

City Council
John Bendo, President
Karen McInnis, Vice President
Michael A. Delury
Scott J. Mandel
Elizabeth M. Treston

City of Long Beach, NY

Department of Parks & Recreation
700 Magnolia Boulevard
Long Beach, NY 11561
(516) 705-7414 Fax (516) 431-2381
lbevents@longbeachny.gov

City Manager
Donna M. Gayden

Interim Commissioner
of Parks & Recreation
Joseph Brand

Permit No. _____
This document is not a permit.

APPLICATION FOR COMMERCIAL PHOTOGRAPHY OR FILM

Please complete this form in its entirety (page 1 & 2) and return to the above address. The City of Long Beach reserves the right to deny permission for any shoot that is deemed as interfering with City of Long Beach functions, or which presents an undue burden on city services. There is a non-refundable **application fee of \$100** for each event. Applications must be submitted ten (10) days in advance of event. Applications submitted within ten (10) days of event will be charged an **application fee of \$250.**

Name of Production Company: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Tel. No.: _____ Mobile #: _____ Email: _____

Date(s) of shoot: _____ Time: _____ to _____
Include set up/prep day and break down

Type of Shoot:

Check one: Still Photography Feature film TV Movie Music Video
 Commercial TV Series Industrial Documentary

Title of Film Project: _____

Project description, director and identify celebrities: _____

Scene to be filmed (describe accurately): _____

Are you filming on? Public Property Private Property

Address/location: _____

If you are filming on Private property, please supply name, phone and signature of the property owner.
A letter or email from the owner is also acceptable.

Name: _____ Property Owner Phone # _____

Signature: _____

List Production equipment: _____
(Cameras, generators, lifts etc..)

Number of trucks & size: _____ Number of cars: _____
(Including box trucks, trailers, mobile units, etc.)

of Crew & Cast Members: _____ Catering Services: Yes No On Set Off Set Location: _____

Street Closures Needed Yes No Location: _____

Will there be pyrotechnics or stunts? Yes No Explain: _____

Police Requirements: _____

Describe any steps that will be taken to notify area residents or businesses: _____
(Attach copy of letter before sending or posting)

Liability Insurance: Company, policy #, agent name and contact information must be listed.

(Certificate of insurance must accompany this form - Certificate should read: "Long Beach as Additional Insured." General Liability should be in the amount of, not less than \$1 Million per person, \$1 Million per occurrence with an excess liability umbrella policy with single limit of \$5million)

Insurance Provider _____ **Policy Number** _____

Agent Name/Contact Number _____

Permit Fees:

(Please make checks payable to City of Long Beach – Credit Cards taken in person at 700 Magnolia Boulevard)

Permit Application Fee (Non-refundable): **\$100.00**

Late Permit Application Fee (if submitted less than 10 days out): **\$250.00**

Still Shoot: \$400 up to 8 hours / \$25 each add'l hour _____
(per location per day)

Movie/TV/Commercial Video or Motion Picture: _____

Cast and Crew up to 30 (per location per day)
\$500 for first 8 hours / \$25 each add'l hour

Cast and Crew over 30
\$800 for first 8 hours / \$50 each add'l hour

PARKING: \$25 ea. per parking spot _____
Or as determined by LBPD.

Police Assistance including parking and traffic control: TBD _____

Additional requirements including use of City facilities, ie, fishing pier, ice rink, _____
skate board park, etc. or use of police or other personnel to be determined during application review.

TOTAL..... _____

STUDENT: w/ proof of college enrollment & school insurance **\$50.00**

Hold Harmless Agreement: *The applicant agrees to indemnify and hold harmless the City of Long Beach and to be solely and absolutely liable upon any and all claims, suits and judgments arising from the event, including but not limited to personal injuries and property damage. The applicant further agrees to comply with all Federal, State and local laws including the City of Long Beach Code of Ordinances. This permit may be revoked at any time without any liability to the City of Long Beach. The applicant agrees to present the permit upon request during said event. The applicant shall be responsible for the conduct of all persons participating in said event, including spectators. All vehicles must be parked only in designated parking locations. The use of alcohol is strictly prohibited. Swimming at Ocean Beach Park is permitted only when Lifeguards are on duty, 9am-6pm during Official Ocean Beach Park season.*

Signature of Representative: _____ **Date:** _____

Notary: Sworn to before me
This _____ **date of** _____, 20__

Notary

Permits are issued only to the applicant agency named on the application, only for the event described herein, at the times and dates noted. Any deviation from the permissible parameters may result in the permit being revoked and/or additional fees being levied as determined by the City of Long Beach. Permits will be issued following approval of application and receipt of payment of all fees.

FOR OFFICE USE ONLY			
Date of Application _____	Paid App Fee: _____	Check# _____	
Insurance: _____	Paid Permit Fees: _____	Check #: _____	
City Approval _____			