



Film Permit Application

filmwp@whiteplainsny.gov

914-422-1227

The City of White Plains requires 5 working days to process an application request, in certain instances a expedited processing maybe available(see below). Incomplete permits will not be accepted.

REQUIREMENTS

- This completed permit application.
- Certificates of insurance AND an endorsement evidencing:
- Workers compensation & Disability(NY) or Appropriate Waiver Application.
- Comprehensive or commercial general liability insurance policy naming The City of White Plains as additional insured with minimum limits of \$1,000,000.00 per occurrence.(Please see link for [municipal code regarding Filming-Insurance](#)).
- Copy of location agreement (if filming on private property).
- Copy of Filming Activity Notification (if required).
- Filming layout diagram and parking plan showing lighting placement where cameras will be set up for all shots; where equipment such as trucks, generators, camera van or cube van, and honey wagons will be located and where crew/extra cars will be parked. [Click link for parking](#)

FEE SCHEDULE

Permit and application fees are non-refundable and each permit filed requires a refundable deposit of \$2500. City Staff and Public Safety are paid hourly. The number of hours required will be determined at the logistics meeting

	Crew Size <3 People	Crew 3-15 People	Crew > 15 People
Per day Permit Fee - Day 1	\$350.00/day	\$1,100.00	\$1,600.00
Per additional Day		\$750.00	\$1,100.00
Base Camping Permit	\$500.00 per day	It is a permit which allows for parking in White Plains while filming in another municipality.	
Expedited Processing Fee*	\$1,500.00 in addition to regular fees	*Expedited Processing Fee if application is submitted less than five business days prior to the filming date	

PRODUCTION COMPANY INFORMATION

Name of Company:

Address(city, state, zip):

Production Manager:

Contact Name:

Phone:

Email:

Alt. Contact:

Alt Contact #:

SCENE INFORMATION

Title:

Type: Feature Commerical Tents, TV Series/Pilot Student Film Movie
 Still Photography Other

Film Location Address, Alternate dates:
 Dates & Times:

Description of scene(s): To add additional scenes, [please click here](#)

Equipment: Camera in Curb Lane? Y N Driving Shots? Y N	Camera Car, Lights, Picture Car, Generator** Crane **If a generator is being used, please see our Generator Affidavit	#of Trucks Motor Homes Honey Wagon Vans Cars Other:
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Personnel (including all cast, crew, extras & clients):

High Profile Cast member?:

Street Closure required? Y N	Lane Closure required? Y N	Parking restrictions:
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Special Effects:	Pyrotechnics, Firearms, Stunts, Loud Noises***	Click for Special Effects Questionnaire
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*****If any part of your production includes loud noises, applicant must notify in writing all residents and businesses within 500 feet within 7 working days prior to filming. Please provide proof of notification to film team. Film Permits are required to follow White Plains city's [noise ordinance](#). Please see Filming Activity Notification.**

The undersigned acknowledges that the City of White Plains shall not be liable at any time, and the undersigned agrees to assume all risks for any loss, damage or injuries whatsoever to the person or property of any person or entity whatsoever arising out of the above-referenced processes, materials or conditions which are implemented as part of the above-referenced film production.

Applicant Signature:	Date:
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Film Permit Provisions

Permittee waives all claims against the City of White Plains, its officers, agents and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this permit. Permittee hereby agrees to indemnify, defend and hold the City, its authorized agents, officers, representatives and employees harmless from and against any and all losses, damages or claims, causes of action, costs, liabilities, penalties, judgements and expenses, including, without limitation, defense costs and reasonable legal fees, resulting from any and all claims or damage of any nature, including any accident, loss or damage to persons or property which the City may incur and which arise from or relate to any activity conducted by permittee or any of its officers, agents, employees, representatives, contractors, consultants, or students in connection with the rights granted in the permit or under White Plains Municipal Code Chapter 4-26.

City shall have the privilege of inspecting the premises covered by this permit at any or all times.

City may terminate this permit at any time if Permittee fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the Permittee, its officers, agents and employees, in the performance of this permit, shall act in an independent capacity and not as officers, employees or agents of the City.

No alteration or validation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Permittee shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin or physical handicap.

If Permittee is unable to film on schedule date due to inclement weather, City must be notified in writing by next business day in order to reassign permit fees to a rescheduled date.

City shall be compensated for any loss or damage to City property by Permittee.

Permittee agrees to clean and restore the property to its original condition prior to use as a location site.

Public Use of City Park Facilities - - No vehicle(s) allowed on park turf areas. All film equipment must be transported via dolly or hand carried in and out of park facility. No temporary parking of vehicle(s) on park turf for loading or unloading of equipment.

Permittee is responsible for fully complying with posted signage surrounding the requested film site. The City of White Plains will not dismiss any citation issued to the Permittee or any person(s) associated with the film production who are in violation of posted regulations.

Permittee hereby agrees to comply with all the rules and regulations of the facility or institution subject to this permit.

Permittee hereby agrees to ensure compliance with the conditions of the permit, agrees to obtain prior City approval for deviations from the information provided herein and understands that failure to comply with these requirements may result in the immediate cancellation of filming. [NOTE: Facilities Supervisor approval required for use of City park facilities only.]

The undersigned acknowledges that the City of White Plains shall not be liable at any time, and the undersigned agrees to assume all risks for any loss, damage or injuries whatsoever to the person or property of any person or entity whatsoever arising out of the above-referenced processes, materials or conditions which are implemented as part of the above-referenced film production.

Applicant:	Date:
Approved:	Date: