

# VERONA

Township of Verona, New Jersey



Verona Town Hall – 600 Bloomfield Avenue, Verona N.J.07044

Telephone: (973) 239-3220

## Office of the Municipal Clerk

### Required Insurance Prior to Use of Township Facilities and Locations

Permission to use Township facilities shall not be granted unless the completed application form, fee and required proof of insurance coverage is received by the Municipal Clerk prior to the close of business at least 48 hours before the shooting date requested.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL RESULT IN CANCELLATION OR NON-ISSUANCE OF THE PERMIT.

### INSURANCE REQUIRED

PROOF OF GENERAL PUBLIC LIABILITY INSURANCE NAMING THE TOWNSHIP OF VERONA AS ADDITIONAL INSURED AND PROVIDING FOR COVERAGE OF NOT LESS THAN ONE MILLION DOLLARS (\$1,000,000.00) FOR BODILY INJURY AND FOR NOT LESS THEN THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) FOR PROPERTY DAMAGE.

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The following statement must be signed and notarized and is made an integral part of the attached application:

\_\_\_\_\_ agrees to indemnify and save harmless the Township of  
*(Individual or Organization)*  
Verona, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages (including, without limitation, attorney's fees and loss of business claims) to which the Township of Verona may be put resulting from use of Township facilities and/or locations.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

STATE OF

COUNTY OF            ss}

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

# VERONA

Township of Verona, New Jersey



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Office of the Municipal Clerk

## APPLICATION FOR FILMING

License: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contact Person (if a business): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date(s) of Filming: \_\_\_\_\_

Number of Proposed Filming Days: \_\_\_\_\_

Hours of Filming: \_\_\_\_\_

Location of Filming (Describe in Detail): \_\_\_\_\_

Standard Processing Requested ( )

Expedited Processing Requested ( )

- Will residents or businesses be affected by filming? Yes  No   
*(a copy of letter(s) to be sent to affected individual(s) and addresses of same must accompany this application)*
- Do you have a licensed electrician on staff? Yes  No
- Are existing power lines to be utilized Yes  No
- Will traffic be affected as a result of filming? Yes  No   
*(if YES, Traffic Personnel may be required)*
- Have any of the principals of your company been convicted of a crime? Yes  No
- If the applicant is a Corporation, have any of your officers been convicted of a crime? Yes  No
- \$500 Cash Bond  OR \$1,000 Maintenance Bond

I HEREBY APPLY FOR A PERMIT AND TENDER THE PERMIT FEE OF \$ \_\_\_\_\_  
AND DAILY FILMING FEE OF \$ \_\_\_\_\_ AND AGREE TO BE BOUND BY ALL  
PROVISIONS OF TOWNSHIP OF VERONA ORDINANCE 13-98

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
Date of Approval

File with: Jennifer Kiernan, Municipal Clerk, 600 Bloomfield Avenue, Verona, N.J. 07044

Phone: 973-239-3220

FAX: 973-857-8551

## § 70-1 –FILMING

### Definitions.

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

#### FILMING

The making or taking of still or motion pictures either on film, videotape or other similar recording medium for commercial purposes and intended for viewing on television or in theaters or for institutional uses. The term shall not include filming at a studio or other similar facility constructed for such purpose where such filming does not involve the use of any public property. The term shall not include the filming of any news story or news feature within the township or filming made by, on behalf of or for the Township of Verona or other governmental agency.

#### PERSON

Any individual, organization, corporation or other business entity.

#### PUBLIC PROPERTY

All publicly owned streets, highways, sidewalks, squares, parks, playgrounds, buildings or any other public places within the Township which are within the jurisdiction and control of the Township of Verona.

## § 70-2

### Permit required.

No person shall engage in or permit filming on public property 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, unless such person has obtained a permit as provided in this chapter.

## § 70-3

### Permit requirements.

All applications for a permit required by this chapter shall be subject to the following standards:

#### A.

Application shall be made on a form to be provided by the Township Clerk and shall be accompanied by a permit fee in the amount established under Chapter A175 of the Verona Code. If expedited processing of the application is requested, the application shall be accompanied by a fee for expedited processing as established under Chapter A175 of the Verona Code.

#### B.

The application shall be filed with the Township Clerk not less than five days prior to the date on which filming is to commence. If expedited processing is requested, the Township Manager shall have the right to waive the five-day time period between filing and filming, provided that the applicant can comply with all other requirements of this chapter.

#### C.

Prior to the issuance of a permit, the applicant shall provide the following:

##### (1)

Proof of general public liability insurance naming the Township of Verona as additional insured and providing for coverage of not less than \$1,000,000 for bodily injury and for not less than \$300,000 for property damage.

##### (2)

The applicant shall enter into a written agreement with the Township of Verona, in a form to be approved by the Township Manager, whereby the applicant shall agree to indemnify, save and hold the Township of Verona harmless from any and all claims, expenses, damages or liability whatsoever arising out of the applicant's use of public property.

