



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

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 at all times unless otherwise determined by the Sheriff's Department.

FEE SCHEDULE

Application Fee	\$100.00	Daily Parking Rate	\$700.00/day
Filming (0-6 hours)	\$4,000.00	Prior Day Setup	\$600.00/day
Filming (6-12 hours)	\$5,000.00	Cancellation fee:	\$1,000.00 - \$2,500.00
Commercial Photography (0-4 hours)	\$500.00		

Cancellation Policy:

All cancellations must be made within 48 hours of filming. Otherwise, fees will be assessed.

APPLICANT INFORMATION

Company/Organization Name: _____

Address: _____

Production Contact Name: _____

Contact Number: _____

Email address: _____

PROJECT DETAILS

Type of Production (Check all that apply):	☐ Still Photography ☐ Motion Film ☐ Commercial Use ☐ Personal Use ☐ Other _____
Project Name:	_____
Location of Filming:	_____
Date of Shooting:	_____
Time of Shooting:	_____
Rain Date:	_____
Pre-Setup Date (s) (if applicable) This must be approved by the Department	_____



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PROJECT DESCRIPTION

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

Special Conditions: List any animals, firearms, special effects, or unusual scenes

PRODUCTION LOGISTICS, EQUIPMENT AND PERSONNEL

Number of Cast and Crew:

Number and Types of Trucks:

Number of Vehicles:

Additional Equipment/Vehicles:

IMPORTANT NOTICE

Incomplete or inaccurate data 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

Reviewed By: _____

Putting Essex County First