



**VILLAGE OF UPPER BROOKVILLE**  
**FILMING PERMIT APPLICATION**  
 24 WOLVER HOLLOW ROAD  
 GLEN HEAD, NEW YORK 11545  
 (516) 624-7715 EXT. 1  
 villageclerk@upperbrookville.org

**FEE SCHEDULE FOR SETUP, STAGING, SHOOT AND WRAP-UP DAYS:**

**Commercial Filming Permit - \$2,500 per day**

**Accessory Filming Use Permit - \$1000 per day**

**Commercial Filming Permit on properties greater than 20 acres – Up to \$10,000 per day (Contact Village Clerk)**

**INSURANCE REQUIREMENTS:**

Certificate of insurance must be provided in accordance with the following minimum insurance requirements: \$1,000,000 Commercial General Liability per occurrence; \$2,000,000 general aggregate; \$1,000,000 Products and Completed Operations Aggregate, including full Contractual Liability and Aggregate limits per project. Inc. Village of Upper Brookville, all elected and appointed officials, employees and volunteers to be included as Additional Insured per ISO Form CG2026 or equivalent. Copy of Additional Insured Endorsement must be attached to the Certificate of Insurance. Evidence of Workers Compensation and NYS Disability must be provided respectively on the C-105.2 (unless the State Insurance Fund Form U-26.3 applies) and DB-120.1 forms.

**NEIGHBORS & POLICE DEPARTMENT:**

Along with the fees and permit application signed by the property owner, the property owner must notify neighbors and the Muttontown Upper Brookville Police Department (516-696-9900) of the intent to film on their property.

**1. APPLICATION INFORMATION:**

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

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

Contact Name & Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:** Please list the name, address, e-mail, and telephone number of the owner of the property to be used for the filming.

\_\_\_\_\_

\_\_\_\_\_

**3. PURPOSE OF THE FILMING:** \_\_\_\_\_

**4. STAGING LOCATION(S):** \_\_\_\_\_

\_\_\_\_\_



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5. FILM LOCATION: \_\_\_\_\_

6. DATES & TIMES: \_\_\_\_\_

7. NUMBER OF PEOPLE connected with filming who will be at location & base camp during filming including technical, maintenance, and food service personnel: \_\_\_\_\_

**8. SIGNED CONSENT OF THE OWNER FOR PROPERTY TO BE USED IN FILMING:**

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Owner Signature)

The applicant shall indemnify and hold the Municipality harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of, or resulting from, the permit holder's or license's operations within the Municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any sub-contractors, its servants or agents.

**OFFICE USE ONLY**

FILM PERMIT APPROVED or DENIED ON: \_\_\_\_\_  
BY THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF UPPER BROOKVILLE

OTHER INFORMATION THE BOARD OF TRUSTEES MAY REQUIRE:  
\_\_\_\_\_  
\_\_\_\_\_

PERMIT MAY BE SUBJECT TO CONDITIONS LISTED BELOW:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE