



BOROUGH OF HAWTHORNE
APPLICATION TO FILM ON PUBLIC LANDS
(pursuant to Chapter 100 of Hawthorne Ordinances)

Name of Applicant: _____

Address: _____

Name of Contact or Agent for Applicant (if any): _____

Telephone: _____ Fax (if any): _____

E-mail: _____

Name of Project: _____

Date(s) and Time(s) of proposed filming: _____

Location(s) of proposed filming: _____

Number of people to be involved in the filming (actors, production staff, etc): _____

If applicant is a non-profit filming for educational purposes, is relief from fees or requirements requested? _____ If yes, explain in attachment.

Attach a *brief* narrative describing the project, explaining any of the following that are applicable:

- The equipment to be used (vehicles, trailers, generators, lights, etc)
- The required closure of any public roads or facilities
- The use of any adjacent private property (and whether permission has been received)
- The need to erect any temporary structure(s) for the filming
- The need to park vehicles or equipment on a public road or property before, during, after or between filming
- The use of pyrotechnics, burning, night-time lighting, loud noises, car chases or crashes, special effects, or any other similar item that may require separate permits and/or have an impact on the community

On behalf of the applicant, I agree to indemnify and save the Borough harmless from any and all liability, expense, claim or damages resulting from the use of public lands for this filming project.

Signature: _____
Applicant or Agent

Date: _____

Submit application, with required fee, no less than five (5) days before proposed filming date to:

Borough Administrator
Borough of Hawthorne
445 Lafayette Avenue
Hawthorne, NJ 07506
(973) 427-1168

BOROUGH OF HAWTHORNE, NEW JERSEY FEES & REQUIREMENTS FOR FILMING ON PUBLIC LANDS

“Filming” includes the taking of still or motion pictures either on film or videotape or similar recording medium, for commercial or educational purposes intended for viewing on television, in theatres or for institutional uses, but excluding the filming of news stories.

“Public Lands” includes all public streets and property under the control of the Borough, as well as that owned by either the State of New Jersey or the County of Passaic.

Requirements (summary only; see Chapter 100 of Hawthorne Ordinances for complete recitation of requirements):

- A permit issued by the Borough Administrator (see attached side for application form)
- No permit shall be for a period in excess of five (5) days. Should inclement weather prevent filming the Borough Administrator may issue a new permit on another date with no additional fee.
- Filming in residential zones shall be permitted Monday through Friday between the hours of 8:00 am and 7:00 pm or sunset, whichever occurs sooner.
- Proof of insurance (\$500,000 individual and \$1,000,000 aggregate bodily injury, and \$300,000 property damage)
- Indemnification of Borough (on application form)
- Posting of a cash bond of \$500 or a maintenance bond of \$1,000
- Hiring of off-duty Hawthorne police as determined necessary by the Chief in order to protect the public safety
- Minimization of interference with the passage of pedestrians and traffic, and the inconvenience or discomfort to adjoining property owners

Fees (checks payable to “Borough of Hawthorne”; must accompany application):

\$	75.00	Basic Filming Permit
	500.00	Daily Filming Fee (in addition to basic fee)
	25.00	Filming Permit for non-profit applicants filming for educational purposes (no daily fee)
	1,000.00	Additional fee for filming in public buildings, public parks or other public facilities (no charge for non-profit)

The Borough Administrator may waive or modify any of the above requirements or fees where the applicant is a non-profit enterprise or group and where, in his discretion, he determines that the imposition of one or more requirements would be a hardship to the applicant and the public interest can be protected despite such waiver. A request for such relief should be included with the application, including an explanation of the hardship.

Any person aggrieved by a decision of the Borough Administrator in denying or revoking a permit, or in granting relief from requirements may appeal such decision to the Borough Council.



BOROUGH OF HAWTHORNE, NEW JERSEY PERMIT TO FILM ON PUBLIC LANDS

The Borough of Hawthorne has given permission to film on public lands (pursuant to Chapter 100 of Borough Ordinances) as shown below:

Name of Permit Holder

Name of Project

Location(s) of Permitted Filming

Date(s) and Time(s) of Permitted Filming

Special Conditions(s), if any:

APPROVED: _____

Date: _____

Borough Administrator

PERMIT MUST BE IN POSSESSION OF PERMITTEE AT TIME OF FILMING