

## Palisades Interstate Park Commission

Administration Building

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We appreciate your interest in photography or filming in the state parks of the Palisades Region. A location fee is charged. The breakdown of location fees is as follows:

### **Still Photography**

Cast & Crew = 1 -- 3	\$ 100.00 plus \$10/hour over 12 hours
Cast & Crew = 4 -- 20	\$ 600.00 plus \$50/hour over 12 hours
Cast & Crew = 21+	\$ 950.00 plus \$50/hour over 12 hours

### **Film & Video**

Cast & Crew = 1 -- 5	\$ 375.00 plus \$50/hour over 12 hours
Cast & Crew = 6 -- 15	\$ 750.00 plus \$100/hour over 12 hours
Cast & Crew = 16 -- 35	\$ 1,200.00 plus \$100/hour over 12 hours
Cast & Crew = 36 -- 75	\$ 2,100.00 plus \$100/hour over 12 hours
Cast & Crew = 76 -- 125	\$ 3,000.00 plus \$100/hour over 12 hours

**The following requirements must be met before a permit for photography/filming can be issued by the Palisades Regional Office:**

1. The permit application must be completed, signed, and returned to the Regional Office. The information must be specific as to locations, dates, and times. It is suggested that applicants contact the park/facility before completing the application to determine the availability of dates or specific locations before completing the application. **Please note that between Memorial Day and Columbus Day, weekend photography/filming is prohibited in most parks /facilities.**

2. A Certificate of Insurance from your insurance carrier is required naming as:

**Additional Insured:** The people of the State of New York, New York State Executive Department, Office of Parks, Recreation and Historic Preservation and the Palisades Interstate Park Commission.

The required insurance coverage is **Commercial General Liability Insurance** with a limit of not less than one million dollars (\$1,000,000) for each occurrence and **General Aggregate in the amount of two million dollars (\$2,000,000).**

3. The location fee must be paid before the permit will be issued. Please make checks payable to the Palisades Interstate Park Commission (or PIPC). We also accept most major credit cards. The location fee may be reduced for student projects. A letter explaining the educational purpose of the project **and** proof of school enrollment must be submitted with the application to be considered for a fee reduction. Along with the location fee depending of the times or locations of the filming, there may be staff fees that you will be responsible to pay.
4. If the photography or filming is to take place on roads, park police assistance for traffic control is required. Also, any photography or filming that involves the use of prop weapons requires that the park police be present. Park police assistance needs to be requested at least 3 days before the filming date. There is a four-hour minimum for a park police detail and officers get paid for travel time to/from the location. If you cancel the detail late and the officers come in to work the detail you will be charged the minimum.

5. Use of an Unmanned Aircraft System (drone) requires a separate permit through the Deputy General Manager's Office. A tent with a canopy 200 square feet or larger requires a tent permit through the Region's Engineering Department. These additional permits should be requested in a timely manner. An approved filming permit does not guarantee that these additional permits will also be issued.

## PHOTOGRAPHY/FILMING PERMIT APPLICATION

Company's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Permit: ☐ Still Photography ☐ Film/Video ☐ Both

Requested date(s): \_\_\_\_\_ Rain date(s): \_\_\_\_\_

Requested time(s): From \_\_\_\_\_ To \_\_\_\_\_

Requested Park/Historic site: \_\_\_\_\_

Specific location(s) \_\_\_\_\_

Subject matter \_\_\_\_\_

Proposed use (e.g. brochure, TV commercial etc.): \_\_\_\_\_

Number of persons involved: Cast \_\_\_\_\_ Crew \_\_\_\_\_ Total \_\_\_\_\_

Type of costume or clothing to be worn by cast members: \_\_\_\_\_

Type of equipment to be brought into park (number & type): \_\_\_\_\_

Vehicle used to transport persons and equipment into park (number & type): \_\_\_\_\_

Any special requirements: \_\_\_\_\_

Do you plan to bring a caterer? ☐ NO ☐ YES If Yes, Name of Company: \_\_\_\_\_

Will you need Police Assistance? ☐ NO ☐ YES If Yes, times need: From \_\_\_\_\_ To \_\_\_\_\_

Applying for Tent Permit? ☐ NO ☐ YES

Applying for UAS/Drone Permit? ☐ NO ☐ YES

**Terms & Conditions:**

1. The permit **does not waive** any applicable vehicular use fee or park fee that must be paid upon entry to any park facility.
2. The permit is granted subject to the rules and regulations of the Office of Parks, Recreation and Historic Preservation, the specific park region and the special conditions enumerated in the permit. The permit shall be shown to any official of the Agency upon request and the Agency shall have the right to have staff present during filming.
3. It is understood that the photography or filming will not offend the sensibilities of the public; will cause no more than a minimum of interference with the use of park facilities by the public; and, the intended use is not otherwise contrary to the public interest.
4. It is understood that **no alterations are to be made at photographic sites** (e.g. cutting trees, trimming bushes, arranging furniture, etc.) without the express written authorization of the Regional Office. The Permittee shall be responsible for any damage to Park property or facilities resulting from the Permittee's activities.
5. Permittee shall defend, indemnify and hold harmless the People of the State of New York, the Executive Department, the New York State Office of Parks, Recreation and Historic Preservation; Palisades Interstate Park Commission; their commissioners, officers, agents and employees from and against damages for injury to or death of persons and for damage to or destruction of property of State Parks or others occurring during Permittee's use of said Premises and caused by the acts, omissions, neglect or misconduct of Permittee or any of its employees, agents, contractors, licensees or guests in the conduct of Permittee's operations under this permit. The Permittee assumes all risk of loss of the Permittee's property or that of its agents, employees, contractors and guests. Permittee's liability is not limited to the insurance coverage provided
6. Permittee shall promptly report any and all unusual incidents directly to the Park Manager or Park Police. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.
7. The Office of Parks, Recreation and Historic Preservation shall not be responsible for providing any utility or service including but not limited to gas, electricity, restrooms, etc. in excess of that which is already available and can be provided without detriment to the Agency's operations.
8. When photography is taking place at historic sites, sound and lighting levels will be in accord with Agency standards. Historic objects shall not be moved by any person except appropriate Agency staff.
9. The Permittee is required to obtain a Certificate of Insurance naming as Additionally Insured: **"The people of the State of New York, New York State Executive Department, Office of Parks, Recreation and Historic Preservation and the Palisades Interstate Park Commission"** from all suits arising from operation of the permit, or as a result of the consequence of any act, omission, neglect or misconduct on the part of anyone associated with the Permittee on this project. With Commercial General Liability Minimum amounts of \$1,000,000 for each occurrence and General Aggregate in the amount of 2,000.000. This certificate must be presented prior to a valid photography permit being issued.
10. It is understood that the permit is not transferable and may be revoked at any time at the discretion of an authorized representative of the Regional Office.
11. No caterer may enter park property without an appropriate permit issued by the Regional Office.
12. The permit does not become effective until approved by both the Regional Office and the Site or Park Manager.

**I hereby apply for a permit to film or photograph as shown above. I have read all terms and conditions and agree to comply with them. I understand that the permit may be revoked if any terms or conditions are violated.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Submit this application to 1 week prior to the first date for which permission to photograph/film is requested.**