

# VILLAGE OF BROOKVILLE

FILMING PERMIT APPLICATION  
18 HORSE HILL ROAD • BROOKVILLE • NEW YORK • 11545  
516.626.1792  
[winnie@villageofbrookville.com](mailto:winnie@villageofbrookville.com)

**Prior to issuance of permit, applicant must provide for the Village Clerk’s review and approval:**

1. Completed application for filming permit with signature of the owner of the filming location.
2. Certificate(s) of insurance as required below.
3. Payment of all fees

**Schedule of Fees:**

Filing fee per year – \$1,000.00  
Permit fee per day – \$2,500.00

**Insurance Requirements:**

Certificate of insurance must be provided in accordance with the following insurance requirements: \$1,000,000 Commercial General Liability per occurrence; \$2,000,000 general aggregate; \$1,000,000 Products and Completed Operations Aggregate, including full Contractual Liability and Aggregate limits per project or per location, Village of Brookville, all elected and appointed officials, employees and volunteers to be included as Additional Insured per ISO Form CG20236 or equivalent. Copy of Additional Insured Endorsement must be attached to the Certificate of Insurance. Evidence of Workers Compensation and NYS Disability must be provided on C1015.1 and DB120 forms (unless State Insurance Fund certificate applies).

**Neighbors & Police Department:**

Along with the fees and permit application signed by the homeowner, the homeowner must notify their neighbors and the Old Brookville Police Department (516.626.1300) of the intent to film on their property.

**1. PRODUCTION COMPANY:**

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

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

Contact (name/phone/email): \_\_\_\_\_

**2. PROPERTY ADDRESS WHERE FILMING:** \_\_\_\_\_

**3. PROPERTY CONTACT (Name & Phone):** \_\_\_\_\_

**4. BASE CAMP LOCATION (if different from above property):** \_\_\_\_\_

**5. TYPE OF PRODUCTION:** \_\_\_\_\_

**6. DESCRIPTION OF FILMING:** \_\_\_\_\_

**7. LIST DATES & TIMES (setup, filming & wrap):** \_\_\_\_\_

**8. TOTAL # OF DAYS IN THE VILLAGE:** \_\_\_\_\_

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## 9. SIGNED CONSENT OF THE PROPERTY OWNER TO BE USED IN FILMING:

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Owner Signature)

*The applicant shall indemnify and hold the Municipality harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of, or resulting from, the permit holder's or license's operations within the Municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any sub-contractors, its servants or agents.*

### VILLAGE OFFICE USE ONLY

Film Permit  Approved  Denied on \_\_\_\_\_

Permit is subject to these conditions listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE

Received stamp

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

**PERMIT #**

\_\_\_\_\_