



WESTPORT, CONNECTICUT

GORDON F. JOSELOFF
First Selectman

Dear Filming Applicant:

Attached is the Application for a Permit for Commercial Filming and Promotion on public property in the Town of Westport, Connecticut. Requests for the use of Board of Education properties should be directed to the Board of Education. Requests for use of private properties (commercial or residential) should be directed to the Planning and Zoning office.

Please review the application very carefully. Completely and accurately fill in all portions of the application which pertain to your operation; indicating "N/A" in those areas that do not apply. The application must be submitted IN PERSON to the Selectman's Office.

The Selectman's Office will collect the application fee in the amount of \$250, a certified check in the amount of \$10,000 for a security deposit and a copy of your insurance document.

After this application is executed by all required personnel, it will be your permit and you are required to keep it with you at all times.

If you have any general questions regarding the application, please contact Pat Scully, Manager of Selectman's Office, at (203) 341-1111 or selectman@westportct.gov. Thank you.

**CONDITIONS AND AGREEMENT FOR
COMMERCIAL FILMING ON TOWN OWNED AND OPERATED PROPERTY**

If a permit is issued, the Applicant understands and agrees that in consideration of the permission given by the issuance of the permit, Applicant promises, covenants and agrees with the Town of Westport:

1. That all persons conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, recreation places, facilities, and other Town owned and operated properties, and with any and all conditions or restrictions specified below.
2. Applicant agrees to restore property to the original condition. Applicant shall be present during all activities carried out under the permit and is completely responsible for all damage to Town property caused by or arising out of the activities. By accepting the permit, Applicant specifically agrees with the Town that it is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, recreational place or facility under the permit, including but not limited to damage to lawns, plants, trees, paths, roads, bridges, waters, buildings, equipment or other property or facility of every sort; clean up of litter and trash; expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to the use of the park, recreational place or facility or breach of conditions or restrictions specified below.
3. By accepting the permit, applicant agrees with the Town that it indemnifies, protects and holds harmless the Town, its officers, agents and employees from and against any and all liabilities, claims, demands, suits or actions including all costs and expenses of defense and otherwise, and including attorney's fees on account of bodily injury, sickness, disease or death sustained by any person, persons or injury or damage to or destruction of any property directly or indirectly arising out of activities performed under the permit, whether or not such liabilities, claims, demands, suits or actions are just, unjust, groundless, false or fraudulent.
4. Applicant acknowledges that its use of Town facilities for the purposes of this permit is at its own risk and expressly waives any right to make or prosecute claims or demands against the Town for any loss, injury or damage which Applicant may sustain in the exercise of the permissions granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause or the utilities or other services furnished, or for any loss resulting from fire, water, wind, civil commotion, riot, landslide or acts of God.
5. Before a permit will be issued and until final completion of all activities under a permit, the Applicant shall procure and maintain insurance satisfactory to the First Selectman, naming the Town of Westport as additional insured in the following minimum amounts:

General Liability and Property	\$2,000,000 General Aggregate/ \$1,000,000 Per Occurrence
Comprehensive Automobile	\$1,000,000 (covering owned and not-owned vehicles)

6. The permit covers use of the designated area(s) during the specified times only and does not include permission to use other areas. Any changes in schedule must have the prior approval of the First Selectman, or authorized agent.
7. Arrangements for traffic and any desired or required security or protection shall be made with the appropriate Town Departments.

8. A permit is non-transferable.
9. The Town will not be obligated to issue a permit
10. The discovery of any false or misleading statements in the application or the violation of any material terms of the permit or this Agreement shall result in the revocation of the permit and the forfeiture of the security deposit.
11. The Town reserves the right to require Town employees (including, but not limited to, fire and police personnel) to be present for supervision. The Applicant shall be responsible for the reimbursement and/or compensation at the appropriate hourly rate.
12. Noise shall be maintained at a reasonable level, especially that from electrical generators. No gunfire, explosions, sirens, public address systems or other noise creating devices shall be used.

I have carefully read the terms, conditions and agreements above and, if a permit is issued, in consideration of the issuance of said permit, agree to be fully bound by said terms, conditions and agreements.

