

# **Township of Wyckoff**

## **Film Permit Application**

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

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

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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

Date(s) of Filming: \_\_\_\_\_

Hours of Filming: \_\_\_\_\_

Location of Filming (Describe in Detail): \_\_\_\_\_

\_\_\_\_\_

- |  |     |    |
|--|-----|----|
| • Will residents or businesses be impacted by filming?<br>(A copy of letter(s) to be sent to affected individuals<br>and addresses of same <u>must</u> accompany this application) | Yes | No |
| • Do you have a licensed electrician on staff?   | Yes | No |
| • Are existing power lines to be utilized?   | Yes | No |
| • Will traffic be affected as a result of filming?<br>(If "Yes", an off-duty police officer is required)   | Yes | No |

\_\_\_\_\_ ***I HEREBY APPLY FOR A FILMING PERMIT AND TENDER THE  
REQUIRED FEES, BOND, HOLD HARMLESS AND CERTIFICATE OF  
INSURANCE AND AGREE TO BE BOUND BY ALL PROVISIONS OF  
ORDINANCE #1650 OF THE TOWNSHIP OF WYCKOFF.***

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Business Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Chief of Police \_\_\_\_\_

Signature of Municipal Clerk \_\_\_\_\_

Email to: Nancy A. Brown, Municipal Clerk at [wyckoffclerk@wyckoff-nj.com](mailto:wyckoffclerk@wyckoff-nj.com)  
201-891-7000, ext. #1020, Physical Address: 340 Franklin Avenue, Wyckoff, NJ 07481

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For Internal Use Only

		Received
Basic Filming Permit	\$300	_____
Expedited Basic Filming Permit	\$600	_____
Daily Filming Fee	\$500	_____
Daily Filming Fee/Major Motion Picture/TV Series	\$1,500	_____
Non-Profit (Including Documentation)	\$25	_____
Check/Bond	\$2,000	_____
Bonding Agent Name _____		

Off-Duty Officer Required	Yes	No
Electrician Required	Yes	No
Certificate of Insurance Received	Yes	No
Hold Harmless Received	Yes	No

Other Conditions: \_\_\_\_\_

Filming Permit # \_\_\_\_\_

Date Permit Issued \_\_\_\_\_

# **Township of Wyckoff**

## **Hold Harmless Agreement**

(To Be Signed by Film Applicants)

BETWEEN THE TOWNSHIP OF WYCKOFF  
AND

Name of Business: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Type of Business: \_\_\_\_\_  
(Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of filming in the Township of Wyckoff, on the following dates:  
\_\_\_\_\_ for the  
purpose of \_\_\_\_\_  
at the following location \_\_\_\_\_, the  
undersigned agrees to indemnify and hold the Municipality of Wyckoff and its officers,  
agents and employees harmless from any and all liability, claims, costs and attorney's  
fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the municipality of Wyckoff is indemnified from any losses or damages resulting from the acts of omissions from any resident, guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the Municipality of Wyckoff, I agree to furnish a Certificate of Insurance specifically naming the municipality of Wyckoff as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$1,000,000.00. In order to induce the municipality of Wyckoff to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished: (Please Notate or Complete)

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of person(s) anticipated is \_\_\_\_\_.
- c. Live entertainment (will) or (will not) be provided.
- d. Other \_\_\_\_\_.

This Agreement shall remain in full force and effect for any continued, additional, or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered too, or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding  
act in deed of \_\_\_\_\_

Name of Business

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Authorized Name & Title

For the Township:

\_\_\_\_\_  
Nancy A. Brown, Municipal Clerk

\_\_\_\_\_  
David V. Murphy, Chief of Police

## **ORDINANCE # 1650**

### **AN ORDINANCE TO REGULATE FILMING WITHIN THE TOWNSHIP OF WYCKOFF**

**BE IT ORDAINED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that new Chapter 137, "Filming", is hereby adopted as follows:

#### **SECTION 1-**

#### **CHAPTER 137 "FILMING"**

##### **SECTION 137-1**

##### **DEFINITIONS**

As used in this chapter, the following terms shall have the meanings indicated:

##### **FILMING**

The taking of still or motion pictures, either on film or videotape or similar recording medium, for commercial or educational purposes, intended for viewing on television, in theaters or for institutional uses. The provisions of this chapter shall not be deemed to include the filming of news stories within the Township of Wyckoff.

