

CAROLINE CALDERONE BAISLEY
DIRECTOR OF HEALTH



MICHAEL LONG, Director
DIVISION OF ENVIRONMENTAL SERVICES
DOUGLAS SERAFIN, Laboratory
DEBORAH TRAVERS, Director
DIVISION OF FAMILY HEALTH
THOMAS MAHONEY, Director
SPECIAL CLINICAL SERVICES
STEPHANIE PAULMENO, Director
COMMUNITY HEALTH PLANNING

DEPARTMENT OF HEALTH

Dear Filming Applicant:

Attached is the Application for a Permit for Commercial Filming and Promotion. The completed application, after it is signed by all of the required Department Heads and the First Selectman or authorized agent, will be your permit; you are required to keep it with you at all times.

Please review the application very carefully. Completely and accurately fill-out all portions of the application which pertain to your operation; indicating "N/A" in those areas that do not apply. **The application must then be submitted IN PERSON to the appropriate town department that has supervisory rights over the property where the filming is to be conducted:**

Private Property:	Dept. of Health, Division of Environmental Health
Town Parks and Beaches:	Dept. of Parks and Recreation
School Property:	Board of Education
Other Town Property:	Dept. of Public Works, Commissioner's Office.

The supervisory department will collect the application fee (if applicable), retain a copy of your insurance document, and direct you to additional departments for further signatures as necessary (ALL applications must be signed by the Health Department, Police Department and the First Selectman, at a minimum, in addition to the supervisory department). Once all of the necessary signatures have been obtained you will return to the Health Department, Division of Environmental Services. Your permit application will be copied for our records and you will retain the original application as your permit.

If you have any general questions regarding the application, please contact the Division of Environmental Services at 203-622-7838. If you have questions for a specific department, you may contact the Town of Greenwich Town Hall at 203-622-7700 and request to be forwarded. Thank you.

**TOWN OF GREENWICH
GREENWICH, CONNECTICUT
PERMIT APPLICATION FOR
COMMERCIAL FILMING AND PROMOTION**

The following information is provided by the applicant to obtain a permit to use, reserve or place commercial filming equipment on property owned by the Town e.g. street, park or recreational facility or private property. The Board of Education shall be able to use their discretion for filing a formal application.

NOTE: Five (5) Business Days advance notice is required.

1. Applicant Information

Applicant's Name: _____ Individual or Organization: _____
(Permittee)

Address: _____ Telephone Number: _____

City/State/Zip: _____ Mobil Phone: _____ Pager: _____

Production Manager: _____ Director: _____

Title of Film: _____ Producer: _____

If organization is a partnership, list names and addresses of each member.

Name: _____ Address: _____

Name: _____ Address: _____

If applicant is a corporation, list names and addresses of principal officers.

President: _____ Address: _____

Secretary: _____ Address: _____

Treasurer: _____ Address: _____

2 Film Description - Movie, TV Commercial, Still Photos, Video

Filming Description (please describe in detail): _____

Purpose of Activity: _____

Public Property: Yes _____ No _____ Private Property: Yes _____ No _____

Place or Address Where Filming: _____

Property Owner Name and Address: _____ Telephone #: _____

Property Owner's Signature: _____

Date(s) and Hours of Operation: _____

Describe Plan To Notify Neighbors: _____

3. Crew and Equipment Note: Special effects may require a permit from State Fire Marshal.

Number of Trucks and Size: _____ Number of Personal Cars: _____

Camera Cars or Trucks And Size: _____

Number of Vans and Size: _____

Other Vehicles and Size: _____

Number of Generators and Size (**Manufacturer's specification sheet must be attached indicating decibel output**): _____

Special Equipment Type and Number: _____

Lighting Describe: _____

Use of Animals: _____ Number of Crew and Cast Members: _____

Music Type - Describe Use And Length of Time: _____

Bathroom Facilities: _____ Describe What Kind: _____

Sleeping Accommodations: Yes _____ No _____ Please Describe: _____

Catering Services: Yes _____ No _____ Please Describe: _____

Street Closures: Yes _____ No _____ If Yes, Please Describe: _____

Traffic and or Crowd Control: Yes _____ No _____ If Parking On Streets, Highways or Town Property Then Check Yes. Please Describe: _____

Police Requirements:

Number of **off duty** Police Officers: _____

Number of Police Cars/Motorcycles: _____

Number of wooden horses: _____

Number of "No Parking" Signs: _____

Explain Conditions: _____

Street Closure Approved: Yes _____ No _____

Explain i.e. time and location: _____

Other: _____

Fire Hydrant Use: Yes _____ No _____ Please Describe: _____

Public Building Use: Yes _____ No _____ Please Describe: _____

Noise Variance Needed: Yes _____ No _____ Please Describe: _____

Note: Permits will be issued between the hours of 6:00 A.M. to 12:00 Midnight. Filming prohibited between 12:00 Midnight to 6:00 A.M. Approved by the Board of Selectman on 2/11/98

For Town owned and controlled property see Conditions And Agreements For Town Owned And Operated Property.

