



# City of Newburgh

Film Office

City Hall – 83 Broadway

Newburgh, New York 12550 [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

TEL: (845) 569-9400

FAX: (845) 569-9700



## General Film Permit Information

Thank you for choosing the City of Newburgh for the site of your commercial production. The City of Newburgh encourages the motion picture and television industries to utilize the scenic beauty and variety of backdrops afforded in this majestic setting in the Hudson Valley.

**Important: A film permit is required when filming is conducted on City of Newburgh (public) property, including streets, facilities (including parks), and residences owned and/or controlled by the City of Newburgh. Film permit fees are listed on attachment "A" of the film application.**

### Exemptions

1. The following filming activities require a film application, but are not subject to fees:

- Charitable Films
  - Charitable Films: commercials, motion pictures, television, OR videotapes produced by a nonprofit organization, which qualifies under Section 501 (c) (3) of Internal Revenue Code as charitable organization, No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, or tapes.
- Student Film
  - Student Films: motion pictures, television programs or commercials produced to satisfy a course or curriculum requirement at an educational institution. The student filmmaker must supply proof that he/she is currently enrolled.
- Concert Films by a Not-for-Profit or Religious Entity
  - Concert Films: filming a concert event for Not-for-Profit or religious entity but shall not include activities occurring for businesses, corporations and for-profit entities that will be distributed, sold and/or broadcast for commercial purposes.

2. The following filming activities are **exempt** from a film application or film permit:

- News Media: Reporters, photographers or camera operators in the employ of a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes or occurrences which are in the news and of general public interest.
- News Media: means the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camera operators.

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- Family or Personal Use Video: The filming or videotaping of motion pictures solely for private-family
- Photographers Engaged in Still Photography
- City Produced Government Access Films
  - City Produced Government Access Films - means motion pictures or programs produced by or in association with the City of Newburgh. No person, directly or indirectly, shall receive a profit from the marketing and production of the film' or from showing the films or tapes.

## Insurance Requirements

1. Certificate of Liability Insurance covering the filming event to be held and naming the City of Newburgh as an additional insured with limits of liability of at least \$1,000,000.00 for each occurrence and \$2,000,000.00 aggregate for bodily injury and \$50,000.00 for each occurrence and \$100,000 aggregate for property damage. All such policies must be written in the broadest form available by a company authorized to do business in New York State and of recognized financial standing which has been fully informed about the proposed event.
2. Worker's Compensation Insurance: An applicant shall conform to all applicable Federal and State requirements for Worker's Compensation Insurance for all persons operating under a film permit.
3. Hold Harmless Agreement: Applicants shall execute a hold harmless agreement as provided by the City of Newburgh prior to the issuance of a film permit under this ordinance wherein the applicant shall defend, hold harmless and indemnify the City of Newburgh against any and all claims, proceedings or action brought in connection with or as a result of the filming and/or recording activities.

## Application Submission

The completed film permit application should be filed with the office of the City Manager in with all applicable fees no less than fourteen (14) days prior to the commencement of filming activities. The fee schedule is located in Attachment

**A. Note: No film permit will be issued to an applicant who owes the City of Newburgh money on a prior permit.**

Any change in the applicant's/permittee's planned activities as set forth in the film permit application must be submitted to the City Manager at least 24 hours in advance of the change and approved or

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denied in the same manner as the original film permit application.

## Additional Information

1. The applicant/permittee shall in the credits of the motion picture or television program, acknowledge the production was filmed in the City of Newburgh.
2. All filming activities, including set up and takedown activities, shall take place in the hours specified in the film permit.
3. Filming and/or recording activities as permitted under a film permit shall comply with all the requirements and standards of Chapter 212, Noise, of this Code of Ordinances.
4. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the filming site.
5. The permittee is required to obtain the property owner's permission, consent and/or lease for use of property not owned or controlled by the City. No film permit may be issued for filming on a property with open Zoning Code, Building Code, Property Maintenance and/or Fire Code violations. Verification of code status may be obtained from the City of Newburgh Code Compliance Office, 123 Grand St. Newburgh. (845) 569-7400.
6. Filming and/or recording under a film permit shall comply with all requirements of the New York State Vehicle and Traffic Law and Chapter 288, Vehicles and Traffic, of this Code of Ordinances, except as follows:
  - a. The applicant/permittee shall obtain permission of the City Manager to park equipment, trucks, and/or cars in no parking, no standing and no stopping zones and will provide the signage detailing the date(s) and time(s) of the filming and parking restriction and these signs shall be posted by the applicant/permittee at least 24 hours prior to parking vehicles or equipment.
  - b. The applicant/permittee shall obtain the permission of the City Manager to string cable across sidewalks, or from generator to service point. Such cable or electrical lines shall be marked, taped and/or secured to avoid creating a hazardous condition.