##### **MAJOR MOTION PICTURE**

Any film:

- A. Which is financed and/or distributed by a major motion picture studio;  
or
- B. For which the budget is at least \$5,000,000.

##### **PUBLIC LANDS**

Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the township which is within the jurisdiction and control of the Township of Wyckoff.

**TELEVISION SERIES**

A series of programs or shows to be aired on television by any television station or studio.

**SECTION 137-2**

**PERMIT REQUIRED**

- A. No person or organization shall film or permit filming with the Township of Wyckoff without first having obtained a permit from the Township Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. No permit shall authorize filming for more than three consecutive days in any one location, and in no event shall filming at one location within the Township exceed a total of six days in any one calendar year, regardless of the number of permits utilized in reaching this six-day maximum. This six-day limitation may be extended only if the filming requested constitutes a major motion picture or television series. Said permit must be readily available for inspection by Township officials at all times at the site of the filming.
- B. All permits shall be applied for and obtained from the Township Clerk during normal business hours. Applications for such permits shall be in a form approved by the Township Clerk and be accompanied by a permit fee in the amount set forth hereinbelow.

If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Township Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this permit.

**SECTION 137-3**

**CRITERIA FOR ISSUANCE OF PERMITS**

- A. No permit will be issued by the Township Clerk unless applied for at least five days prior to the requested shooting date; provided, however, that the Township Clerk may waive the five-day period

if, in the Township Clerk's judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.

- B. No permit shall be issued for filming upon public lands unless the applicant shall provide the Township with satisfactory proof of the following:
- (1) Certificate of insurance specifically designating the Township of Wyckoff as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that "the issuing company shall mail 30 days' written notice to the certificate holder named, certified mail return receipt."
  - (2) An agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Township of Wyckoff from any and all liability, expense, claim or damages resulting from the use of public lands.
  - (3) The posting of a cash or surety bond of \$2,000 in favor of the Township to insure that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment, and that due observance of all ordinances, laws and regulations will be followed. Within seven days of the completion of the filming, the township will return the bond if there has been no damage to public property or public expense caused by the filming.
  - (4) The hiring of one or more off-duty Wyckoff police officers for the times indicated on the permit, to ensure the safe and efficient flow of vehicular and pedestrian traffic.
- C. The holder of the permit shall take all reasonable steps to minimize interference with the passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Wyckoff Police Department with respect thereto.

- D. The holder of a 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 part vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit, to the extent possible, any interference with normal public activities on such public lands. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three days prior to the requested shooting date and be informed that objections may be filed with the Township Clerk, said objections to form a part of the applicant's application and be considered in the review of the same. Proof of service of notification to adjacent owners shall be submitted to the Township Clerk within two days of the requested shoot date.
- E. Filming in residential zones shall be permitted Monday through Friday between the hours of 7:00 a.m. and 9:00 p.m., provided that all requests for night scenes shall be approved in the permit to be granted in accordance with the provisions of Subsection H hereinbelow. The setup, production and breakdown required by all filming shall be included in the hours as set forth herein.
- F. The Township Clerk may refuse to issue a permit whenever the Township Clerk determines, on the basis of objective facts and after a review of the application and a report thereon by the Police Department and by other Township agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or ordinance or would unreasonably interfere with the use and enjoyment of the adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare. Further the Township reserves the right to require one or more on-site patrolmen in situations where the proposed production may impede the proper flow of traffic, the cost of said patrolman to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does



not have a licensed electrician on staff. The Township may also require on site, any other professional, which the Township deems necessary, to ensure the health, safety and welfare of the public, the cost of which shall be paid by the applicant.

