

Timothy Tenke
Mayor

Phone: (516) 676-2000
Fax: (516) 676-0108
www.glencoveny.gov



**APPLICATION FOR LICENSE
FOR THE PURPOSE OF**
(Please check one)

**Motion Picture: ___ TV Program: ___ Commercial: ___ Still Photography: ___
Video: ___ Parking: ___**

(Submit application to Mayor's Office at least seven (7) days prior to requested date)

1. Name of Organization: _____
2. Address: _____
3. Telephone: _____
4. Contact/Representative: _____
5. Address of property to be used: _____
6. Date(s) and time for indoor use: _____
7. Date(s) and time for indoor use: _____
8. Project Description: _____

9. Number of people involved: _____
10. Total number of days (this should include - prep day / filming day(s) /breakdown days) _____
11. Amount and type of equipment / vehicles: _____
12. Number of crew cars: _____ Number and type of trucks/trailers/vans etc. _____

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13. Please list all special equipment to be used in shoot (ex: helicopter, plane, boat, exotic animals, explosives, etc.) _____

14. Street closings requested: _____

Street name: _____

Dates/Hours requested: _____

15. Maintenance: Licensee will maintain, repair and clean up the City's property during and following Licensee's use of same and restore to original condition, to the satisfaction of the City in its sole discretion.

16. Licensee will be bound by the anti-discrimination laws and ordinances of the City of Glen Cove, the County of Nassau and the State of New York and Grand Jury provisions of Section 103(a) of the General Municipal Law. Licensee shall also be bound by, and ensure compliance with all applicable Federal, State, County and Municipal laws, including but not limited to all ordinances, codes, regulations, and guidelines promulgated by any Federal, State, County, or City agency applicable to the subject matter herein. The foregoing shall apply regardless of any conflicting items herein.

Fees: The fees pertaining to the issuance of this license must accompany this application and shall be determined by the type of activity. Licensees must adhere to the following schedule:

- Still Photography: **\$500 per day**
- Music/ Entertainment Video **\$750-1,000 per day**
- Commercials: **\$1,500 per day**
- Motion Pictures/ TV Programs: **\$3,000 per day**
- Documentaries/Public Service Announcements **\$1,500**
- Student Project Filming: Reduced: _____ Waived: _____
- Set up for filming half of film rate per day _____
- Breakdown of film set half, of film rate per day _____
- Parking with Filming: **\$1,000 per day**
- Parking in Glen Cove (filming location in another town): **\$1,500 per day**
- **No Filming on Sunday's**

17. Additional services or equipment required from the City (Police, Traffic Patrol, Parks & Recreation), in the City's sole discretion, shall be billed to the Licensee on an established schedule of fees provided by the appropriate City Department and must be paid within seven (7) days after billing by the City.

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18. Insurance:

- a. Licensee is required to furnish, with the application herein, a policy of general liability insurance, or certificate of general liability insurance, in the name of the licensee and shall name the City of Glen Cove as an "additional insured" and include a waiver of subrogation for its interest in the ownership, maintenance and use of the designated premises and said policy or certificate, under normal conditions, shall be written with a limit of not less than One Million Dollars (\$1,000,000) for bodily injury, per occurrence and One Hundred Thousand Dollars (\$100,000) for property damage, including property in the care, custody and control of the licensee and the City of Glen Cove, shall be maintained in effect during the term of the license.
- b. Under conditions in which the activity shall include or exceed the number of twenty five (25) persons appearing within any given scene of said activity (whether said persons are under contract with a forenamed licensee or not), the licensee shall provide a policy or certificate of general liability insurance, naming the City of Glen Cove as an "additional insured" and include a waiver of subrogation, with a policy limit of not less than Two Million Dollars (\$2,000,000) for bodily injury, per occurrence and Five Hundred Thousand Dollars (\$500,000) for property damage.
- c. Under conditions which are considered to be inherently dangerous activities, the licensee shall provide a policy or certificate of general liability insurance naming the City of Glen Cove as an "additional insured" and include a waiver of subrogation, with a limit of not less than Five Million Dollars (\$5,000,000) for bodily injury, per occurrence and One Million Dollars (\$1,000,000) for property damage. For the purpose of this license, inherently dangerous activities shall include but not be limited to:
 1. The Handling, explosion or detonation of any explosive device, material, or combustible material such as dynamite.
 2. The handling of any dangerous or poisonous animal, reptile, or insect.
 3. Engaged in the pursuit of others using an automobile, motorcycle, aircraft, motorboat, or any other similar motor-powered vehicle.
 4. The engaging of any activity, stunt, or exhibition that a reasonable or prudent person would not engage in as constituting a danger too great to be risked by himself or others.

All evidence of required insurance must be acceptable to the City of Glen Cove. The premium for such insurance shall be paid for by the licensee.

Defense and Indemnification: To the fullest extent permitted by law, the Licensee shall (1) immediately defend and (2) indemnify the City, and its councilmembers, officers, and employees from and against all liabilities, regardless of nature or type that arise out of, pertain to, or relate to this License, unless arising out of the City's gross negligence. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. Additionally, Licensee shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the City, the City and its councilmembers, officers, and employees, immediately upon tender to Licensee of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Licensee are responsible for the claim does not relieve Licensee from its separate and distinct

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obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if Licensee asserts that liability is caused in whole or in part by the negligence or willful misconduct of the indemnified party. In order for Licensee to be relieved of the duty to defend, there must be no possible factual or legal basis on which Licensee's duty to defend and indemnify under any provision of this section could be held to attach.

Licensee hereby agrees to abide by all terms and conditions of this license, as described above and herein, and warrants and represents that Licensee's signatory below is an authorized signatory of the Licensee:

Licensee: _____

Printed Name of Signatory _____

Notary Public

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FILM PERMIT

Fee: \$ _____ FOR REQUESTED DATES – FROM _____ THROUGH _____

PAID: _____ CHECK #: _____

INSURANCE CERTIFICATE RECEIVED: YES _____ NO _____

PARKING FEE: _____

PRINT NAME OF LICENSEE: _____

SIGNATURE: _____

TITLE: _____

APPROVAL RECOMMENDED BY:

MAYOR'S OFFICE

Signature: _____

Date: _____

Department of: _____

Department Head: _____

Date: _____

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