##### (3)

The applicant shall post a cash bond in the amount of \$500 or a maintenance bond in the amount of \$1,000 in favor of the township to assure that the location utilized by the applicant will be left in a satisfactory condition, free and clear of debris, rubbish and equipment and to assure the applicant's compliance with all township ordinances, laws, regulations and directives. Within seven days of the completion of the filming, the township will return the bond if there has been no damage to public property or public expense caused by the filming.

##### (4)

The applicant shall pay daily filming fees as provided under § 70-5 hereof and under Chapter A175 of the Verona Code.

#### D.

A permit issued pursuant to this chapter shall authorize filming for a period not to exceed two consecutive calendar days, and filming on any one property shall not exceed a total of three calendar days in any one-year period.

#### E.

Any days necessary for the purposes of preparing or setting up a site for filming shall not be counted as a filming day for purposes of the permit unless the Township Manager determines that preparation or setting up of the site would have a substantial impact on the use and enjoyment of neighboring properties or the free flow of vehicular or pedestrian traffic at or near the site, in which case such days shall be counted as filming days.

#### F.

If, because of inclement weather or other good cause, filming cannot take place on the dates specified in the permit, the Township Manager may authorize the issuance of a new permit for filming on alternate dates, provided that there is full compliance with all of the requirements of this chapter. No additional fees shall be paid for a permit for alternate dates.

G.

The Township Manager may authorize a waiver of any of the requirements, provisions or restrictions of this chapter if the Manager determines that a waiver thereof may be granted without endangering the public health, safety and welfare. In determining whether to issue a waiver, the Manager shall consider the following factors:

(1)

Potential traffic congestion at the location.

(2)

The applicant's ability to remove the applicant's vehicles and equipment from the public streets or other public property.

(3)

The extent to which the applicant is requesting restrictions on the use of public streets or public parking facilities during filming.

(4)

The nature of the filming, including whether filming will take place indoors or outdoors, and the proposed hours for filming.

(5)

The extent to which the filming may affect adjoining and nearby property owners and occupants.

(6)

The township's prior experience with the applicant, if any.

H.

The Township Manager may refuse to issue a permit whenever an applicant has not complied with all permit application requirements or whenever the Manager determines that filming at the proposed location or on the proposed dates or at the proposed times, as set forth in the application, would violate any township ordinance or other law or would unreasonably interfere with the use and enjoyment of adjoining or neighboring properties or would unreasonably impede the free flow of vehicular or pedestrian traffic or would otherwise endanger the health, safety or welfare of the citizens of the Township of Verona.

I.

Immediately upon issuance of a permit under this chapter, and prior to the commencement of filming if practicable, the Township Clerk shall transmit a copy of such permit to the New Jersey Film Commission.

§ 70-4

Additional requirements for all permit holders.

All persons to whom a filming permit has been issued shall comply with the following additional requirements:

A.

The permit shall be prominently displayed at the site of the filming and shall be readily available for inspection by township officials.

B.

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 Verona Police Department with respect thereto. If, after consulting with the Township Police Department, the Township Manager determines that it is necessary for the applicant to provide qualified personnel for the purpose of directing or controlling traffic at the site, then the applicant shall provide such personnel at the applicant's expense. The qualifications of such personnel shall be subject to of the Township Manager.

C.

The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining and nearby property owners and shall, to the extent practicable, abate noise or other nuisances and shall park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities on public property and shall, to the extent possible, limit any interference with normal public activity on such public property. Where the filming will directly involve and/or affect any businesses, merchants or residents, these parties shall be given written notice of the filming at least three days prior to the requested filming dates. Proof of notification shall be filed with the Township Clerk.

D.

Filming in residential zoning districts shall not be permitted except Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. Requests for filming during hours other than as permitted will require the approval of the Township Manager.

E.

The applicant shall permit the Verona Police Department and the Verona Fire Department or other township agencies to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Police Department, Fire Department or other township agencies.

§ 70-5

Fees.

A.

The fee for a basic filming permit and for a basic filming permit requiring expedited processing shall be as established under Chapter A175 of the Verona Code as may be hereafter amended or supplemented.

B.

In addition to the basic filming permit, there shall be a daily filming fee in the amount established under Chapter A175 of the Verona Code as may be hereafter amended or supplemented.

C.

The basic filming permit for nonprofit entities for educational purposes shall be as established under Chapter A175 of the Verona Code as may be hereafter amended or supplemented. There shall be no daily filming fee for nonprofit entities for educational purposes.

§ 70-6

Violations and penalties.

Any person violating this chapter or these rules and regulations, upon conviction thereof, shall be punished by a fine not exceeding \$1,000 per day or by imprisonment in the county jail 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.

Ch. 70, Filming

[Added 10-5-1998 by Ord. No. 13-98]

Basic filming fee \$75.00

Basic filming permit with expedited processing \$125.00

Daily filming fee, per day \$500.00

Basic filming permit, nonprofit/educational \$25.00

