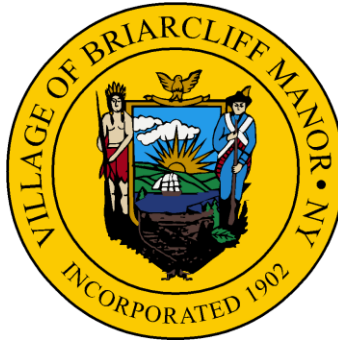


VILLAGE OF BRIARCLIFF MANOR  
1111 PLEASANTVILLE ROAD  
BRIARCLIFF MANOR, N.Y. 10510



WWW.BRIARCLIFFMANOR.ORG

TELEPHONE: (914) 941-4800

FAX: (914) 941-4837

THANK YOU FOR INQUIRING ABOUT  
FILMING & PHOTOGRAPHY IN THE VILLAGE OF BRIARCLIFF MANOR

**WE WELCOME YOUR PRODUCTION**

The Village Clerk reviews and approves *all* applications for Permits for filming and photography in accordance with Chapter 124 of the Village Code. Please refer to Chapter 124 of the Village Code for further information.

The Film Permit Application, Hold Harmless Agreement, Homeowner Authorization Letter, sample Notification Letter and copies of the Briarcliff Manor Village Code regarding filming and photography are attached for your reference and use, as applicable.

The following forms must be completed and submitted for review by the Village Clerk for all Permit applications:

<b>Application for Permit for Filming &amp; Photography</b>	Required for each separate location where filming is proposed. If filming is on private property, the property owner/agent must sign each application or provide a <b>Homeowner Authorization Letter</b> giving permission for the production to use their property. (see attached sample Authorization Letter)
<b>Indemnification &amp; Hold Harmless Agreement</b>	Attach a signed copy of the <b>Indemnification &amp; Hold Harmless Agreement</b> (attached) to this application for each separate location where filming is proposed, relieving the Village from any potential liability by virtue of the applicant's activities
<b>Certificate of Insurance</b>	Attach a copy of the <b>Certificate of Insurance</b> naming the Village as an additional insured with a minimum of \$2,000,000 General Aggregate coverage
<b>Fee</b>	Payable by check or credit card (with a processing surcharge) made out to Village of Briarcliff Manor. Fee schedule is below.

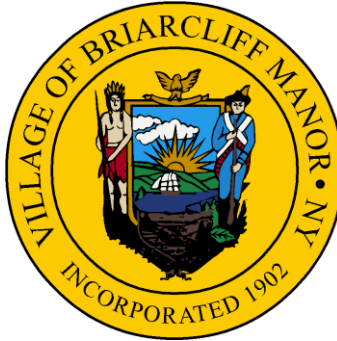
To expedite the application process, applicants should contact the Village Clerk in advance of submission, to determine the type of permit required and any additional measures necessary for each specific production's application.

**FEE SCHEDULE (assessed Per Day)**

Special Conditions are determined at the discretion of the Village Clerk and are outlined in detail in the Village Code (Chapter 124-3).

Please contact the Village Clerk's Office at (914) 941-4801 if you have any questions. Return forms to Village Clerk Film Permits, 1111 Pleasantville Road, Briarcliff Manor, NY 10510 or [clerksoffice@briarcliffmanor.gov](mailto:clerksoffice@briarcliffmanor.gov).

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	REQUIREMENTS	Daily Fee
TYPE I PERMIT	<p>Type I permits may be issued by the Village Clerk if filming or photography meets all of the following conditions:</p> <ul style="list-style-type: none"><li>a) Filming or photography is limited to an indoor location or outdoor location and is fully contained to private property;</li><li>b) The size of the entire cast, crew, and support staff is limited to 20 or fewer individuals;</li><li>c) Filming or photography is limited to daytime hours;</li><li>d) Filming or photography is limited to five or fewer continuous days at the location; and</li><li>e) Filming or photography involves no potential noise, traffic or light impacts, including, but not limited to, those from the use of any generator, pyrotechnic device or high-powered artificial lighting other than camera-mounted or handheld equipment.</li></ul>	<p>\$500/day for filming \$250/day for prep and wrap</p>
TYPE II PERMIT	<p>Type II permits may be issued by the Village Clerk if there are any special conditions that could potentially cause inconvenience or disruption to neighboring properties or traffic.</p> <p>Special conditions include, but are not limited to:</p> <ul style="list-style-type: none"><li>a) Filming or photography will occur on public property.</li><li>b) Filming or photography may impede normal vehicular or pedestrian traffic or disturb neighboring property owners.</li></ul>	<p>\$2000/day \$1000/day for prep and wrap</p>