Town Department Approvals (where applicable):

NOTE: Health Department, Police Department, and First Selectman approval are always required.

Department of Health: _____ Date: _____
Director or Authorized Agent

Department of Police: _____ Date: _____
Chief of Police or Authorized Agent (Required Signature)

Department of
Parks and Recreation: _____ Date: _____
Director or Authorized Agent

Department of
Public Works: _____ Date: _____
Commissioner or Authorized Agent

Fire Department: _____
Fire Marshal or Authorized Agent

Greenwich Public Schools: _____
Superintendent or Authorized Agent

Applicant's Signature: _____ Date: _____
Title

Permit Not Valid Until Signed Below:

Board of Selectman: _____ Date: _____
First Selectman or Authorized Agent

cc: First Selectman
All Applicable Departments
Police Department

CONDITIONS AND AGREEMENT
FOR TOWN OPERATED AND OWNED PROPERTY

If a permit is issued the Applicant understands and agrees that in consideration of the permission given by the issuance of the permit, Applicant promises, covenants and agrees with the Town of Greenwich:

1. That all persons conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, recreation places, facilities, and other Town owned and operated properties, and with any and all conditions or restrictions specified below.
2. Applicant shall be present during all activities carried out under the permit and is completely responsible for all damage to Town property caused by or arising out of the activities. By accepting the permit applicant specifically agrees with the Town that he/she is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, recreational place or facility under the permit, including but not limited to damage to lawns, plants, trees, paths, roads, bridges, waters, buildings, equipment or other property or facility of every sort; clean up of litter and trash; expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to the use of the park, recreational place or facility or breach of conditions or restrictions specified below.
3. By accepting the permit applicant agrees with the Town that he/she shall indemnify, protect and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, claims, demands, suits or actions including all costs and expenses of defense and otherwise, and including attorneys' fees on account of bodily injury, sickness, disease or death sustained by any person, persons or injury or damage to or destruction of any property directly or indirectly arising out of activities performed under the permit, whether or not such liabilities, claims, demands, suits or actions are just, unjust, groundless, false or fraudulent.
4. Before a permit will be issued and until final completion of all activities under a permit, the Applicant shall procure and maintain insurance satisfactory to the Commissioner, coinsuring the Town of Greenwich in the following minimum amounts:

General Liability and Property	\$2,000,000 General Aggregate/ \$1,000,000 Per Occurrence
Comprehensive Automobile (covering owned and not-owned vehicles)	\$1,000,000

5. The required fees must be paid before a permit will be issued. The permitting fee can be up to \$250.00 a day. Each Town Department will be responsible to collect the permit fee when the filming is conducted on Town property under their supervision i.e. Department of Parks and Recreation, parks and beaches, Greenwich Public Schools - school grounds and Department of Public Works, other Town property not specified.

6. The permit covers use of the specified area only and does not include permission to use other areas.
7. Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments. Noise variance, if applicable, must be obtained from the Department of Health.
8. A permit is nontransferable.
9. It is understood and agreed that the permit is a grant of permission to use only and that Applicant and all persons conducting activities under a permit are and remain independent contractors.
10. The Town will not be obligated to issue a permit.
11. The Town may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any terms of this application or permit.
12. The Town reserves the right to require Town employees to be present for supervision. The applicant shall be responsible for reimbursement and/or compensation at the appropriate hourly rate.

I have carefully read the terms, conditions and agreements above and, if a permit is issued, in consideration of the issuance of said permit, agree to be fully bound by said terms, conditions and agreements.

_____ Date: _____
Applicant Signature and Title

Insurance Coverage Certificate Attached _____
Permitting Fee Paid (Up to \$250 per day) _____

Checks: Will be received in the Town Department for property under their supervision.

Conditions and/or Restrictions _____

