

BOROUGH OF NORWOOD
455 BROADWAY
NORWOOD, N.J. 07648
(201) 767-7200

FILMING PERMIT APPLICATION

1. Name/Address of Filming Company:

2. Phone/Fax Numbers: _____
3. Individual Making Application: _____
4. Type of Filming:
Commercial Movie
Television Still Photos
5. Subject of Filming:

6. Location (one permit per location):

7. Dates and Raindates (Monday through Friday, 8 a.m. – 7 p.m.)

8. Will you be needing Police Assistance? Yes ____ No ____
9. Number of vehicles you will have on filming date:
Cars Vans
Trailers Trucks
10. Number of people in filming crew, including models and actors:

11. Signature of Applicant: _____

FOR OFFICE USE ONLY:
Date Application Received
Certification of Insurance
Indemnification Agreement

Fee to be charged: _____
Date Fee Received _____
Bond _____ Returned _____

Approved: _____
Chief of Police

Borough Clerk

HOLD HARMLESS AGREEMENT

Between the Borough of Norwood

and

Organization Name

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual, Partnership, Non-Profit Corporation,
Corporation, Public Entity)

In consideration of the use of _____

on the following dates: _____

for the purpose of _____

the undersigned agrees to indemnify, defend and hold the Borough of Norwood and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this hold harmless agreement also requires that the Borough of Norwood is indemnified from any losses or damages resulting from the acts or omissions from any quest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the Borough of Norwood, I agree to furnish a Certificate of Insurance specifically naming the Borough of Norwood as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that "the issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt". It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

In order to induce the Borough of Norwood to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is _____.
- c. Live entertainment (will) or (will not) be provided.
- d. Other _____.

This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

In cases of any damage or destruction to Borough premises caused by any error, omission, negligent or intentional act of the Organization, its agents, servants, employees, guests, licenses and/or invitees, the Organization shall repair or replace the damage as its own cost and expense as expeditiously as possible.

The Borough may defend itself at Organization's expense from any and all claims or lawsuits, which may arise out of, and/or relating to the Organization's use of Borough premises as set forth herein.

Signed this _____ day of _____ 20__ as the binding act in deed.

Name of Organization

Authorized Signature/Title

Witness

Note: Certificate of Insurance shall be in original form.
No photocopies or fax copies shall be accepted.
The authorized person shall also sign it in ink.

BOROUGH OF NORWOOD
ORDINANCE NO. 01:05

**AN ORDINANCE TO REGULATE AND LICENSE
COMMERCIAL TELEVISION, MOVIE AND STILL
FILMING IN THE BOROUGH OF NORWOOD.**

BE IT ORDAINED by the Mayor and Council of the Borough of Norwood:

Section 1. Definitions.

FILMING shall mean the taking of still or motion pictures, either on film, video tape, or similar recording medium, for commercial or educational purposes intended for viewing on video receivers, television or in theaters or for institutional use.

PUBLIC LANDS shall mean any and every public street, highway, or sidewalk within the Borough, which is within the jurisdiction and control of the Borough.

Section 2. Permits.

- a. No person shall film or permit filming within the Borough of Norwood without first obtaining a permit therefore, which permit shall set forth the location of such filming and the date or dates when filming shall take place. A permit is required to be applied for at least 3 days prior to the first date that filming is to take place.
- b. Permits shall be obtained in the office of the Borough Clerk during normal business hours. Applications for such permits shall be in a form approved by the Borough Clerk and shall be accompanied by a permit fee in the amount established by ordinance of the Borough of Norwood.
- c. One permit shall be required for each location.
- d. One permit shall be sufficient to authorize outdoor filming on 2 days and indoor filming on 2 days within a period of not more than 10 days beginning on the date of issuance of the permit, provided that each date on which filming is to take place shall be specified in the permit.
- e. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Borough Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provision of this ordinance. No additional fee shall be paid for this permit.

