

Borough of Tenafly

100 Riveredge Road
Tenafly, NJ 07670

attach to Permit No. _____

STILL OR MOTION FILMING PERMIT APPLICATION COMMERCIAL OR EDUCATIONAL PURPOSES

Application must be submitted at least 3 business days prior to date for filming

A letter addressed to the Borough Clerk that explains the nature of the filming request (ex: if a commercial, the product must be specified), the number of vehicles, staff, talent and other specifics of the film shoot must accompany the completed Permit Application. You must arrange for notification to the surrounding neighbors (on each side of requested address and 3 homes directly across from requested address) at the time of submission of the Permit Application. Arrival for filming on the requested day may not begin before 8 a.m. and must be completed by sundown or 7 p.m., whichever is earlier. In residential zones, filming is only permitted on Mondays through Fridays and only four shoots per location are permitted per calendar year without obtaining a specific waiver from the Mayor and Council. Parking of vehicles associated with the film shoot will be permitted on one side of the street only; larger projects may require off-site parking. Use of public property requires the presence of an off-duty police officer.

Today's Date _____

Dates of Filming _____ Location: _____

Outdoors _____ Indoors _____

Property Owner: _____

[check one below]

Residential Property _____ Commercial Property _____ Public Property _____

Name of Film Company _____

Address of Film Company _____

Telephone No. _____ Contact Person: _____

Insurance Certificate (\$1,000,000 minimum liability coverage) indemnifying the Borough of Tenafly must be provided at time of submission of this application for consideration by the Borough Clerk.

Ordinance No. 1298 of the Borough of Tenafly requires the payment of the following fees, payable to the *Borough of Tenafly*; do not send check until advised by Borough Clerk of approval of request:

\$100 for filming on private property, per day, per location

\$750 for filming on public property, exclusive of charge for off-duty police officer,
per day, per location

\$ 25 for educational purposes (bona fide film student)/non-profit applicant, per
day, per location