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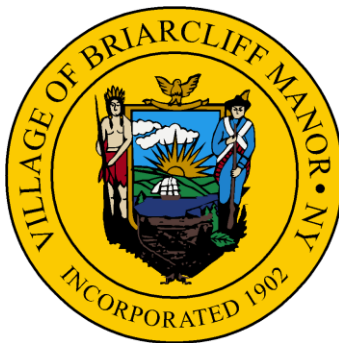
	<ul style="list-style-type: none"> <li>c) The size of the entire cast, crew, and support staff is greater than 20 individuals and fewer than 50 individuals.</li> <li>d) Filming or photography is outside normal daytime hours.</li> <li>e) Filming or photography exceeds three days at the location.</li> </ul>	
<b>TYPE III PERMIT</b>	<p>Type III permits may be issued by the Village Clerk if there are any significant conditions that could potentially cause inconvenience or disruption to neighboring properties or traffic beyond those that would warrant a Type II permit.</p> <p>Significant conditions include, but are not limited to, one or more of the following:</p> <ul style="list-style-type: none"> <li>a) Filming or photography will occur on multiple properties within the Village.</li> <li>b) Filming or photography may significantly impede normal vehicular or pedestrian traffic or disturb property owners beyond a single filming location.</li> <li>c) The size of the entire cast, crew, and support staff is greater than 50 individuals.</li> <li>d) Outdoor filming or photography is outside normal daytime hours.</li> <li>e) Filming or photography exceeds five days at the location.</li> <li>f) Filming or photography involves potential noise or light impacts, including, but not limited to, those from the use of any pyrotechnic device, high-powered artificial lighting, or generator, any of which may impact abutting neighbors.</li> <li>g) Production requires oversized vehicles, such as motor homes, trailers, and/or box trucks or excessive numbers of vehicles that cannot be contained to private property.</li> <li>h) Production requires the use of special effects on the property, such as artificial rain, snow, fire, sound effects or others.</li> <li>i) Production requires the use of any off-site or public areas for staging areas, crowd control, parking, sanitary facilities, cleanup</li> </ul>	<p>\$3500/day \$1750/day for prep and wrap</p>

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	<p>or any other use related to the production but not on the permitted property itself.</p> <p>j) Production involves drone or aerial photography, which must be compliant with FAA regulations and requirements, and for which the Village Clerk may request required proof of valid FAA registration.</p> <p>k) Production requires the support of Village personnel, including but not limited to members of the Police, Fire, or Ambulance Departments.</p> <p>l) Any other significant conditions where the Village Clerk determines that such filming or photography may cause a significant impact on merchants, residents, visitors, or passers-by within the Village of Briarcliff Manor, or any condition that may require the imposition of mitigation measures at the discretion of the Village Clerk.</p>	
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Note: Permits required for commercial projects only.

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**Type I** permits require no additional documentation and can be processed expeditiously.

**Type II & III** permits may require additional follow-up actions and/or coordination with other Village Departments (i.e. Police Department, Ambulance Department, Fire Department, Public Works etc.). Requirements are at the discretion of the Village Clerk and may include, but are not limited to:

<b>Notification Letter</b>	<p>For any productions that may impact neighboring properties, the Village requires that advanced notice be given to adjacent property owners (see Chapter 124-4 [C]) in the form and manner prescribed by the Village Clerk.</p> <p>Provide a copy of the Notification Letter to the Village Clerk for approval in advance of the mailing. This letter must include the location, date and time, arrangements for parking, designated meal area and other particulars that would affect adjacent properties. A <b>sample Notification Letter</b> is attached.</p>
<b>Proof of Notification</b>	<p>Notifications can be made via postal mail, email, or hand delivery to each impacted person. Proof of the notification must be provided to the Village after the notifications have been sent or communicated in the form and manner prescribed by the Village Clerk before preparing for any filming begins. The expense of notification will be paid by the applicant.</p>

