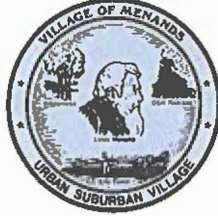


Village of Menands



Film Permit Application Information

A **filming permit is required** for individuals and businesses wishing to conduct commercial film, television, video, photography, and other media use projects on public or private property.

Please find all pertinent regulations below. Complete the permit application and submit it to the Menands Village Clerk along with the following documentation:

1. Signed Property Owner Consent Form
2. Liability insurance certificate naming the Village of Menands as the additional insured
3. Workers' compensation coverage (C105.2 form)
4. Disability coverage (DB-120.01 form)
5. Parking plan sketch

Once the application and required supporting documentation have been submitted, Menands Village Office will review and reply via email with the next steps of the application process. Work must not commence until the official permit has been issued. Once issued, the permit must be in the possession of the applicant on location at all times.

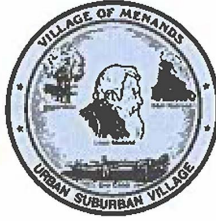
Regulations

Application regulations:

1. A Permit is required to film, videotape, video record, televise or take still photographs for commercial purposes (including student and not-for-profit projects) on public or private property. All filming must adhere to Village Code regulations (i.e.: no graffiti or open fires). All activity associated with filming shall be fully disclosed on the application form and shall not be amended. Permits must be signed by the property owner, even if filming in a rented space/business, and their phone number must be provided.
2. No permit shall be issued for filming on a property with an open Zoning Code, Building Code, Property Maintenance Code, and/or Fire Code violations.
3. A Filming Permit application must be submitted in the completed form with all applicable fees, including a non-refundable \$100.00 preliminary application fee, at least one week before the first day of proposed filming. This fee shall be applied to the final filming permit fees.

4. Standardized fees including prep, restoration, photos/stills, TV, commercials, film/movies, and base camp range between \$100.00 per day. Additional administrative and personnel costs are levied based on the details of the application. Fees are not refundable.
 5. The permittee shall provide the Village with the names, addresses, telephone, and cellular phone numbers of at least two contact people who are available 24 hours/day and who are authorized to act on behalf of the Permittee should the need arise.
 6. Location fees for filming on private property are between the property owner and the film company.
 7. A certificate of insurance and an endorsement naming the Village of Menands as an additional insured, with minimum coverage of \$2,000,000 for public liability and \$1,000,000 for property damage, together with evidence of statutory workers' compensation coverage (C-105.2 form) and disability coverage (form DB-120.1) are required.
 8. Filming, including all setup and strike activities, shall only be conducted between the hours of 7:00 AM and 9:00 PM. No filming shall be permitted on legal and religious holidays.
 9. Off-duty patrol officers may be required, addressed on an individual shoot basis. If a Police Officer is needed the cost will be \$65.00 per hour. If an off-duty patrol officer is required, the film company must contact the Chief of Police at 518 463-1681.
 10. Permittees are required to personally deliver, email, or mail a photocopy of the filming permit, and/or a letter of intent to film, to all owners of real property located within 100 feet of a property line of the filming and/or recording site as shown on the latest assessment roll of the Town of Colonie Assessor and to all owners of real property located on the same street as the filming and/or recording site who are located within 500 feet of a property line of such site, all at least two calendar days for personal delivery or four postmarked mail delivery days for mailing before the first day of filming and/or recording. The Village Clerk may require notice to additional owners of real property in the vicinity if conditions of the filming and/or recording so warrant. A list will be provided to you.
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Village of Menands



MOTION PICTURE / TELEVISION/ STILL PHOTOGRAPHY /VIDEO

This permit is issued to the applicant to film, televise or take still photographs on streets or property subject to the jurisdiction of the Village of Menands at the times and location designated below. This permit must always in the possession of the applicant while on location. For additional information call the Menands Village Office: 518 434-2922.

APPLICATION-PLEASE PRINT: DATE: _____

1. Company: _____

Address: _____

2. Production Contact: _____ Telephone No. _____

Two (2) 24 Hr. Contacts for the Day of Filming:

Name: _____ Telephone No. _____

Name: _____ Telephone No. _____

3. Location: _____

Signed Consent Property Owner: _____

Printed: _____ Telephone No. _____

4. Dates of Filming: _____ Specify hours including set up, strike, and the arrival of production vehicles: _____

5. Dates and times Prep and Restoration: _____

6. Type of Production (Commercial/TV/Photos/Other) _____

7. Name of Production/Product: _____

8. Interior: _____ Exterior: _____ Both: _____ Scene Description(s) _____

9. No.in cast/crew/background: _____ No./Types of all vehicles: _____

10. Plan to Minimize Traffic Disruption: _____

11 Full Equipment List: _____

12. Director _____ Production Manager _____

13. Insurance Company: _____ Copy of Insurance Certificate: _____

14. Anticipated Viewing Date: _____ Celebrities: _____

15: Signature of Film Representative: _____

Print: _____

Office Use Only

Copies Forwarded to: Police Department _____ Fire Department: _____ DPW: _____

Village Board: _____ Village Office: _____

Village Clerk: _____ Date: _____

Police Chief: _____ Date: _____

