Workers Compensation and NYS Disability must be provided on C1015.1 and DB 120 forms (unless State Insurance Fund Certificate applies).

Notification Requirements:

The Muttontown Police Department and surrounding property owners must be notified in writing of the date and time of filming. A copy of the notification must be attached to this permit application with an affidavit of mailing including names and addresses.

Parking:

Parking is prohibited on Muttontown streets. For questions about parking rules and regulations contact the Muttontown Police Department at, 516364-3950.

Signs:

The posting of any sign regarding the film shoot is prohibited within the boundaries of the Village of Muttontown.

Muttontown Police Department:

The Muttontown Police Department, at its discretion, may require the applicant to have present a uniformed officer during filming. The applicant will receive and must pay the Police Department invoice prior to filming as a condition of their filming permit.

Questions regarding this application should be submitted to Trustee Jeanine Todaro at jtodaro@muttontownny.gov.