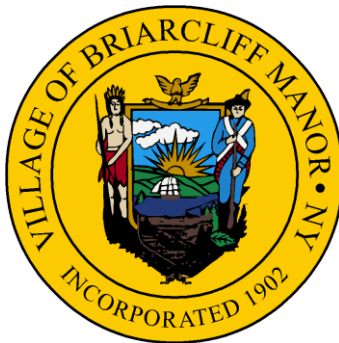
The Village Clerk, for Type II and Type III permits, may further require as a condition of any permit that the applicant first meets with, or utilizes the services of, the Village of Briarcliff Police Department, Fire Department and/or Ambulance Department at rates published in the Master Fee schedule, for each four-hour period or part thereof. The Applicant shall provide to such Village personnel proper restroom facilities and water. Proper meals and other such support for services shall be provided to any such Village personnel so present in excess of four consecutive hours.

The applicant shall pay the actual cost, if any, for any Village of Briarcliff personnel, services or equipment required in connection with permitted filming activities.

The Village Clerk, for Type II and Type III permits, may require the applicant to post reasonable bond or cash security to assure adherence to any permit conditions.

Please contact the Village Clerk's Office at (914) 941-4801 if you have any questions. Return forms to Village Clerk Film Permits, 1111 Pleasantville Road, Briarcliff Manor, NY 10510 or [clerksoffice@briarcliffmanor.gov](mailto:clerksoffice@briarcliffmanor.gov).

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## APPLICATION FOR PERMIT FOR FILMING & PHOTOGRAPHY

1. APPLICANT		
Name:	Address:	
Cell Phone:		
Email:		
2. LOCATION FOR FILMING/PHOTOGRAPHY		
Address:	Private Property?	Public Property?
	<input type="checkbox"/>	<input type="checkbox"/>
*If Private Property, please attach <b>Homeowner Authorization Letter</b>		
3. FILM/ PHOTOGRAPHY PRODUCTION COMPANY		
Company Name:	Address:	
Phone:		
Email:		
On-Site Contact Name:**	Contact Cell Phone:	
**On Site Contact must be available 24 hours a day during the activity (see Chapter 124-4 [A-4]).		
4. PRODUCTION DETAILS / USE PLAN		
Shooting Date(s):	Number & Type of Vehicles:	
Shooting Hours:		
Number of People on site:	Parking Arrangements:	
Prep and Wrap Dates:		
Type of shoot: <input type="checkbox"/> Still Photo <input type="checkbox"/> Motion Video/Filming		

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Briefly describe what is being shot and who it is for: *(i.e. print catalog, magazine editorial, social media content, commercial, TV series, feature film etc.)*

#### 5. SPECIAL CONDITIONS

Please indicate whether the following special conditions apply to this production. Check all that apply.

<input type="checkbox"/>	Non-Standard Hours <i>(Shooting outside of 8am-6pm, M-F)</i>	Please Specify:
<input type="checkbox"/>	Traffic impediment due to shooting or production vehicles	Please Explain:
<input type="checkbox"/>	Off-Site Staging Areas <i>(i.e catering, holding, etc)</i>	Please Specify:
<input type="checkbox"/>	Portable Bathrooms on site	If So, where will they be placed?
<input type="checkbox"/>	Motorhome(s) on site	If So, how many and where will it be parked?
<input type="checkbox"/>	Exterior Lighting/Sounds/Generators? <i>(visible/audible from adjacent properties)</i>	Please Explain:
<input type="checkbox"/>	Use of drones or aerial photography	Please Explain::
<input type="checkbox"/>	Use of fireworks	Please Explain::
<input type="checkbox"/>	Special Effects	Please Specify: <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fire <input type="checkbox"/> Sound Effects <input type="checkbox"/> Other: _____
<input type="checkbox"/>	Other:	Please Explain:
<input type="checkbox"/>	None of the above applies	

The Applicant attests that all the foregoing information is true and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

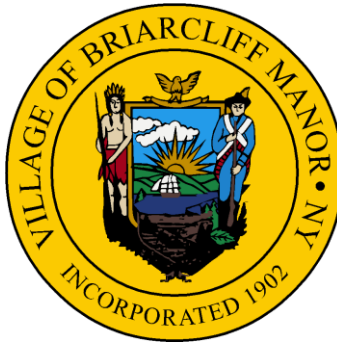
Permit Type Issued:    ☐Type I    ☐Type II    ☐Type III

