



APPLICATION FOR PERMIT TO FILM OR PHOTOGRAPH

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Email _____

Filming/Photographing Information

Requested Film Dates: _____
Exact Location of Filming: _____

Start Time: _____ End Time: _____ Total Number of Actors, Crew and all others participating in Filming: _____

Estimated number and description of types of vehicles to be used by the crew including vehicles used for transportation:

Description of parking arrangement for crew and work vehicles:

Description of sanitary arrangements to be made for crew and bystanders:

Description of all location areas for filming or incidental activities:

Description of clean-up measures to be used:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Print Name: _____ Title: _____

Signature: _____ Date: _____

TOWN OF SECAUCUS
Municipal Government Center
1203 Paterson Plank Road
Secaucus, New Jersey 07094
201-330-2017



**PUBLIC LAND FILM/PHOTOGRAPHY PERMIT
INDEMNIFICATION AGREEMENT AND INSURANCE REQUIREMENTS**

This Agreement, dated _____, 20__ by and between the Town of Secaucus, (hereinafter "Town") and the following:

Name: _____

Organization, if applicable: _____

Type of Organization (individual, non-profit, corporation, public entity, etc.): _____

Address: _____

Phone: _____ E-mail: _____

hereinafter referred to as "User." In consideration of the mutual covenants and conditions herein, for the use of the following public location, referred to as "Location":

Location: _____

Dates of use: _____ Type of use: ___ Film/TV/Video ___ Photography

Purpose of use: _____

the parties agree as follows:

INDEMNIFICATION AND HOLD HARMLESS. User agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause, direct or indirect, arising out of or during the use and occupancy of the Location by User and User's guests, the Town and its officers, agents, and employees, participants, vendors/performers, invitees or attendees. This Waiver of Claim includes the use of any equipment, building, or part of building, facilities and services, and grounds which is owned or leased by the Town which is being used on a rental, concession, contract or gratis basis and the risk of all current conditions existing in the Location, facility, building, grounds and the area surrounding such is assumed by the User. User shall be responsible to provide or reimburse the Town for the cost of legal defense for any actions arising out of the User's use of the Location. User agrees that they are fully responsible for the actions and behavior of all guests, attendees and participants.

In the event that the Town is unable to fulfill its obligation due to damage or destruction of the Location, acts or regulations of public authorities, civil tumult, strike, power outage or any unforeseen occurrence rendering the Location not useable; the Town shall not be held legally responsible for any damages arising from the cancellation of the Location use listed herein.

EXTRA DUTY SECURITY

SECAUCUS POLICE DEPARTMENT
1203 PATERSON PLANK ROAD
SECAUCUS, NJ 07094
201-330-2060 F:201-330-2064
extraduty@secaucusnjpolice.gov

Case# _____

COMPANY NAME: _____	JOB LOCATION (be specific) _____
ADDRESS: _____	DATE (S): _____
CITY, STATE, ZIP: _____	TIMES: _____ TO _____
CONTACT REPRESENTATIVE: _____	UNIFORM REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>
	PHONE NUMBER: _____
	EMAIL: _____

TYPE OF SECURITY

ROVING PATROL <input type="checkbox"/>	FIXED POST INSIDE <input type="checkbox"/>
ASSIGNMENT DETAILS: (PLEASE SPECIFY) _____	FIXED POST OUTSIDE <input type="checkbox"/>

NUMBER OF OFFICERS REQUESTED: _____

You have asked the Secaucus Police Department to arrange to have off-duty members of its force perform security-related services for you.

The hourly rate will vary depending on the officer assigned. You will be billed on a monthly basis for all hours worked by our officers at your site. The rate will be one and ½ times the standard rate of pay of the assigned officer, with a minimum rate of \$80.00 per hour. Each marked patrol unit will be billed at the rate of \$250 per day and an administrative fee of \$10 per hour, per officer assigned will also be billed as per Town Code 28-35.

Should an officer be released from the detail prior to completing 4 hours, you will be billed for a 4-hour minimum. If the officer is released after working 4 hours, you will be billed for a minimum of 8 hours. After 8 hours, you will be billed for the 8 hrs plus each quarter hour thereafter until released.

Cancellations within 8 hours of the scheduled starting time of the assignment will result in a 3-hour cancellation fee at the assigned officer's rate plus the administrative fee. Cancellations after the scheduled starting time of the assignment will result in a 4-hour cancellation fee at the assigned officer's rate plus the administrative fee. Time "off" (i.e. lunch breaks) shall be approved by your on-site supervisor and a signature for any such time shall be required.

If these terms are acceptable to you, please sign below and return this document to the Secaucus Police Department at extraduty@secaucusnjpolice.gov so that we can begin to fill your manpower needs.