_____ Date: _____
Applicant Signature

Title

Permitting Fee Paid : \$ _____.
Security Deposit Paid (Certified Check Only): \$ _____.
Checks payable to: **Town of Westport**

Insurance Coverage Certificate Attached: _____

**TOWN OF WESTPORT, CONNECTICUT
PERMIT APPLICATION FOR COMMERCIAL FILMING
AND PROMOTION ON TOWN PROPERTY**

The following information is provided by the applicant to obtain a permit to use, reserve or place commercial filming equipment on property owned by the town (e.g. street, park or recreational facility.) Request for the use of Board of Education properties (e.g schools) should be directed to the Board of Education. Request for the use of private property (commercial or residential) should be directed to the Planning and Zoning Office.

NOTE: Ten (10) business days advance notice is required.

1. Applicant Information

Applicant's Name: _____ Individual or Organization: _____
(Permittee)

Address: _____ Telephone Number: _____

City/State/Zip: _____ Mobile Phone: _____ FAX: _____

On-Site Manager: _____ Title: _____ Cell Phone: _____
(Individual on-site during production - responsible for adherence to conditions of permit.)

Production Manager: _____ Director: _____

Title of Film: _____ Producer: _____

If organization is a partnership, list names and addresses of each member.

Name: _____ Address: _____

Name: _____ Address: _____

If applicant is a corporation, list names and addresses of principal officers.

President: _____ Address: _____

Secretary: _____ Address: _____

Treasurer: _____ Address: _____

2. Film Description – Movie, TV Commercial, Still Photos, Video

Filming Description (please describe in detail): _____

Purpose of Activity: _____

Public Property: Yes___ No___ Private Property: Yes___ No___

Place or Address Where Filming: _____

Property Owner Name & Address: _____

Property Owner's Signature: _____ Telephone #: _____

Date(s) and Hours of Operation: _____

Describe Plan to notify neighbors: _____

3. Crew and Equipment

NOTE: Special effects will require a permit from Town Fire Marshal.

Number of Trucks and Size: _____ Number of Personal Cars: _____

Camera Cars or Trucks and Size: _____

Number of Vans and Size: _____

Other Vehicles and Size: _____

Number of Generators and Size: _____

Special Equipment Type and Number: _____

Lighting (Describe): _____

Use of Animals: Yes___ No___ Please Describe: _____

Number of Crew and Cast Members: _____

Music Type – Describe Use And Length of Time: _____

Bathroom Facilities: _____ Describe What Kind: _____

Sleeping Accommodations: Yes___ No___ Please Describe: _____

Catering Services: Yes___ No___ Please Describe: _____

Street Closures (will require Traffic Authority approval): Yes ___ No___

If Yes, Please Describe: _____

Traffic or Crowd Control: Yes ___ No___

If Yes, Please Describe: _____

4. Police Requirements:

Number of **off-duty** Police Officers: _____

Number of Police Cars/Motorcycles: _____

Number of wooden horses: _____

Number of "No Parking" Signs: _____

Explain Conditions: _____

Street Closure Approved by Traffic Authority: Yes ___ No ___

If Yes, Please Describe (i.e. time and location): _____

Other: _____

Fire Hydrant Use: Yes ___ No ___ If Yes, Please Describe: _____

Public Building Use: Yes ___ No ___ If Yes, Please Describe: _____

NOTE: Filming permitted between the hours of 7 a.m. and 8 p.m. weekdays; 9 a.m. and 8 p.m. Saturdays, Sundays and legal holidays. Activity outside of these hours may be considered provided there is no disruption to neighboring properties.

For town-owned and controlled property see *Conditions and Agreement for Commercial Filming on Town-Owned and Operated Property (attached)*.

5. Town Department Approvals (where applicable)

NOTE: First Selectman approval is always required

Conditions Attached

Department of Health: _____ Date: _____
Director or Authorized Agent

Department of Police: _____ Date: _____
Chief of Police or Authorized Agent

Department of
Parks and Recreation: _____ Date: _____
Director or Authorized Agent

Department of
Public Works: _____ Date: _____
Director or Authorized Agent

Fire Department: _____ Date: _____
Fire Marshal or Authorized Agent

Applicant's Signature: _____ Date: _____
Title

First Selectman's Signature _____ Date: _____
First Selectman or Authorized Agent