

CAROLINE CALDERONE BAISLEY  
DIRECTOR OF HEALTH



MICHAEL LONG, Director  
DIVISION OF ENVIRONMENTAL SERVICES  
DOUGLAS SERAFIN, Laboratory  
DEBORAH TRAVERS, Director  
DIVISION OF FAMILY HEALTH  
ROBIN CLARK-SMITH, Director  
SPECIAL CLINICAL SERVICES

## DEPARTMENT OF HEALTH

Dear Filming Applicant:

Attached is the Application for a Permit for Commercial Filming and Promotion. The completed application, after it is signed by all of the required Department Heads and the First Selectman or authorized agent, will be your permit; you are required to keep it with you at all times.

Please review the application very carefully. Completely and accurately fill-out all portions of the application which pertain to your operation; indicating "N/A" in those areas that do not apply. **The application must then be submitted IN PERSON to the appropriate town department that has supervisory rights over the property where the filming is to be conducted:**

Private Property:	Dept. of Health, Division of Environmental Health
Town Parks and Beaches:	Dept. of Parks and Recreation
School Property:	Board of Education
Other Town Property:	Dept. of Public Works, Commissioner's Office.

If any Town property is used for your project, additional sign-off by the Director of Risk Management will be required.

The supervisory department will collect the application fee, retain a copy of your insurance document, and direct you to additional departments if further signatures are necessary (ALL applications must be signed by the Health Department, Police Department, Fire Marshal and the First Selectman, at a minimum, in addition to the supervisory department). Once all of the necessary signatures have been obtained you will return a completed copy to the Health Department, Division of Environmental Services. You retain the original application as your permit.

If you have any general questions regarding the application, please contact the Division of Environmental Services at 203-987-1001. If you have questions for a specific department, you may contact the Town of Greenwich Town Hall at 203-622-7700 and request to be forwarded. Thank you.

**TOWN OF GREENWICH  
GREENWICH, CONNECTICUT  
PERMIT APPLICATION FOR  
COMMERCIAL FILMING AND PROMOTION**

The following information is provided by the applicant to obtain a permit to use, reserve or place commercial filming equipment on property owned by the Town e.g. street, park or recreational facility or private property. The Board of Education shall be able to use their discretion for filing a formal application.

**NOTE: Five (5) Business Days advance notice is required.**

1. Applicant Information

Applicant's Name: \_\_\_\_\_ Individual or Organization: \_\_\_\_\_  
(Permittee)

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Mobil Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Production Manager: \_\_\_\_\_ Director: \_\_\_\_\_

Title of Film: \_\_\_\_\_ Producer: \_\_\_\_\_

If organization is a partnership, list names and addresses of each member.

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

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

If applicant is a corporation, list names and addresses of principal officers.

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

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

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

2 Film Description - Movie, TV Commercial, Still Photos, Video

Filming Description (please describe in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

\_\_\_\_\_

Public Property: Yes \_\_\_\_\_ No \_\_\_\_\_ Private Property: Yes \_\_\_\_\_ No \_\_\_\_\_

Place or Address Where Filming: \_\_\_\_\_

\_\_\_\_\_

Property Owner Name and Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date(s) and Hours of Operation: \_\_\_\_\_

Describe Plan To Notify Neighbors: \_\_\_\_\_

3. Crew and Equipment Note: Special effects may require a permit from State Fire Marshal.

Number of Trucks and Size: \_\_\_\_\_ Number of Personal Cars: \_\_\_\_\_

Camera Cars or Trucks And Size: \_\_\_\_\_

Number of Vans and Size: \_\_\_\_\_

Other Vehicles and Size: \_\_\_\_\_

Number of Generators and Size (**Manufacturer's specification sheet must be attached indicating decibel output**): \_\_\_\_\_

Special Equipment Type and Number: \_\_\_\_\_

Lighting Describe: \_\_\_\_\_

Use of Animals: \_\_\_\_\_ Number of Crew and Cast Members: \_\_\_\_\_

Music Type - Describe Use and Length of Time: \_\_\_\_\_

Bathroom Facilities: \_\_\_\_\_ Describe What Kind: \_\_\_\_\_

Sleeping Accommodations: Yes \_\_\_\_\_ No \_\_\_\_\_ Please Describe: \_\_\_\_\_

Catering Services: Yes \_\_\_\_\_ No \_\_\_\_\_ Please Describe: \_\_\_\_\_

Street Closures: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Please Describe: \_\_\_\_\_

Traffic and or Crowd Control: Yes \_\_\_\_\_ No \_\_\_\_\_ If Parking On Streets, Highways or Town Property Then Check Yes. Please Describe: \_\_\_\_\_

Police Requirements:

Number of **off duty** Police Officers: \_\_\_\_\_

Number of Police Cars/Motorcycles: \_\_\_\_\_

Number of wooden horses: \_\_\_\_\_

Number of "No Parking" Signs: \_\_\_\_\_

Explain Conditions: \_\_\_\_\_

Street Closure Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Explain i.e. time and location: \_\_\_\_\_

Other: \_\_\_\_\_

Fire Hydrant Use: Yes \_\_\_\_\_ No \_\_\_\_\_ Please Describe: \_\_\_\_\_

Public Building Use: Yes \_\_\_\_\_ No \_\_\_\_\_ Please Describe: \_\_\_\_\_

Noise Variance Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Please Describe: \_\_\_\_\_

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

**Note: Permits will be issued between the hours of 6:00 A.M. to 12:00 Midnight. Filming prohibited between 12:00 Midnight to 6:00 A.M. Approved by the Board of Selectman on 2/11/98**

For Town owned and controlled property see Conditions And Agreements For Town Owned And Operated Property.