Fee Charged: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Village Clerk's Signature: \_\_\_\_\_

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## Indemnification and Hold Harmless Agreement

To the maximum extent permitted by law, \_\_\_\_\_ ("Production") agrees to defend, indemnify and hold harmless the Village of Briarcliff Manor ("Village"), the Owners ("Owners") of the property listed below and its/their agents, officers, directors and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including but not limited to personal injury and property damage, theft, or reasonable legal fees arising from the Production's filming in the Village of Briarcliff Manor.

The Production hereby agrees to obtain and keep in force an insurance policy/policies to cover its liability hereunder in the minimum amounts of \$2,000,000 General Aggregate per occurrence (or another appropriate agreed upon amount) and will defend and hold harmless Village and the Owners for personal injury, bodily injury, theft and property damage. Production will also obtain and keep in force Workers Compensation insurance including Employees Liability to the full statutory limits.

Said liability policies shall name "Village of Briarcliff Manor" and Owners as additional insureds and shall be primary to any other insurance policies. Production shall furnish to Village with Certificates of Insurance evidencing that the aforesaid insurance coverage is in full force.

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

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

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

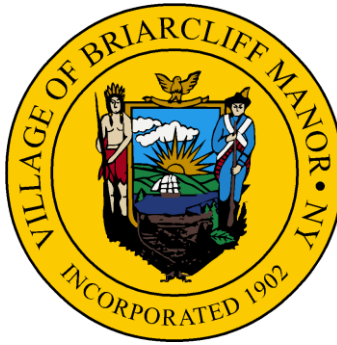
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign, date and submit with your permit application to:  
**Village of Briarcliff Manor Village Clerk's Office**  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

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## HOMEOWNER AUTHORIZATION LETTER

**DATE:**

**TO:** Village of Briarcliff Manor  
Christine Dennett, Village Clerk  
1111 Pleasantville Road  
Briarcliff Manor, NY 10510

**RE:** Permit for Filming/Photoshoot on our property

**To Whom It May Concern:**

This letter is to advise the Village of Briarcliff Manor that we have authorized the use of our property located at \_\_\_\_\_ as a location for an upcoming Photography/Film production for \_\_\_\_\_ on the date(s) of \_\_\_\_\_.

Please feel free to contact us or our Authorized Representative if you have any questions regarding this production. Our contact information is listed below.

Thank you,

\_\_\_\_\_  
Homeowner Signature

<b>Homeowner Name(s):</b>	
<b>Cell Phone:</b>	<b>Email:</b>
<b>Authorized Representative:</b>	
<b>Cell Phone:</b>	<b>Email:</b>

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**SAMPLE FILM/PHOTOGRAPHY NOTIFICATION LETTER**

*Please print Notification Letters on Production Letterhead.*

Dear Briarcliff Manor Neighbor,

\_\_\_\_\_ is planning a Photo/Video/Film shoot at a home in your neighborhood located at: \_\_\_\_\_ on \_\_\_\_\_.

While we are expecting to only minimally impact homeowners in the area, if at all, we would like to provide you with our contact info in the event you need to get in touch with someone from the production.

- Our shoot date is \_\_\_\_\_. Hours of shooting activity will be from approximately \_\_\_\_\_ to \_\_\_\_\_, which falls within the standard hours recognized by the Village of Briarcliff Manor.
- Scenes to be photographed/filmed are (interior/exterior/special effects/loud noises scheduled)
- We plan to park our vehicles at \_\_\_\_\_
- Our shoot is being coordinated with the Village of Briarcliff Manor Village Clerk's Office and all insurance and permits are on file with the Village.

I will be the point person before and during our shoot. If you have any questions or concerns regarding our planned production activities, please contact me via cell or email.

In closing, we realize we are guests in your neighborhood and appreciate the opportunity to bring our production here. Thanks in advance for your consideration and for helping to keep filming and photography jobs in New York!

Sincerely,

Location Manager's Name:

Project Name:

Cell Phone:

Office Phone:

Email:

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