

**INCORPORATED VILLAGE OF LYNBROOK**  
**1 Columbus Drive**  
**Lynbrook, New York 11563**

**PERMIT APPLICATION**

**FILMING**

**VILLAGE CODE CHAPTER 122**

1. I, \_\_\_\_\_, do hereby apply for a Filming Permit on behalf of \_\_\_\_\_, the film producing firm, with offices at \_\_\_\_\_.
  
2. The subject matter of the filming is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
  
3. The proposed location of the filming is/are:
  - A. \_\_\_\_\_  
\_\_\_\_\_
  - B. \_\_\_\_\_  
\_\_\_\_\_
  - C. \_\_\_\_\_  
\_\_\_\_\_
  
4. The proposed dates and times of the filming are:
  - A. \_\_\_\_\_  
\_\_\_\_\_
  - B. \_\_\_\_\_  
\_\_\_\_\_
  - C. \_\_\_\_\_  
\_\_\_\_\_
  
5. The number of the filming crew will be: \_\_\_\_\_  
The number of the members of the cast will be: \_\_\_\_\_.
  
6. The number and description of vehicles proposed to be used are:
  - A. \_\_\_\_\_  
\_\_\_\_\_
  - B. \_\_\_\_\_  
\_\_\_\_\_
  - C. \_\_\_\_\_  
\_\_\_\_\_

7. We will require the assistance of the Lynbrook Police Department for motor vehicle and pedestrian control at the following locations on the following dates:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

8. Affixed hereto is our check in the sum of \$ \_\_\_\_\_ computed as follows:

- A. \$100.00 non-refundable application fee.
- B. \$ \_\_\_\_\_ administrative fee of \$100.00 per each day of filming.
- C. \$ \_\_\_\_\_ clean-up deposit of \$250.00/day per each day of filming or related operations.
- D. \$ \_\_\_\_\_ vehicle and pedestrian traffic control fee of \$1,000.00/day for each day of filming or filming operations where such traffic control is required.

9. Affixed hereto are the following insurance forms:

- A. Photocopy of declaration pages of Comprehensive General Liability policy with photocopy of Additional Insured Endorsement naming the Incorporated Village of Lynbrook, its officials and employees as an Additional Insured.
- B. Declaration pages of automobile liability policy.

NOTE: Minimum limits of general liability coverage and automobile liability coverage are \$1,000,000.00 per occurrence.

Dated: \_\_\_\_\_

Name of Applicant:

\_\_\_\_\_

By:

Signature

\_\_\_\_\_

Title

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**FOR COMPLETION BY CHIEF OF POLICE (CODE §122-3(F))**

1. The requested filming project is approved/not approved for the reasons that:  
\_\_\_\_\_  
\_\_\_\_\_
2. The Police Department will/will not provided vehicle/pedestrian control as requested. If traffic control is denied, set forth reasons:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chief of Police

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**FOR COMPLETION BY MAYOR:**

1. The Village Attorney has approved evidence of insurance.
2. Appropriate fees have been paid.
3. Filming permit is GRANTED.

\_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_