

TOWN OF HUNTINGTON
OFFICE OF THE TOWN ATTORNEY
100 MAIN STREET
HUNTINGTON, NY 11743
PHONE: (631) 351-3042 FAX: (631) 351-3032



INSTRUCTIONS AND REGULATIONS FOR CONDUCTING FILMING, VIDEOTAPING AND STILL PHOTOGRAPHY ACTIVITIES IN THE TOWN OF HUNTINGTON, NEW YORK

FILM PERMIT

An approved Town of Huntington Film Permit Application, in such paper form as the Town of Huntington Town Attorney's Office shall determine, is required to engage in motion picture, television and still photography on any Town property or facility, and to access Town services.

Permits shall not be required for News Media or Filming and videotaping of motion pictures and photography for private use.

FILM PERMIT REQUIREMENTS

Advance Notice / Notice

An applicant is required to submit a completed film permit application and film permit application fee, to the Office of the Town Attorney, at least five (5) business days prior to the date on which the production company or applicant desires to conduct an activity on Town property, for which a permit is required. Any application accepted with less than five (5) business days remaining prior to filming shall be subject to a late fee.

Applicant shall be solely responsible for notifying the Suffolk County Police Department and/or local police to arrange any police presence that may be necessary during filming.

In the event of filming on residential streets and roadways, Applicant shall be solely responsible for notifying residents on such streets and roadways of the schedule of filming and activities.

Additional notice is strongly recommended and may be required for larger productions or productions that involve set construction, special effects or traffic controls, including road closures.*

* Please be advised that application for road closing permits, if needed, must be made to the Town of Huntington Highway Department, the Suffolk County Department of Public Works, the New York State Department of Transportation and/or any other agency having jurisdiction, by the film permit applicant.

Information Required

- The name and address of the facility where the activity is to be conducted;
- The specific location of the facility;
- The inclusive hours and dates such activity will occur, including necessary prep and wrap times;
- A general statement of the character or nature of the proposed filming activity;
- The name, address, telephone and fax numbers of the production company or person conducting the activity;
- The name, telephone and fax numbers, and e-mail address of the contact person at the production company or the person conducting the activity.

- The exact number of cast and crew involved;
- The exact amount/type of vehicles/equipment to be used;
- Use of any animals, children, or pyrotechnics;
- If a student film, a letter from the school verifying that it is being done pursuant to the curriculum of an educational institution chartered by the State of New York;
- If a charitable film, proof of the organization's 501(c)3 status.

Fees

Fees for film permit applications and film permits are as follows:

- One Hundred Fifty Dollar (\$150.00) non-refundable film application fee
- Five Hundred Dollar (\$500.00) film permit fee per location for a full day (from 4 up to 24 hours)
- Two Hundred Fifty Dollar (\$250.00) film permit fee per location for a half-day (up to four hours)
- One Hundred Dollar (\$100.00) Late Fee (Late Application or applicant's failure to timely submit all required documents pursuant to §§108-6 and 108-7 of the Huntington Town Code)

Film permit application fees are to be submitted with completed application.

All film permit fees shall be payable to the Town of Huntington by check or money order at least two (2) business days prior to the commencement of permitted filming activities.

All fees are non-refundable.

Film permit fees may be waived in connection with filming done for charitable, student films, public service, or other nonprofit purpose.

The production company shall pay the actual cost, if any, for the incidental use of any Town of Huntington personnel, services or equipment in connection with permitted filming activities.

Liability Provisions

General Liability Insurance shall be required as a condition of filming on Town of Huntington property. The Production Company or Applicant shall secure and maintain general liability coverage with limits of no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) per occurrence; Automobile Liability Insurance with limits in an amount acceptable to the Town Attorney; and New York State Worker's Compensation and New York State Disability Insurance for all of its employees. Said coverage shall be in occurrence format and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees. All insurance carriers must be authorized to do business in the State of New York. Prior to the execution of this Agreement, The Production Company or Applicant shall furnish to the Town of Huntington Attorney's Office a Certificate of Insurance evidencing the aforesaid insurance requirements. Said Certificate shall: 1) name the Town of Huntington and the Town of Huntington Board of Trustees as additional insureds, by endorsement on the liability policies; 2) provide for the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders; 3) further provide that the Certificate Holders shall be notified thirty (30) days prior to any cancellation, nonrenewal or material change of action; and 4) specifically reference the events and/or activities that are the subject of this Agreement.

Production Companies and/or Applicants shall conform to all applicable Federal and State requirements for Worker's Compensation Insurance for all persons performing work under a permit.

Production Companies and/or Applicant shall be required to execute a Town of Huntington Hold Harmless and Indemnification Agreement in connection with filming. The executed agreement shall serve as the permit.

When deemed necessary by the Town of Huntington, a refundable security deposit may be required to be submitted to assure cleanup of the site.

Prohibitions / Limitations

No person shall violate federal, state, or local laws or regulations or health, building and fire codes while engaging in motion picture, television, and still photography on any Town property or facility.

The Town of Huntington may place other reasonable conditions as deemed advisable by the Town Attorney and may place reasonable limitations on the hours of operation based on the specific Town and/or Board of Trustees property or facility requested or the existence of conflicting scheduled events.

Violation

Any production company committing an offense against any provision of Huntington Town Code Chapter 108 shall, upon conviction thereof, be guilty of a violation, punishable by a fine not to exceed One Thousand (\$1,000.00) Dollars or imprisonment for a term not exceeding fifteen (15) days, or by both such fine and imprisonment. The continuation of an offense against the provisions of Chapter 108 shall constitute, for each day the offense is continued, a separate and distinct offence thereunder.

In addition to the criminal penalties set forth herein or in other applicable law, rule or regulation, the Town Attorney is authorized to revoke the permit with forfeiture of fees paid; deny future permit applications; pursue civil and equitable relief, including but not limited to compensatory actions; civil penalties in the amount of up to five hundred (\$500.00) dollars per day, or any part thereof; an action to compel compliance with or to restrain by injunction the violation of this Chapter; and other remedies which in the opinion of the Town Attorney may seem necessary and proper. Such civil and equitable relief may be sought in a court of competent jurisdiction or from a duly appointed hearing officer whenever permitted by law.