

BOROUGH OF ALLENDALE



APPLICATION FOR FILMING PERMIT

Agency/Applicant: _____

Business Address: _____

Contact #1: _____

Email: _____

Contact #2: _____

Email: _____

Date(s) of Filming: _____

Hours of Filming: _____

Location of Filming: _____

Nature of Filming: (Describe in detail; interior or exterior; day or night; etc....)

Please Provide the Following:

- ☐ Hold Harmless Agreement (attached)
☐ Certificate of Insurance

*****CHECK LIST*****

Will residents or businesses be affected by filming?

☐ Yes ☐ No

(A copy of letter(s) to be sent to any affected entities and addresses must accompany this application?)

Will you be filming on private property?

☐ Yes ☐ No

(A letter from property owner must be attached granting permission to film).

Do you have a licensed electrician on staff?

☐ Yes ☐ No

Are existing power lines to be utilized?

☐ Yes ☐ No

(If yes, a police officer is required)

☐ Yes ☐ No

Have you ever been denied a filming permit? (If yes, provide the reasons)

☐ Yes ☐ No

Will you need to block off a lot?

☐ Yes ☐ No

Please fill out:

Fees (per Ordinance #25-16):

<input type="checkbox"/> Security Deposit \$1,000 (refundable upon inspection)	\$ _____
<input type="checkbox"/> Basic Filming Permit/Application Fee: \$500 or (\$600 expedited)	\$ _____
<input type="checkbox"/> Daily Filming Fee: \$750 per day	\$ _____
<input type="checkbox"/> Major Motion Picture/Television Series Daily Fee: \$2,500 per day	\$ _____
<input type="checkbox"/> Nonprofit /Educational / Student Film Permit: \$50 (no daily fee)	\$ _____
<input type="checkbox"/> Use of Public Building: additional \$500 per day	\$ _____
<input type="checkbox"/> Use of Park or Beach: additional \$500 per day	\$ _____
<input type="checkbox"/> Field Rental Fee: additional \$300.00 per field:	\$ _____
<input type="checkbox"/> Private Property Filming: additional \$100 (no daily fee)	\$ _____
Film Total, less Security Deposit:	\$ _____

I HEREBY APPLY FOR A PERMIT AND AGREE TO TENDER THE FEES AND FURTHER AGREE TO BE BOUND BY CHAPTER 123 OF THE CODE OF THE BOROUGH OF ALLENDALE.

Signature of Applicant or Authorized Representative

FOR INTERNAL USE ONLY

- ☐ Fees Paid
- ☐ Hold Harmless Agreement
- ☐ Security Deposit
- ☐ Certificate of Insurance

Linda Louise Cervino, RMC
Municipal Clerk

Michael Dillon
Police Chief





Borough of Allendale
Hold Harmless Agreement

Between the Borough of Allendale and

Name of Organization: _____

Address (cannot use PO Box): _____

Phone: _____ Email: _____

Type of Organization: _____

Individual, Partnership, Non-Profit Corporation, Public Entity

In consideration of the use of _____, on the following date/s: _____, for the purpose of _____, the undersigned agrees to indemnify and hold the Borough of Allendale and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Allendale is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. I further understand that serving alcoholic beverages without the proper insurances/permits is prohibited on municipal property.

Unless waived in writing by the Borough, I agree to furnish a Certificate of Liability Insurance specifically naming the Borough of Allendale as an additional insured providing general liability coverage including bodily injury and property damage with minimum limits not less than \$1,000,000.000. In order to induce the Borough to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A. Total number of persons anticipated is _____
- B. Live entertainment ____ will or ____ will not be provided.
- C. Other: _____.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated. The Borough reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20____ as the binding act in deed of _____ (name of organization).

Authorized Signature: _____

Print Authorized Name and Title: _____

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE # 25-16

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 123, "FILMING"
OF THE CODE OF THE BOROUGH OF ALLENDALE

123-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

FILMING — The taking of still or motion pictures, either on film, videotape, or similar recording medium, for commercial or educational purposes intended for viewing on video receivers, television or in theaters or for institutional use. The provisions of this chapter shall not be deemed to include the "filming" of news stories within the municipality.

MAJOR MOTION PICTURE/TELEVISION SERIES — Any film which is financed and/or distributed by a major motion picture studio, including but not limited to the following:

- A. Universal Pictures.
- B. Warner Brothers, including New Line Cinema, Castle Rock Cinema, Village Road Show and Bel-Aire.
- C. Paramount, including MTV films and Nickelodeon Movie.
- D. 20th Century Fox, including Fox Searchlight.
- E. Sony/Columbia.
- F. Disney/Miramax.
- G. MGM — United Artists.
- H. Dreamworks.
- I. Any major streaming service, such as Netflix, Hulu, or Amazon Prime Video
- J. Any film for which the budget is at least \$5,000,000.
- K. Recurrent weekly television series programming.

PUBLIC LANDS — Any and every public street, highway, sidewalk, square, public park, playground or any other public place within the Borough which is within the jurisdiction and control of the Borough of Allendale.

123-2. Permits.

- A. No person or organization shall film or permit filming on public or on private property where such filming involves the use of public property for the operation, placement or temporary storage of vehicles or equipment utilized in such filming, including, but not limited to, any temporary structure, barricade or device intended to restrict or block off pedestrian or vehicular traffic, without first having obtained a permit from the office of the Municipal Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. Said permit must be readily available for inspection by Borough officials at all times at the site of filming.
- B. Permits shall be obtained in the office of the Borough Clerk during normal business hours. Applications for such permits shall be in a form approved by the Municipal Clerk and shall be accompanied by a permit fee in the amount established herein.
- C. One permit shall be required for each location.
- D. If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Borough Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this permit.

123-3. Rules and regulations.

