

**BOROUGH OF LINCOLN PARK**  
**OFFICE OF THE BOROUGH CLERK**

WEB: WWW.LINCOLNPARK.ORG

E-MAIL: PENNY@BOLP.ORG

APPLICATION FOR FILMING

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_ Hours of Filming: \_\_\_\_\_

Location of Filming: \_\_\_\_\_

(Describe in Detail)

\$500.00 Bond: Check #: \_\_\_\_\_ Bonding Agent: \_\_\_\_\_

- Will residents or business be affected by filming? Yes \_\_\_ No \_\_\_\_\_  
(a copy of letter(s) to be sent to affected individual(s) and addresses of same **MUST** accompany this application)
- Do you have a licensed electrician on staff? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are existing power lines to be utilized? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will traffic be affected as a result of filming? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, an "Off-Duty" Police Officer is required)
- Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

I HEREBY APPLY FOR A PERMIT AND

TENDER THE APPLICATION FEE OF \$ \_\_\_\_\_

AND FILMING FEE OF \$ \_\_\_\_\_

AND AGREE TO BE BOUND BY ALL PROVISIONS OF THE CODE OF THE  
BOROUGH OF LINCOLN PARK, CHAPTER 120

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Borough Administrator

\_\_\_\_\_  
Chief of Police

**Mail to: Address Below Attn: Annette Maida-Smith, RMC, Borough Clerk**

Internal Use Only

\_\_\_\_\_  
Total Fees  
\_\_\_\_\_  
Certificate of Insurance  
\_\_\_\_\_  
Off Duty Police Officer

\_\_\_\_\_  
Hold Harmless  
\_\_\_\_\_  
Bond  
\_\_\_\_\_  
Electrician required

34 CHAPEL HILL ROAD, LINCOLN PARK, NJ 07035  
PHONE: (973) 694-6100 EXT. 7115 • FAX: (973) 628-9512

# **BOROUGH OF LINCOLN PARK**

## **OFFICE OF THE BOROUGH CLERK**

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### **REQUIRED INSURANCE PRIOR TO USE OF BOROUGH FACILITIES AND LOCATIONS**

PERMISSION TO USE BOROUGH FACILITIES SHALL NOT BE GRANTED UNLESS THE COMPLETED APPLICATION FORM, FEE AND REQUIRED PROOF OF INSURANCE COVERAGE IS RECEIVED BY THE MUNICIPAL CLERK PRIOR TO THE CLOSE OF BUSINESS AT LEAST 48 HOURS BEFORE THE SHOOTING DATE REQUESTED.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL RESULT IN CANCELLATION OF TENTATIVE RESERVATION.

#### **INSURANCE REQUIRED**

A. No permit shall be issued for filming or film production upon public lands unless and until the applicant shall provide to the Borough satisfactory proof of insurance, including the following:

1. The film maker and its sureties shall indemnify and hold harmless, the BOROUGH and all its officials, agents and employees from all suits, actions or claims of any character name and description brought for trespasses or tortious or negligent acts of or faults of the filmmaker, its agents or employees resulting in any injuries or damages received or sustained by any person or persons or property in connection with the filming or film production within the Borough of Lincoln Park pursuant to the permit issued hereunder, and the film maker and its sureties will be required to pay any judgment, with costs, which shall be obtained growing out of such injury or damage.

2. During the term of the permit and all filming and film production undertaken in accordance therewith, the film maker shall take out and maintain, at its own expense, the following insurance:

a. General, Commercial Liability Insurance in an amount of not less than \$1,000,000.00 for injuries, including wrongful death, to any one person, subject to the same limit for each person, and an amount of not less than \$1,000,000.00 on account of one accident, and property damage insurance in an amount of not less than \$1,000,000.00 for each accident. This insurance shall be written with a company authorized to do business in the State of New Jersey, shall be taken out before any filming is commenced, and shall be kept in effect until all such filming and film production shall be completed. Copies, or the original, as the case may be, of such policies shall be furnished to the BOROUGH and such policies shall be approved by the BOROUGH before filming is commenced.

b. Automobile insurance (a) Public Liability to cover each automobile, truck, vehicles or other equipment used by the film maker, its agents, employees or subcontractors in the filming or film production in an amount of not less than \$1,000,000.00 on account of injury or death of one or more persons; (b) Property Damage Liability Insurance to cover each automobile, truck, vehicle or other equipment used by the film maker in the filming or film production in an amount of not less than \$1,000,000.00 in any accident.