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- c. The applicant/permittee shall furnish and install advance warning signs and any other traffic control devices required in order to take all appropriate safety precautions.
  - d. Traffic may be restricted to one 12 foot lane of traffic and/or stopped intermittently. The period of time that traffic may be restricted will be determined by the City of Newburgh, based on location.
  - e. Traffic shall not be detoured across a double line without prior approval of the City of Newburgh.
  - f. Unless authorized by the City of Newburgh, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
7. Any emergency roadwork or construction by City of Newburgh crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.

## **Notification of Property Owner Requirements**

A permittee under a film permit shall be required to personally deliver or to mail a copy of the film permit or a letter of intent to film to all owners of real property located within 100 feet of the property line of the filming and/or recording site as shown on the latest assessment roll of the City of Newburgh Assessor and to all owners of real

property located on the same street as the filming and/or recording site who are located within 300 feet of a property line such of such site at least two days for personal delivery or four days for mailing prior to the first day of filming and/or recording. The City Manager may require notice to additional owners of real property in the vicinity if conditions of the filming and/or recording so require.

## **Film Permit Revocation/Suspension**

A film permit may be revoked by the City Manager if the permittee, or any agent, employee, or contractor of the permittee "fails to comply with the requirements set forth in this Chapter, or in the film permit, or if it is determined that the film permit application was false in any material detail.

The City police department and/or fire department officers assigned to supervise the filming activity site may suspend the film permit if at any time the filming activity poses an immediate hazard to persons or property and the location manager will not, or cannot, prevent the hazard after being instructed to do so by the officer. The grounds for the film permit suspension shall be provided in writing by the City of Newburgh film office to the permittee within two working days of the

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suspension.

Each and every violation of this Chapter shall be punishable by a fine of not less than \$250.00 and/or imprisonment not exceeding 15 days for each and every day a violation of this Chapter is found to exist.

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## Film Permit Application

<b>Applicant Information</b>	
Name:	
Address: (Street, City, Zip/Postal Code)	
Telephone Number: (Best number ex. Cell)	
Email Address:	

<b>Production Company Information</b>	
Name:	
Address: (Street, City, Zip/Postal Code)	
Telephone Number: (Best number ex. Cell)	
Email Address:	



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<b>Production Company Owner Information</b>	
Name:	
Address: (Street, City, Zip/Postal Code)	
Telephone Number: (Best number ex. Cell)	
Email Address:	

<b>Contact Information for Person(s) in charge of the Production</b>	
Name:	
Address: (Street, City, Zip/Postal Code)	
Telephone Number: (Best number ex. Cell)	
Email Address:	



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**Note: If the following information is already available in another document, please reference and attach to the application.**

Please complete the Locations Spreadsheet located at the end of this document. Please note that any updates to the filming schedule MUST be received by the Film office NO LATER than 3:00 PM of the previous day.

ALL film locations must be included on the Locations Spreadsheet.





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<b>Estimated Number of persons involved in project</b>
Cast:
Crew:

**Note: If the following information is already available in another document, please reference and attach to the application.**

<b>List of equipment for the production, including generator</b>



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**Note: If the following information is already available in another document, please reference and attach to the application.**

<b>List Vehicles used in Production</b>	<b>Historic or Period Vehicle? (Y/N)</b>



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**List of Animals, Pyrotechnics, Hazardous Chemicals, Demolition of Buildings or Structures and use of Residential Vehicles Proposed to be used in the Production.**

**Note: Please attach Safety Plan to Application if above Items are Used during Production.**




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**Note: If the following information is already available in another document, please reference and attach to the application.**

## **Plan to Minimize Disruption of Traffic and Parking during Filming.**



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<b>List of City of Newburgh Services Required during the Film Shoot, including, but not limited to Signs and Barricades.</b>



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## FOR OFFICE USE ONLY

### Certificate of Insurance:

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Not Required: \_\_\_\_\_

### CORPORATION COUNSEL

Date	Department Head	Recommendation	Adjustment
_____	<b>Comptroller</b> _____	Yes ___ No ___	_____
_____	<b>Planning &amp; Dev.</b> _____	Yes ___ No ___	_____
_____	<b>Comm. Dev. Director</b> _____	Yes ___ No ___	_____
_____	<b>Codes</b> _____	Yes ___ No ___	_____
_____	<b>Fire</b> _____	Yes ___ No ___	_____
_____	<b>Police</b> _____	Yes ___ No ___	_____
_____	<b>Other</b> _____	Yes ___ No ___	_____

**CITY MANAGER:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
**Joseph P. Donat**  
City Manager

\_\_\_\_\_  
**DATE**

