

**Application to Obtain Permit for Film/Video Productions
on Town Owned Property
Town of Woodbury, Orange County, New York**

Applicant's Name: _____

Company's Name: _____

Applicant's Address: _____

Applicant's Phone: Cell: _____ Other: _____

Date(s) of filming: _____ # of days _____

Address of Town Owned Property requested to be used: _____

Signature of Applicant: _____

Date Signed: _____

Applicants shall be responsible for all costs incurred by the Town in assigning police or other Town employees to facilitate or monitor the filming process as per attached agreement. A copy of the local law containing guidelines and insurance requirements for filming and/or recording is attached.

~~~~~ TOWN CLERK USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE ~~~~~

Fees for this permit: \$ \_\_\_\_\_/day (minimum 1 day)  
\$ \_\_\_\_\_ police services (amount estimated and will be held in escrow<sup>1</sup>)  
\$ \_\_\_\_\_ other services: \_\_\_\_\_

Total Fees Received: \$ \_\_\_\_\_

Date Fees Received: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Date of Town Board Approval Granted: \_\_\_\_\_

Signature of Town Clerk: \_\_\_\_\_

Date Signed: \_\_\_\_\_

<sup>1</sup> Any funds remaining in account after all fees have been paid will be returned to applicant.

**AGREEMENT FOR TOWN OF WOODBURY POLICE SERVICES**

This agreement dated \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ with offices at \_\_\_\_\_ (CLIENT) and the Town of Woodbury, a New York Municipality, with offices at 511 State Route 32, Highland Mills, New York, 10930, (TOWN) for services to be provided to CLIENT by the TOWN.

WHEREAS, CLIENT desires to have the TOWN provide specific police services to CLIENT at \_\_\_\_\_, and the TOWN is willing and able to provide such services as outlined below:

CLIENT and the TOWN hereby agree as follows:

1. The TOWN will provide police presence in the form of \_\_\_\_\_ police officer(s) and \_\_\_\_\_ police cruiser(s) for traffic control on \_\_\_\_\_ from \_\_\_\_\_ am to \_\_\_\_\_ pm. The officer(s) provided will be a Town of Woodbury Police officer(s) assigned at the discretion of the Town of Woodbury Police Chief or his designated agent.
2. The TOWN hereby certifies that it maintains General Liability insurance including law enforcement activities. The TOWN also maintains the statutory Workmen’s Compensation insurance as required by New York State. Copies of said policies shall be made available to CLIENT upon request.
3. It is further understood and agreed by and between the parties hereto that the TOWN shall only be required to make its best efforts to provide the manpower and equipment as noted above. The parties recognize that there may be an emergency or other circumstances under which the officer(s) or equipment assigned to the CLIENT details may be required for public safety to be positioned elsewhere. Such reassignment shall not be regarded as a breach of this contract if such should occur.
4. The period of time covered by this agreement shall run from \_\_\_\_\_ until \_\_\_\_\_, unless extended by mutual agreement of the parties hereto.
5. The cost to CLIENT for the above services shall be as follows:
  - a) The number of hours worked by each officer shall be computed at the normal overtime rate for said officer, from newest officer to Chief.
  - b) A charge of \$20.00/hour for each car assigned shall be computed and billed to compensate for wear and tear, fuel, etc.
  - c) Cost of miscellaneous safety equipment deemed necessary or desirable by the TOWN shall be billed to CLIENT at a cost basis. Such items might include but not necessarily be limited to flares, cones, etc.
6. The TOWN shall submit an itemized bill to CLIENT at the conclusion of the event. Such bill shall include the name of the officer who provided services, hours worked, the normal hourly overtime rate of pay for each officer, each vehicle so assigned and the number of hours so assigned, and a list of any additional equipment provided by the TOWN as outlined above. Such costs will be withdrawn from the escrow account established.
7. The CLIENT will provide insurance certificates to the Town Clerk with this application as pursuant to Section 149-2(F) of the Town Code.

Town of Woodbury  
  
\_\_\_\_\_  
\_\_\_\_\_, Town Supervisor

CLIENT  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date