Town Department Approvals (where applicable):

**NOTE: Health Department, Police Department, Fire Department and First Selectman approval are always required.**

\*Department of Health: \_\_\_\_\_ Date: \_\_\_\_\_  
Director or Authorized Agent

\*Department of Police: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police or Authorized Agent (Required Signature)

Department of  
Parks and Recreation: \_\_\_\_\_ Date: \_\_\_\_\_  
Director or Authorized Agent

Department of  
Public Works: \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner or Authorized Agent

\*Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Marshal or Authorized Agent

Greenwich Public Schools: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent or Authorized Agent

Director of Parking Services: \_\_\_\_\_ Date: \_\_\_\_\_  
Director or Authorized Agent

\*\*Director of Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Not Valid Until Signed Below:**

\*Board of Selectman: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman or Authorized Agent

\*Required for all Film Permits

\*\*Required when filming on any Town-owned property

**CONDITIONS AND AGREEMENT  
FOR TOWN OPERATED AND OWNED PROPERTY**

If a permit is issued the Applicant understands and agrees that in consideration of the permission given by the issuance of the permit, Applicant promises, covenants and agrees with the Town of Greenwich:

1. That all persons conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, recreation places, facilities, and other Town owned and operated properties, and with any and all conditions or restrictions specified below.
2. Applicant shall be present during all activities carried out under the permit and is completely responsible for all damage to Town property caused by or arising out of the activities. By accepting the permit applicant specifically agrees with the Town that he/she is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, recreational place or facility under the permit, including but not limited to damage to lawns, plants, trees, paths, roads, bridges, waters, buildings, equipment or other property or facility of every sort; clean up of litter and trash; expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to the use of the park, recreational place or facility or breach of conditions or restrictions specified below.
3. By accepting the permit applicant agrees with the Town that he/she shall indemnify, protect and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, claims, demands, suits or actions including all costs and expenses of defense and otherwise, and including attorneys' fees on account of bodily injury, sickness, disease or death sustained by any person, persons or injury or damage to or destruction of any property directly or indirectly arising out of activities performed under the permit, whether or not such liabilities, claims, demands, suits or actions are just, unjust, groundless, false or fraudulent.
4. Before a permit will be issued and until final completion of all activities under a permit, the Applicant shall procure and maintain insurance satisfactory to the Commissioner, coinsuring the Town of Greenwich as noted on the attached Insurance Requirement Sheet.
5. The required fees must be paid before a permit will be issued. The permitting fee can be up to \$250.00 a day. Each Town Department will be responsible to collect the permit fee when the filming is conducted on Town property under their supervision i.e. Department of Parks and Recreation, parks and beaches, Greenwich Public Schools - school grounds and Department of Public Works, other Town property not specified.
6. The permit covers use of the specified area only and does not include permission to use other areas.
7. Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments. Noise variance, if applicable, must be obtained from the Department of Health.
8. A permit is nontransferable.
9. It is understood and agreed that the permit is a grant of permission to use only and that Applicant and all persons conducting activities under a permit are and remain independent contractors.

- 10. The Town will not be obligated to issue a permit.
- 11. The Town may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any terms of this application or permit.
- 12. The Town reserves the right to require Town employees to be present for supervision. The applicant shall be responsible for reimbursement and/or compensation at the appropriate hourly rate.

I have carefully read the terms, conditions and agreements above and, if a permit is issued, in consideration of the issuance of said permit, agree to be fully bound by said terms, conditions and agreements.

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature and Title

Insurance Coverage Certificate Attached \_\_\_\_\_  
Permitting Fee Paid (Up to \$250 per day) \_\_\_\_\_

**Checks: Will be received in the Town Department for property under their supervision.**

Conditions and/or Restrictions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Insurance Requirement Sheet

**Insurance Requirements:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
  - 1. Commercial General Liability.
  - 2. Town as additional insured.
  - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
  
- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
  
- C. Excess Liability, with minimum coverage of \$1,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
  
- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
  
- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
  
- F. Other (Builder's Risk, etc.): \_\_\_\_\_.
  
- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH**  
**ATTN: PURCHASING DEPT. (Also fill in on ACORD Certificate of Insurance)**  
**101 Field Point Road, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory. This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.