



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

115 Clifton Avenue Newark NJ 07104
(973) 268-3500 Email: JMatthews@parks.essexcountynj.org
www.essexcountyparks.org



PERMIT APPLICATION FOR FILMING ON COUNTY PARK PROPERTIES
(Commercial, Industrial, and College Use)

APPLICATION INSTRUCTIONS

All completed applications must be submitted to the Essex County Department of Parks and Recreation. Applications will be reviewed by:

- Department Director
• Essex County Sheriff's Department
• Risk Management Office

Note: Sheriff presence is required unless otherwise determined by the Sheriff's Department.

FEE SCHEDULE

Table with 4 columns: Fee Category, Amount, Fee Category, Amount. Rows include Application Fee (\$100.00), Filming (0-6 hours) (\$4,000.00), Filming (6-12 hours) (\$5,000.00), Commercial Filming (0-4 hours) (\$500.00), Student Filming (0-6 hours) (\$500.00), Daily Parking (\$700.00/day), and Prior Day Setup (\$600.00/day).

Cancellation Policy:

All cancellations must be made within 48 hours of filming. Otherwise, the full invoice will be charged.

Payment is required upon application approval.

APPLICANT INFORMATION

Company/Organization Name:
Address:
Production Contact Name:
Contact Number:
Email address:

PROJECT DETAILS

Type of Production (Check all that apply):
Project Name:
Location of Filming:
Date of Shooting:
Time of Shooting:
Rain Date:
Pre-Setup Date (if applicable)



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PROJECT DESCRIPTION

Scene Description: Provide a clear and accurate summary of the scene, Attach additional pages if needed.

Three horizontal lines for scene description input.

PRODUCTION LOGISTICS, EQUIPMENT AND PERSONNEL

Form with four rows: Number of Cast and Crew, Number and Types of Trucks, Number of Vehicles, Additional Equipment/Vehicles.

IMPORTANT NOTICE

Incomplete or inaccurate date information may delay application processing.

INSURANCE REQUIREMENTS: Applicants must provide a Certificate of Insurance showing: general liability insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate. Essex County to be listed as an Additional Insured under the following verbiage: County of Essex, 465 Dr. MKL Blvd, Newark NJ 07102 The applicant agrees to indemnify and hold Essex County harmless from any liability, claims, or costs arising from the permitted activity.

REVIEW PROCESS

The Permit Unit will review all insurance documentation and policy limits prior to approval.

Applicant's Signature: _____ Date: _____

Insurance Company: _____ Policy: _____

Return application to:
County of Essex Parks, Recreation & Cultural Affairs, c/o Permit Unit,
115 Clifton Avenue
Newark NJ 07104

FOR OFFICE USE ONLY

Application : [] Approved [] Denied
Permit Number: _____
Reviewed By: _____