



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553

TEL: (845) 563-4611

FAX: (845) 563-4670

## General Film Permit Information

Thank you for choosing the Town of New Windsor for the site of your commercial production. Below is information to assist you in your endeavor and attached is an application that, depending on the type of production, may need to be filled out and submitted to the Town Clerk's office, along with attendant fees, for review and consideration per the Town Code Chapter entitled "Filming."

### Exclusions

1. The following filming activities do not require submission of a complete application, but do still require notice provided to the Town Clerk's office and approval of the Town Supervisor's office. No payment of fees is required.
  - Not-For-Profit productions to be filmed on town owned property
  - Filming conducted solely by or for a charitable organization, qualified as such per Section 501(c)(3) of the Internal Revenue Code
  - Noncommercial productions to be filmed on town owned property
2. The following filming activities do not require any application, notice, or approval from the Town; or fees paid to the Town:
  - Family or Personal Use video or still photography on private property or on Town property, if taken during events, tournaments, etc., which are conducted under sponsorship, contract with, and/or permission of the Town
  - Recording or transmission of municipal public meetings, which are subject to the state Open Meetings Law and policies
  - News Media reports and still photography for same
  - Filming on private property, which has already obtained a special use permit for commercial studio productions
  - Filming for law enforcement purposes
  - Filming for civil or criminal court proceedings
  - Commercial still photography conducted to the exclusion of any other filming and provided such photography does not require closure of any public street or sidewalk, or otherwise obstruct a public right-of-way
  - Town productions

March 2024



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## **Insurance Requirements**

1. General Liability: All applicants must provide the Town Clerk's office with a Certificate of General Liability Insurance covering the filming event/production for which they seek a permit. Any such Certificate must specifically identify the nature/type of production covered and **name "Town of New Windsor, 555 Union Ave., New Windsor, NY 12553" as an additional insured, and show limits of liability of at least \$2.0 mil for property damage per individual and \$2.0 mil per occurrence, and \$2.0 mil for personal injury per individual and \$2.0 mil per occurrence.** No application for a permit will be deemed complete until such Certificate is provided.
2. Excess or Umbrella Coverage: **All applicants must also obtain and provide,** to the Town Clerk's office, before an application for a permit will be deemed complete, **proof of excess or umbrella coverage of at least \$3,000,000, naming "Town of New Windsor, 555 Union Ave., New Windsor, New York 12553" as an additional insured** on such policy.
3. Worker's Compensation Insurance: All applicants must provide proof of compliance, to the Town Clerk's office, before an application for a permit will be deemed complete, with all applicable Federal and State requirements for Worker's Compensation Insurance for all persons operating under a film permit.
4. Hold Harmless Agreement: All applicants must execute a hold harmless agreement, as provided by the Town, prior to being issued a film permit. This agreement requires the applicant agree to defend, hold harmless and indemnify the Town against any and all claims, proceedings or action brought in connection with or as a result of the filming and/or recording activities.

## **Application Submission**

1. All completed film permit applications must be filed with the Town Clerk's office, along with all applicable fees, no less than fifteen (15) business days prior to the date filming is to take place for a one day shoot and twenty (20) business days prior to the date of filming for any shoots of more than one day. All applicable fees can be found in the Town's Schedule of Fees.
2. Any change in the applicant's/permittee's planned activities, as set forth in the film permit application, shall involve the same submission requirements noted in the paragraph above.



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### **Additional Information**

1. All applicants/permittees shall, in the credits of the motion picture or television program, acknowledge the production was filmed in the Town of New Windsor.
2. All filming activities, including set up and takedown, shall occur in the hours specified in the permit.
3. Filming and/or recording activities permitted shall comply with all requirements set forth in the Town Code, including, but not limited to those pertaining to noise, illumination and traffic.
4. All applicants must provide notice to all property owners located within 500 feet of the property line of the site where filming is requested to occur, as set forth in the Town Code.
5. All applicants are expected to read and comply with all provisions of the Town Code, including, but not limited, in particular, to the Section entitled "Filming"