



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

155 Prospect Ave. West Orange NJ 07052
(973) 268-3500 Email: JMatthews@parks.essexcountynj.org
www.essexcountyparks.org



PERMIT APPLICATION FOR FILMING ON ESSEX COUNTY PARK PROPERTIES

FEE STRUCTURE-PER DAY

Table with 2 columns: Fee Category and Amount. Rows include Permit Fee (0-6 hours \$3,000.00, 6-12 hours \$4,000.00), Still Photography (0-4 hours \$250.00), and Student Filming Daily (at the Director's Discretion) (\$150.00-\$500.00).

PAYMENT IS REQUIRED UPON APPLICATION APPROVAL.

MISCELLANEOUS: All other additional fees relating to permits, such as County Administration fees, police coverage and maintenance support services (i.e. electricity, barricades) will be determined upon review of each individual request. All fees must be paid in full prior to permit being issued. All requests must be submitted in at least 3 weeks prior to film date. When application is being submitted, please include a full description of the shoot. You must allow at least 1-2 weeks for application to be reviewed and approved before a permit can be issued.

Organization Name: _____
Mailing Address: _____
Contact Person Name: _____
Organization Tel #: _____ Contact Cell #: _____
Email: _____
Filming Location: _____ Project Name: _____
Date of Shooting: _____ Rain Date: _____ Time of Shooting: _____
Number of People: _____ Set up Date (if needed): _____ Take Down Date: _____
How Many Vehicles on site _____

If dates requested are not accurately filled out, processing of application will be delayed.

INSURANCE IS REQUIRED: Please attach a Certificate of Insurance evidencing general liability insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate and naming Essex County as an additional insured. Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise with Special Event for which a permit may be granted.

The Permit Unit will review insurance coverage and policy limitations prior to application approval.

Applicant's Signature: _____ Date: _____

Insurance Company: _____ Policy: _____

Return application to:
County of Essex Parks, Recreation & Cultural Affairs, c/o Permit Unit,
155 Prospect Ave., Suite 100
West Orange NJ 07052

Putting Essex County First