- G. Any person aggrieved by a decision of the Township Clerk denying or revoking a permit or a person requesting relief pursuant to Subsection F may appeal to the Township Committee. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Township Clerk. An appeal from the decision of the Township Clerk shall be filed within 10 days of the Township Clerk's decision. The Township Committee shall set the matter down for a hearing within 30 days of the day on which the notice of appeal was filed. The decision of the Township Committee shall be in the form of a resolution supporting or reversing the decision of the Township Clerk at the first regularly scheduled public meeting of the Township Committee after the hearing on the appeal, unless the appellant agrees, in writing, to a later date for the decision.
- H. The Township Clerk may authorize filming other than during the hours herein described. In determining whether to allow an extension of time under this subsection, the Township Clerk shall consider the following factors:
  - (1) Traffic congestion at the location caused by vehicles parked on the public streets.
  - (2) Applicant's ability to remove film-related vehicles off the public streets;
  - (3) When the applicant is requesting restrictions on the use of public streets or public parking during the course of the filming;
  - (4) Nature of the film shoot itself, including whether it is indoor or outdoor, day or night; and
  - (5) Prior experience of the film company/applicant with the Township, if any.

- I. Copies of the approved permit shall be sent to the Police and Fire Departments before filming takes place. The applicant shall permit members of the Police Department, Fire Department, Fire Prevention Bureau, Department of Public Works or other Township officers or inspectors to access the site for such purposes as may be necessary or appropriate. The applicant shall comply with all safety instructions issued by the Fire Prevention Bureau or other Township inspectors.
- J. In addition to any other fees or costs mentioned in this chapter, the applicant shall reimburse the Township for any lost revenue that the Township was prevented from earning because of filming.
- K. Special regulations for major motion pictures and television series.
  - (1) When filming is requested with respect to a major motion picture or television series, the duration of such filming shall not exceed six consecutive days in duration.
  - (2) Any days necessary to be used for setup and preparation for a major motion picture or television series filming may, in the discretion of the Township Clerk, be counted as a filming day where setup is anticipated to involve one or more of the factors set forth in Subsection H hereinabove.

#### **SECTION 137-4**

##### **FEES**

- A. Basic filming permit: \$250. Where an applicant requests a waiver of the provision of Subsection A of Section 137-3 requiring expedited processing of the permit application, the basic filming permit shall be \$300.
- B. Daily filming fee payable in addition to the basic filming permit: \$500 per day.
- C. Daily filming fee payable for major motion picture or television series: \$1,500 per day.
- D. Filming permit for nonprofit applicants for educational purposes (no daily rate required): \$25.

**SECTION 137-5**

**VIOLATIONS AND PENALTIES**

Where the owner of the premises is not the applicant for a permit required by this chapter, both the owner and the applicant shall each be liable for violations hereof. Any persons violating this chapter or these rules and regulations, upon conviction thereof, shall be punished by a fine not exceeding \$2,000 per day or by imprisonment in the county jail for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

**SECTION 2** - All other parts and sections of Chapter 115 shall remain in full force and effect.

**SECTION 3** - This Ordinance shall take effect upon final passage and publication according to law.

## **TOWNSHIP OF WYCKOFF**

### **ORDINANCE #1662**

#### **AN ORDINANCE TO AMEND SECTION 137-4 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "FILMING", TO INCREASE THE BASIC FILMING PERMIT AND THE DAILY FILMING FEE**

BE IT ORDAINED by the Township of Wyckoff, County of Bergen, State of New Jersey that Section 137-4 "FEES" is amended as follows:

#### **SECTION 1**

##### Section 137-4 – FEES

- A. Basic filming permit ~~\$250.~~ \$300. Where an applicant requests a waiver of the provision of Subsection A of Section 137-3 requiring expedited processing of the permit application, the basic filming permit shall be ~~\$300.~~ \$600.
- B. Daily filming fee payable in addition to the basic filming permit: \$500 per day.
- C. Daily filming fee payable for major motion picture or television series: \$1,500 per day.
- D. Filming permit for nonprofit applications for educational purposes (no daily rate required): \$25.

#### **SECTION 2**

Except as hereby amended, all other sections of Section 137-4 remain in full force and effect.

#### **SECTION 3**

This ordinance shall take effect upon final passage and publication as provided by law.