Section 3. Rules and Regulations.

- a. No permit shall be issued for filming upon public lands within the Borough of Norwood unless the applicant for such permit:
- i. Provides proof of insurance coverage for bodily injury for any one person in the amount of \$1,000,000.00 and for any aggregate occurrence in the amount of \$3,000,000.00. The Borough of Norwood shall be named as an additional insured on the policy and a Certificate of Insurance shall be delivered to the Borough at the time that the permit is issued.
 - ii. Agrees in writing to indemnify and save harmless the Borough of Norwood from any and all liability or damages resulting from the use of such public lands.
 - iii. Post a bond in an amount to be determined by the Borough Clerk to guarantee and secure the Borough against any damage to person or property and to guarantee clean-up and restoration of the areas in which the filming takes place or other areas which may be damaged or destroyed because of the activities of the filming. If no claim is made upon the bond, the bond shall be returned to the permittee within thirty - days (30) of the completion of the filming.
- b. 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 Borough Police Department with respect thereto.
- c. 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 such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit to the extent possible any interference with normal public activity on such public lands.
- d. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for removing all equipment, debris and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.
- e. Filming shall be permitted only Monday through Friday between the hours of 8 a.m. and 7 p.m. or Sundown, whichever is earlier.
- f. The Borough Clerk may refuse to issue a permit whenever he/she determines, on the basis of objective facts and after a review of the application and a report thereon by the Police Department or by other borough agencies involved with the proposed filming site, that filming at the location and/or time set forth in the application would violate any law or ordinance or would unreasonably interfere with the public's use of public lands, unreasonably interfere with the use and enjoyment of adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare.

g. Any person aggrieved by a decision of the Borough Clerk denying or revoking a permit or a person requesting relief pursuant to paragraph "i" may appeal to the Mayor and Council. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Borough Clerk. An appeal from the decision of the Borough Clerk shall be filed within 10 days of the Borough Clerk's decision. The Mayor and Council shall set the matter down for hearing within 30 days of the day on which the notice of appeal was filed. The decision of the Mayor and Council shall be in the form of a resolution. A resolution supporting the decision of the Borough Clerk or granting relief pursuant to paragraph "i" shall be approved by the Mayor and Council at the first regularly scheduled public meeting of the Borough Council after the hearing on the appeal unless the appellant agrees in writing to a later date for the decision. If such a resolution is not adopted within the time required the decision of the Borough Clerk shall be deemed to be reversed and a permit shall be issued in conformity with the application or the relief pursuant to paragraph "i" shall be deemed denied.

h. Borough Clerk may authorize a waiver of any of the requirements or limitations of the ordinance, and may authorize filming on other public property not defined as "public lands" and may authorize filming other than during the hours herein described, or may extend the duration of a permit beyond 10 days or may waive any other limitation or requirement of this ordinance whenever he/she determines that strict compliance with such limitations will pose an unreasonable burden upon the applicant and that such a permit may be issued without endangering the public's health, safety and welfare.

i. The applicant shall notify the Fire Department and the Police Department 24 hours before filming takes place and permit the Fire Department and the Police Department to inspect the site and the equipment to be used. The applicant shall comply with all fire and safety instructions issued by the Fire Department and the Police Department.

Section 4. Fees.

Filming Permits.....\$150.00 per day

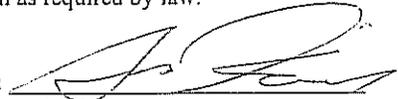
Section 5. Exemptions.

The provisions of this ordinance shall not apply to the filming of news stories within the Borough of Norwood.

Section 6. Severability

If any sentence, section, clause, or other portion of this ordinance or the application thereof to any person or circumstance shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or repeal the remainder of this ordinance.

Section 7. This ordinance shall take effect immediately upon passage and publication as required by law.

APPROVED: 
MAYOR

ATTEST: 
BOROUGH CLERK