- A. No permit will be issued by the Municipal Clerk unless applied for prior to five days before the requested shooting date; provided, however, that the Borough Clerk may waive the five-day period if, in his/her judgment, the applicant has obtained all related approvals and adjacent property owners or tenants do not need to be notified.
- B. No permit shall be issued for filming upon public lands within the Borough of Allendale unless the applicant for such permit:
 - (1) Provides proof of insurance coverage for bodily injury for any one person in the amount of \$1,000,000, for any aggregate occurrence in the amount of \$3,000,000 and for property damage for each occurrence in the aggregate amount of \$500,000. The Borough of Allendale shall be named as an additional insured on the policy and a certificate of insurance shall be delivered to the Borough at the time that the permit is issued.
 - (2) Agrees in writing to indemnify and save harmless the Borough of Allendale from any and all liability or damages resulting from the use of such public lands.

- (3) Posts a cash or maintenance bond of \$1,000 in favor of the Borough and protecting and insuring that the location utilized will be left after filming in a satisfactory condition, free of debris, rubbish and equipment, and that due observation of all Borough ordinances, laws and regulations will be followed. If no claim is made upon the bond, the bond shall be returned to the permittee within 30 days of the completion of the filming.
 - (4) The hiring of an off-duty police officer for the times indicated on the permit at the discretion of the Police chief and Public Safety Committee.
- C. The holder of a permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Borough Police Department with respect thereto.
- D. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners attributable to such filming and shall, to the extent practicable, abate noise and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities upon public lands and limit to the extent possible any interference with normal public activity on such public lands.
- E. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris and rubbish during filming and shall be responsible for removing all equipment, debris and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.
- F. Filming shall be permitted only Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m. or sundown, whichever is earlier, provided that all requests for night scenes shall be approved in the permit to be granted in accordance with these regulations when not in conflict with the Borough of Allendale's noise ordinance or state laws, i.e. Blue Law. The setup, production and breakdown required by all filming shall be included in the hours as set forth herein.
- G. Where the applicant's production activity, by reason of location or otherwise, will directly involve and/or effect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three days prior to the requested shooting date and be informed, and any objections may be filed with the Municipal Clerk, said objections to form a part of applicant's application and be considered in the review of the same. Proof of service of notification to adjacent owners shall be submitted to the Municipal Clerk within two days of the requested shooting date.

- H. The Borough reserves the right to require one or more on-site patrolmen in situations where the proposed production may impede the proper flow of traffic; the cost of said patrolmen to be borne by the applicant as a cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.
- I. The Municipal Clerk may authorize a waiver of any of the requirements or limitations of this chapter and may authorize filming on other public property not defined as "public lands" and may authorize filming other than during the hours herein described or may waive any other limitation or requirement of this chapter whenever he determines that strict compliance with such limitations will pose an unreasonable burden upon the applicant and that such a permit may be issued without endangering the public's health, safety and welfare.
- J. Copies of the approved permit will be sent to the Police and Fire Departments before filming takes place and to the New Jersey Film Commission. The applicant shall notify the Fire Department and the Police Department 24 hours before filming takes place and permit the Fire Department and the Police Department to inspect the site and the equipment to be used. The applicant shall comply with all fire and safety instructions issued by the Fire Department and the Police Department.

123-4. Fees.

The schedule of fees for the issuance of permits authorized herein are as follows:

- A. Basic filming permit: \$500. Where an applicant requests an expedited processing of the permit application, the basic filming fee shall be \$600.
- B. Daily filming fee in addition to the basic filming permit: \$750 per day.
- C. Daily filming fee payable for major motion picture: \$2,500 per day.
- D. Filming permit for nonprofit applicants filming for educational purposes, including student films, (no daily rate required): \$50 (requires proof of 501c3).
- E. Use of Public Buildings \$500.
- F. Use of Park or Beach \$500.
- G. Filming on private property: \$100 Basic Permit Fee. No daily filming fee will be imposed.

123-5. Exemptions.

The provisions of this chapter shall not apply to the filming of news stories within the Borough of Allendale.

123-6. Violations and penalties.

Where the owner of the premises is not the applicant for a permit required by this chapter, both the owner and the applicant shall each be liable for violations hereof. Any person, firm, or corporation violating this chapter or these rules and regulations, upon conviction thereof, shall be punished by a fine not exceeding \$2,000 per day or by imprisonment for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

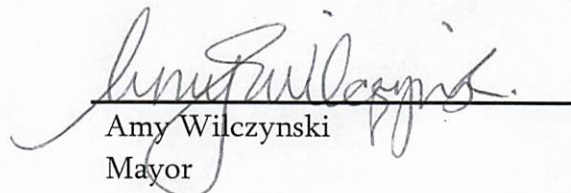
This Ordinance shall take effect after passage and publication in the manner provided by law.

	Motion	Second	Yes	No	Abstain	Absent
Councilman Yaccarino	✓		✓			
Councilman O'Toole			✓			
Councilwoman Homan		✓	✓			
Councilwoman Lovisolo			✓			
Councilman Daloisio						✓
Councilman O'Connell			✓			
Mayor Wilczynski	-----	-----				

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on September 4, 2025.



Linda Louise Cervino, RMC
Municipal Clerk



Amy Wilczynski
Mayor

Borough of Allendale Insurance Requirements

- Company's Certificate of Insurance showing \$1,000,000 minimum of general liability coverage as well as automobile and worker's compensation coverage
- The Borough of Allendale, 500 West Crescent Avenue, Allendale, New Jersey 07401 must be named as the Certificate Holder and an Additional Insured
- Signed Hold Harmless Agreement
- Documents may be emailed to AmandaRichards@AllendaleNJ.gov

Please feel free to contact Amanda Richards at 201-818-4400 x218 with any questions.