****Please make all cancellation notifications to the Police Desk at 201-330-2060****

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY

OFFICER(S) ASSIGNED _____

EXTRA-DUTY COORDINATOR _____

CHIEF OF POLICE:

Approved

Denied

EXTRA DUTY TRAFFIC CONTROL

SECAUCUS POLICE DEPARTMENT
1203 PATERSON PLANK ROAD
SECAUCUS, NJ 07094
201-330-2060 F:201-330-2064
extraduty@secaucusnjpolice.gov

Case# _____

COMPANY NAME: _____ ADDRESS: _____ CITY, STATE, ZIP: _____ CONTACT REPRESENTATIVE: _____	JOB LOCATION (be specific) _____ DATE (S): _____ TIMES: _____ TO _____ PERMIT SUBMITTED YES _____ NO _____ TRAFFIC CONTROL PLAN YES _____ NO _____ PHONE NUMBER: _____ EMAIL: _____
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TYPE OF CONSTRUCTION

ROADWAY EXCAVATION <input type="checkbox"/> (permit required) PERMIT NUMBER _____ OTHER: _____	OVERHEAD UTILITY <input type="checkbox"/> MANHOLE UTILITY <input type="checkbox"/>
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NUMBER OF OFFICERS REQUESTED: _____

You have asked the Secaucus Police Department to arrange to have off-duty members of its force perform traffic related services for you.

Under Chapter 125 of the Municipal Ordinance, all roadway construction must be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). **You must submit a copy of the traffic control plan with this request form.** Every officer will work in uniform and be assigned a marked police vehicle (if available).

The hourly rate will vary depending on the officer assigned. You will be billed on a monthly basis for all hours worked by our officer at your site. The rate will be one and ½ times the standard rate of pay of the assigned officer, with a minimum rate of \$80.00 per hour. Each marked patrol unit will be billed at the rate of \$250 per day and an administrative fee of \$25 per hour, per officer assigned will also be billed as per Town Code 28-35.

The allowable times for roadway construction is 9am to 4pm, unless specifically approved by the Secaucus Police Department. **Should an officer be released from the detail prior to completing 4 hours, you will be billed for a 4-hour minimum. If the officer is released after working 4 hours, you will be billed for a minimum of 8 hours. After 8 hours, you will be billed for the 8 hrs plus each quarter hour thereafter until released.**

Cancellations within 8 hours of the scheduled starting time of the assignment will result in a 3-hour cancellation fee at the assigned officer's rate plus the administrative fee. Cancellations after the scheduled starting time of the assignment will result in a 4-hour cancellation fee at the assigned officer's rate plus the administrative fee. Release of the officer shall be approved by your on-site supervisor and a signature is required.

*Roadway excavation on NON-COUNTY roads require a permit, obtained by the Building Department (1203 Paterson Plank Rd Government Bldg 4th Floor). PERMITS MUST BE SUBMITTED WITH THIS REQUEST FORM PRIOR TO APPROVAL. County Road excavation requires a permit from the county engineer's office prior to the start of any project.

If these terms are acceptable to you, please sign below and return this document to the Secaucus Police Department, extraduty@secaucusnjpolice.gov (Fax: 201-330-2064) so that we can begin to fill your manpower needs.

****Please make all cancellation notifications to the Police Desk at 201-330-2060 ****

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

OFFICER(S) ASSIGNED _____

PERMIT RECEIVED

TRAFFIC DIVISION APPROVAL _____

TRAFFIC CONTROL PLAN

EXTRA-DUTY COORDINATOR _____

§ 63A-1. Definitions.

FILMING — The taking of still or motion pictures, either on film, videotape or similar recording equipment, for any purpose.

PUBLIC LANDS — Any and every public street, highway, sidewalk, square, park or playground and all other public places within the Town which are within the jurisdiction and control of the Town.

§ 63A-2. Permit required.

- A. No person, firm, corporation or other entity shall commence filming within the Town of Secaucus without first obtaining a permit from the Town therefor. The permit shall set forth the location of the filming and the date or dates when filming shall take place and must be readily available for inspection by Town officials at all times at the site of the filming.
- B. Application for permits shall be obtained from the office of the Town Clerk during normal business hours. Completed application must be submitted to the Town Clerk at least 10 days prior to the requested filming date and must be accompanied by a permit fee in the amount established by this chapter. With each application, the applicant shall provide the following information:
- (1) The number of actors, extras, crew and all other persons who will participate in the filming;
 - (2) The estimated number and description of types of vehicles to be used by the crew, including vehicles used for transportation;
 - (3) A description of arrangements for parking for crew and work vehicles;
 - (4) A description of sanitary arrangements to be made for crew and bystanders;
 - (5) A description of crowd control measures;
 - (6) A description of all location areas for filming or incidental activities;
 - (7) A description of cleanup methods to be used;
 - (8) A description of any special electrical requirements and the methods of satisfying those requirements, including all electrical permits required;
 - (9) Such other information as required by the Town to protect the health, safety and welfare of residents of the Town.
- C. All applications for filming within the Town of Secaucus shall be reviewed and acted upon by the Administrator or his designee.
- D. One permit shall be required for each location.
- E. Permits must be obtained no more than 90 days in advance of the first scheduled filming date and shall be valid for a period of no more than seven days of filming.

