

# Borough of Hillsdale

380 Hillsdale Avenue  
Hillsdale, New Jersey 07642  
201-666-4800

## STILL / MOTION FILMING PERMIT APPLICATION Commercial or Educational Purposes

Application must be submitted at least 5 business days prior to date for filming

A letter addressed to the Borough Clerk that explains the nature of the filming request, the number of vehicles, staff, talent and other specifics of the film shoot must accompany the completed Permit Application. You must arrange for notification, at the time of submission of the Permit Application, to the surrounding neighbors, four (4) homes/business on each side of requested address and eight (8) homes/business opposite from the requested address, or those homes/business within sight distance of film shoot that are less than above. If a street closure is required, all residents/business owners are to be notified in writing. Filming must be completed by 11 P.M. In residential zones, filming is only permitted on Mondays through Fridays and only four shoots per location are permitted per calendar year. Each shoot is not to exceed three (3) days. No exceptions permitted without obtaining a specific waiver from the Mayor and Council. Parking of vehicles associated with the film shoot will be permitted on one side of the street only; larger projects may require off-site parking at the expense of the applicant. The presence of a Police Officer is at the discretion of the Hillsdale Police Department and all costs related to same will be borne by the applicant.

Dates & hours of Filming: \_\_\_\_\_ Location: \_\_\_\_\_

(Please check) Outdoors: \_\_\_\_\_ Indoors: \_\_\_\_\_

Property owner: \_\_\_\_\_

(Please check) Residential property: \_\_\_\_\_ Commercial property: \_\_\_\_\_ Public property: \_\_\_\_\_

Name of Film Company: \_\_\_\_\_

Address of Film Company: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact person Telephone No: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Today's date: \_\_\_\_\_

Insurance Certificate (\$1,000,000 minimum liability coverage) indemnifying the Borough of Hillsdale must be provided to the Borough Clerk prior to any activity. Insurance certificate must name the "Borough of Hillsdale as additional insured" and the "Description" apply depicts the event.

### Fees:

- a) \$400 for filming on Private or Public property, \$100 per vehicle, per day, per location, upon approval. (Checks made payable to the **Borough of Hillsdale**)
- b) \$500 for filming on public land, streets, right of way, or public buildings, per day, per location, upon approval. (Checks made payable to the **Borough of Hillsdale**)
- c) \$ \*\*Additional fee (use of public property for filming or storage purposes) as per estimate by Department Head.
- d) \$ \*\* Additional fee (use of Borough vehicles) as per estimate by Department head.