



**County of Passaic**  
401 Grand Street  
Paterson, New Jersey 07505

## **Permit to Film**

### **Introduction**

The Passaic County Board of Chosen Freeholders seeks to foster a positive and dynamic working relationship with the Television, Motion Picture and Film community and to increase the positive image of the County.

All persons or organizations seeking to film on County Public Lands within Passaic County, New Jersey is required to obtain a permit from the Office of the County Administrator, 401 Grand Street, Paterson, NJ 07505, Suite 205. County Public Lands shall mean any street, highway, sidewalk, square, public park, structure or playground, or any other public place within the County which is within the jurisdiction and control of Passaic County.

All permit applications can be obtained from the Passaic County Division of Economic Development, 930 Riverview Drive, Totowa, NJ 07512, Suite 250, telephone: 973-569-4720, facsimile: 973-569-4725, [film@passaiccountynj.org](mailto:film@passaiccountynj.org) between 9:00 AM and 4:00 PM, Monday through Friday.

If a permit is issued for filming on specific dates and times and filming does not take place due to inclement weather or other good cause, the Administrator, at the request of the applicant, may issue a new permit for filming without additional charge to the applicant.

The Administrator will issue permits within 48 hours prior to the requested filming date, upon completion of the film permit and submission of all required documents.

Please return your completed permit and all fees/checks to:

County of Passaic  
Passaic County Film Commission  
C/o Passaic County Division of Economic Development  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512

Telephone: 973-569-4720  
Facsimile: 973-569-4725  
[film@passaiccountynj.org](mailto:film@passaiccountynj.org)

Between 9:00 AM and 4:00 PM, Monday through Friday

The following information and requirements must be completed prior to the issuance of a Film Permit:

**Applicant**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

FILMING LOCATIONS (PLEASE INCLUDE MUNICIPALITY)	DATES OF FILMING	HOURS OF FILMING

**Brief Description of Your Filming Activity (i.e. number of crew, number of vehicles, types of equipment, other activities, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request for Assistance from the Passaic County Sheriff's Department**

Please indicate if you are requesting assistance from the Passaic County Sheriff's Department:

- No Assistance Requested
- Close a County Road       Control Crowds
- Other Police Assistance \_\_\_\_\_

**Fees:** If assistance from the Passaic County Sheriff's Department is requested or required for crowd control, security, or traffic control, your organization/company can hire a Sheriff's Officer for \$60.00 an hour. If a marked Patrol unit is requested or required, an additional fee of \$15.00 an hour will be charged.

Sheriff's Department Assistance Requested/Required		
	Hours	Quantity (# Officers/Cars)
Officer(s)		
Marked Patrol Units		

**Application Fees**

Type of Company	DATE PAID	METHOD OF PAYMENT
For-Profit Company: \$100.00		
Not-For-Profit: \$25.00		

**Please make checks payable to the County of Passaic.**

**Estimate of the Dollar Value of Goods and Services to Be Purchased**

**Please provide an estimate of the dollar value of the goods and services you will be purchasing during filming within Passaic County: \$ \_\_\_\_\_**

**Insurance/ Hold Harmless Agreement**

**Proof of insurance coverage, naming Passaic County as an insured, or additional insured must be provided. Insurance coverage required:**

- 1. For Bodily injury to any one person in the amount of \$500,000 and any occurrence in the aggregate amount of \$1,000,000; and**
- 2. For property damage for each occurrence in the aggregate amount of \$500,000**

**The applicant agrees to indemnify and hold harmless the County of Passaic from any and all liability, expense, claim, or damages resulting from the use of County Public Lands.**

**Proof of Insurance Coverage Received: \_\_\_\_\_  
(Date and attach to Film Permit Application)**

**Film Credit for Passaic County**

**The Board of Chosen Freeholders requests that you add a credit to the completed film: "Filmed in the County of Passaic, New Jersey with the cooperation of the Passaic County Board of Chosen Freeholders."**

**Code of Conduct**

The recipient of a film 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 so that they will have a minimum effect on traffic. The holder shall avoid any interference with previously scheduled activities upon County Public Lands and limit to the extent possible any interference with normal public activity on such County Public Lands. The holder of a permit shall not harm the area in which filming takes place and shall return the area to the same or better condition in existence prior to filming. The holder of a permit shall not assign its rights under a permit to any other individual or entity. This section shall not create any liability to the County of Passaic with respect to any adjoining property owners.

**Declaration**

I hereby declare that the statements in this application are true and that I agree to abide by the provisions outlined in the Film Permit Application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Review and Approval of County Departments**

This Film Permit requires the review and acknowledgement of the following Passaic County Departments:

<b>Acknowledgement (Signature Required)</b>	<b>DEPARTMENT</b>
	<b>Office of the Passaic County Administrator (Mandatory)</b>
	<b>Passaic County Sheriff's Department (Mandatory)</b>
	<b>Passaic County Department of Engineering (As Appropriate)</b>
	<b>Passaic County Parks Department (As Appropriate)</b>
	<b>Other: (As Appropriate)</b>