c. The aforesaid insurance policies shall contain a contractual hold harmless clause indemnifying the BOROUGH against the above mentioned acts of the film maker, its agents, employees or subcontractors. The aforesaid policies shall contain a provision that the policies cannot be cancelled unless a thirty (30) day written notice of cancellation is given to the BOROUGH. The BOROUGH shall be named as an additional insured on all policies of insurance.

d. In the event the aforesaid insurance coverage shall lapse for any reason, the film maker shall cease all filming or film production until the policies and evidence thereof are reinstated or issued new.



THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED AND IS MADE AN INTEGRAL PART OF THE ATTACHED APPLICATION:

\_\_\_\_\_ agrees to indemnify and hold harmless the  
(name of Organization)  
Borough of Lincoln Park, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property if its owner or another and against and from all suits and actions and all costs and damages (including, without limitation, attorney's fees and loss of business claims) to which the Borough of Lincoln park may be put resulting from the use of Borough facilities and/or locations.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**SAMPLE LETTER OF INTENT**

**(COMPANY LETTER HEAD)**

TO: Neighbors of \_\_\_\_\_ (Address) \_\_\_\_\_

FROM: (COMPANY CONTACT PERSON)

DATE:

RE: FILMING COMMERCIAL FOR \_\_\_\_\_ PRODUCT OR \_\_\_\_\_ NAME OF MOVIE

Our company has applied to film a commercial (or movie) in Lincoln Park on day(s) and date(s) at the above location.

There will be \_\_\_\_\_ trucks, \_\_\_\_\_ vans, \_\_\_\_\_ generators, \_\_\_\_\_ catering trucks, \_\_\_\_\_ crew cars, (or any special equipment ie: condors, mobile homes etc.) at the site. They will be parked:

- 1) on the property of the homeowner;
- 2) on the street;
- 3) in a municipal parking lot;
- 4) on private property;
- 5) any combination of the above.

In compliance with the Borough Filming Ordinance, no vehicles will arrive before 7 am and all activity and vehicles connected with the filming will be gone by 9 pm. (if any vehicles arrive before 7 am, you may call the Borough of Lincoln Parks Police Department at 873-694-5533 to file a complaint). For the public's safety, there will be a Police Officer on duty during the shoot.

If you have any questions or concerns, I may be reached at \_\_\_\_\_; or you may call Annette Maida-Smith, RMC, at the Borough of Lincoln Park's Municipal Clerk's Office at 973-694-6100 ex. 7115.

Thank you.

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**COLLECTION FEE SCHEDULE FOR REFUSE REMOVAL  
REQUESTED BY FILM CREWS**

If collecting on same day as the regular route is collected and if there are no more than ten (10) bags of refuse at the curb, the fee for collection is \$100.00.

If collecting on same day as the regular route is collected and there are over ten (10) bags of refuse at the curb, the fee for collection is \$200.00.

If collecting in an area in an unscheduled route from Monday through Friday (excluding holidays), the fee for collection is \$200.00. There are no scheduled collections on evenings. *Any overtime costs incurred by the Borough of Lincoln Park, Department of Public Works for refuse collections on weekends will be added to the \$200.00 fee.*

**An excessive amount of cardboard and/or bulky items at the curb will result in an additional fee at the discretion of the Director of Public Works.**

**PAYMENT MUST BE MADE IN THE FORM OF A CHECK OR MONEY ORDER PAYABLE TO "THE BOROUGH OF LINCOLN PARK". BRING OR SEND PAYMENT IN AT LEAST ONE (1) DAY IN ADVANCE TO:**

**THE BOROUGH OF LINCOLN PARK  
MUNICIPAL CLERK'S OFFICE  
34 CHAPEL HILL ROAD  
LINCOLN PARK, NJ 07035**

**FOR SCHEDULING OR INFORMATION PLEASE CALL 973-694-6100 EXT. 7116,  
MONDAY THROUGH FRIDAY 8 AM TO 4 PM.**

**NOTE: ALL REFUSE MUST BE PLACED NEATLY AT THE CURB.**

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