



## BOROUGH OF METUCHEN

Application for Filming:

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

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

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Date of filming \_\_\_\_\_ Hour of filming \_\_\_\_\_

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

Details (number of film crew, any large equipment and subject of filming) \_\_\_\_\_

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- Will residents or businesses be affected by filming? Yes \_\_\_\_\_ No \_\_\_\_\_  
(A copy of letter(s) to be sent to affected individuals(s) and  
Addresses of same ***must*** accompany this application)
- Will traffic be affected as a result of filming? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

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

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

Permission to use Borough facilities and locations shall not be granted unless the completed application form and required proof of insurance coverage is received by the Borough Clerk prior to the close of business at least 48 hours before the shooting date requested.

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

1. BODILY INJURY:

- A. For any one (1) person, the amount of \$500,000
- B. For any occurrence, the amount of \$1,000,000

2. PROPERTY DAMAGE:

- A. For any aggregate occurrence, the amount of \$300,000

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

I, \_\_\_\_\_, as producer of \_\_\_\_\_, (Name of Organization) accept full responsibility for the filming and indemnify and save harmless, the Borough of Metuchen, New Jersey, its officers, directors, employees, and agents from any and all liability for damages, for injury to the person or property of its owner or another and against all losses and claims, demands, suits, payments and judgements arising as a result of this filming, including any and all expenses, legal or otherwise, incurred by the Borough or its representatives in the defense of any claim or suit.

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_

Sworn and Subscribed to on this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires on: \_\_\_\_\_

The Filming Company must execute and deliver an agreement to permit a film shoot and prior to engaging in a film shoot, which agreement must be satisfactory in form to the Borough of Metuchen and shall include at least the following information:

- Proposed dates and times between the hours of 8:00 AM and 10:00 PM for filming;
- Proposed location(s) for the filming;
- Maximum number of crew members and actors;
- List and proposed location of all props, equipment, trailers and vehicles;
- A donation to the “Borough Improvement League” in an amount of not less than \$25.00;
- Furnishing of a Certificate of Insurance naming the Borough of Metuchen as an additional insured;
- Furnishing of an indemnification, defenses and hold harmless agreement, in form acceptable to the Borough, which shall hold the Borough, Mayor, Council, its employees, agents and attorneys harmless from any liability, claims, costs and reasonable attorney fees relating to the film shoot;
- If traffic control is needed, please contact of the Metuchen Police Department at (732) 632-8028

**SAMPLE LETTER OF INTENT**

**COMPANY LETTERHEAD**

To: Neighbors of \_\_\_\_\_ (address)

From: Company Contact Person

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

RE: FILMING FOR \_\_\_\_\_

Our company has applied to film a commercial/movie/event in the Borough of Metuchen on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at the above location.

There will be \_\_\_trucks, \_\_\_vans, \_\_\_generators, \_\_\_catering trucks, \_\_\_crew cars or any special equipment (condors, mobile homes, etc.) at this site.

They will be parked:

- 1) On the property of the homeowner;
- 2) On the street;
- 3) In the municipal parking lot;
- 4) On private property, or
- 5) Any combination of the above.

Vehicles will not arrive before 8 AM and all activity and vehicles connected with the filming will be gone by 10 PM. If any vehicles arrive before 8 AM, you may call the Borough of Metuchen Police Department at (732) 632-8500 to file a complaint.

If you have any questions or concerns, I may be reached at \_\_\_\_\_ or you may call the Borough of Metuchen Clerk's Office at (732) 632-8508.

Thank you.