§ 63A-3. Rules and regulations governing issuance of permits.

- A. Filming shall be permitted only Monday through Friday. In no event shall filming be permitted in a residential area after 11:00 p.m.
- B. No permit shall be issued for filming unless the applicant provides to the Town of Secaucus:
 - (1) A certificate of insurance naming the Town of Secaucus the insured under a policy of insurance providing coverage as follows:
 - (a) For bodily injury to any one person in the amount of \$1,000,000; any one occurrence in the aggregate amount of \$3,000,000; and
 - (b) For property damage, each occurrence in the aggregate amount of \$500,000; and
 - (2) A written agreement to indemnify and save harmless the Town of Secaucus from any and all liability, expenses (including but not limited to attorneys fees and other costs of litigation), claims and damages resulting in any way from the applicant's filming activities.
- C. Where the applicant's activities, by reason of location or otherwise, will directly involve or affect any business, merchant or resident, the applicant shall, within three days after the filing of the application, give written notice to all those affected describing the activities and informing them that objections thereto may be filed with the Town Clerk. Any objections received will be considered by the Administrator or his designee in connection with the application.
- D. The holder of a permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Secaucus Police Department with respect thereto.
- E. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to the filming and shall, to the extent practicable, abate noise and park vehicles associated with the filming off the public streets. The holder shall avoid any interference with previously scheduled activities on public lands and limit, to the extent possible, any interference with normal activity on public lands.
- F. The applicant shall make every effort to cooperate with residents to minimize the inconvenience caused by filming in the residential areas and shall give affected residents at least three days notice of parking restrictions and all other inconveniences, such as may be allowed by the Township pursuant to the permit.
- G. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris during filming and shall be responsible, immediately upon the completion of filming or the expiration of the permit, whichever occurs first, for removing all equipment and debris from the filming location and restoring all affected lands to the same condition as existed prior to the filming activities.

- H. As a condition of the issuance of any permit hereunder, the applicant shall provide to the Township a certified check or performance and payment bond in the amount of \$500, to ensure the performance of all obligations of the applicant under this ordinance and the permit issued hereunder. Any money remaining after full performance of all obligations shall be returned to applicant.
- I. Each film location which involves 10 or more vehicles shall have an off-duty, Secaucus police officer (or other officer approved by the Police Chief) the cost for which shall be paid by the applicant. If there are 25 or more vehicles and persons then two officers will be required.
- J. No public street in the Town may be closed in connection with the filming activities without the permission of the Mayor and Town Council.
- K. Applicant shall be responsible for obtaining all necessary electrical, fire, building, plumbing, or other inspections necessary for this activity.
- L. If a permit is issued and, due to adverse weather or for other good cause, filming does not take place on the dates specified in the permit, the Administrator at the request of the applicant, shall issue a revised permit for filming on alternate dates without an additional permit fee.
- M. The Administrator or his designee may refuse to issue a permit, and may revoke a permit already issued, whenever he determines that:
 - (1) The applicant has not complied with the requirements for a permit as set forth herein; or
 - (2) Filming at the location or during the time set forth in the application would:
 - (a) Violate any law or ordinance;
 - (b) Unreasonably interfere with the use and enjoyment of adjoining properties;
 - (c) Unreasonably impede the free flow of vehicular or pedestrian traffic.
- N. Any person aggrieved by a decision of the Town Administrator or his designee denying or revoking a permit may appeal to the Mayor and Council. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Town Clerk within 10 days of the decision in question. The Mayor and Council shall set the matter down for a hearing within 30 days of the day on which the notice of appeal was filed. In the event that the Mayor and Council does not hold a hearing on the appeal within that time, the decision of the Administrator or his designee shall be deemed affirmed by the Mayor and Council.
- O. A copy of the permit shall be sent to the Chief of Police at least three days before filming is permitted to commence. The applicant shall allow any and all inspections of the site and the equipment to be used, as may be deemed appropriate by the Administrator or his designee. The holder of a permit shall comply with all reasonable safety instructions issued by the Chief of Police and any Town

inspectors.

§ 63A-4. Fees.

Fees shall be as follows:

- A. Permit application fee, which shall accompany the application: \$25;
- B. Filming permit for filming on public land: \$500; and
- C. Filming permit for nonprofit applicants filming for educational purposes on public land: \$25.

All fees are nonrefundable.

§ 63A-5. Penalties.

Any person violating this chapter or the provisions of a permit issued hereunder shall be subject to a fine not to exceed \$500 or imprisonment for a term not to exceed 30 days, or both.

§ 63A-6. Exemptions.

Exempt from the requirements to obtain a permit under this chapter are the following:

- A. Filming of news stories;
- B. Filming intended solely for private, noncommercial use involving two or fewer crew members.