



## PERMIT APPLICATION FOR FILMING ON ESSEX COUNTY PARK PROPERTIES

### FEE STRUCTURE-PER DAY

Site Fee	0-6 hours \$2,000.00
	6-12 hours \$3,000.00
Still Photography	0-4 hours \$250.00
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. Allow 2-3 weeks for application to be processed. All request must be submitted in at least 3 weeks prior to film date.

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, 115 Clifton Ave, Newark, NJ 07104

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ \$ Amount: \_\_\_\_\_  
Bank: \_\_\_\_\_ Deposit Date: \_\_\_\_\_