



TOWN OF SOUTHAMPTON 2024 FILMING APPLICATION

CP-10662 (1/24)

**Complete Application MUST be submitted
at least 20 DAYS prior to Filming**

Application Fee (nonrefundable) must be submitted with filming application

Name of Filming Company _____

Film Location (Note: Street number(s) must be posted as per Town Code 162) _____

Parking Location (If parking will take place offsite) _____

___ Roadways will be used Proposed Route (attach detailed map)

Start location: _____

End Location: _____

TOTAL PEOPLE PER DAY (CAST AND CREW) _____

DATE(S) for SET UP _____ DATE(S) for FILMING _____ Time for Filming _____

DATE(S) for SITE TO BE CLEANED UP _____

DESCRIPTION OF FILMING _____

NUMBER OF FILM DAYS (BOTH FILMING AND SETUP) _____ FILING FEE: _____ LATE FEE: _____

- (1) FILMS WITH LESS THAN 25 PEOPLE: \$250 APPLICATION FEE; \$250 PER DAY
- (2) FILMS WITH 25-100 PEOPLE: \$250 APPLICATION FEE; \$500 PER DAY
- (3) FILMS WITH 101-200 PEOPLE: \$250 APPLICATION FEE; \$1000 PER DAY
- (4) FILMS WITH MORE THAN 200 PEOPLE: \$250 APPLICATION FEE; \$1500 PER DAY

Late Application Fee: \$50 per day beyond the submission deadline in 162-2. Application will continue to accrue late fees until deemed complete. Summonses may be issued to events that exceed the number of attendees on the permit. Any amendment to the application will be subject to an amendment fee of **25% of the application fee**. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments at the request of the Town are not considered amendments to the application.

APPLICANT

Name _____ Mailing Address _____ City/Hamlet/Village _____ State _____ Zip Code _____
() _____ Email Address: _____ Telephone _____

CONTACT PERSON - If different from Applicant for all correspondence, including permit _____ SAME AS APPLICANT

Name _____ Mailing Address _____ City/Hamlet/Village _____ State _____ Zip Code _____
() _____ Email Address: _____
Telephone _____



TOWN OF SOUTHAMPTON 2024 FILMING APPLICATION

SERVICE PROVIDER INFORMATION

PERSON RESPONSIBLE FOR ON SITE MANAGEMENT OF THE FILM

___ SAME AS APPLICANT

 Name Address – Residence City/Hamlet/Village State Zip Code
 (_____) _____
 Telephone Email Address

OWNER OF PROPERTY

Attach current contract or agreement with property owner

 Name Mailing Address City/Hamlet/Village State Zip Code
 Telephone: _____ Email Address: _____

SECURITY COMPANY ___ N/A

A copy of a NY State License must be submitted, along with a valid workers comp certificate and Certificate of Liability Insurance listing Town of Southampton.

 Name of Firm Email Telephone (_____) _____
 Total number of personnel to be provided Onsite _____ Offsite _____

PARKING ___ N/A

Attach valid workers comp and Certificate of Insurance listing Town of Southampton. A signed contract must be attached if 500+ attendees are expected.

 Name of Firm Email Telephone (_____) _____
 Total number of parking spaces provided on-site _____ Total number of parking spaces provided off-site _____
 Maximum number of vehicles expected to be parked at any given time at the Filming each day (if more than one day) _____
Parking after 1:00 am is prohibited on all Town roads in residential districts.

GARBAGE / TRASH / RUBBISH REMOVAL ___ N/A

 Name of Firm Email Telephone (_____) _____

SANITARY WASTE / SEWAGE REMOVAL ___ N/A

 Name of Firm Email Telephone (_____) _____



TOWN OF SOUTHAMPTON 2024 FILMING DISCLOSURE AFFIDAVIT

Page 1 of 2

STATE OF NEW YORK }
COUNTY OF SUFFOLK } } ss:

_____ being duly sworn, deposes and says:
Print Name

I am an applicant for a Filming permit. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. I reside at _____

2. The officers of the applicant corporation are as follows:

a. Pres. _____ Sec. _____
b. Vice Pres. _____ Treas. _____

3. Do any of the following individuals have an interest in the applicant or owner (as defined on page 2, note "A")?

	Yes	No
1. Any official of New York State	_____	_____
2. Any elected or appointed official or employee of Southampton Town	_____	_____

If the answer to Question 3 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>
_____	_____	_____
_____	_____	_____

4. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the question to Question 4 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name/Address</u>	<u>Amount/Date</u>	<u>Name of Campaign Committee</u>
_____	_____	_____
_____	_____	_____



TOWN OF SOUTHAMPTON 2024 FILMING DISCLOSURE AFFIDAVIT

Page 2 of 2

5. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
a. Owner	_____	_____
b. Applicant	_____	_____
c. Agent for owner or applicant	_____	_____
d. Attorney	_____	_____
e. Other	_____	_____

If the answer to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name</u>	<u>Position (Owner, Agent, Attorney, Other)</u>	<u>Corporation</u>
_____	_____	_____
_____	_____	_____

Applicant Signature

Sworn to before me this
_____ day of _____, 2024.

Notary Public

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A"
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE
STATE OF NEW YORK

For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:

- a. the applicant or owner; or
- b. an officer, director, partner, or employee of the applicant or owner; or
- c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
- d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.



TOWN OF SOUTHAMPTON 2024 AUTHORIZATION FOR INSPECTION AND INDEMNITY AGREEMENT

Property Owner Page 1 of 1

**IF MORE THAN ONE OWNER, A SEPARATE PAGE MUST BE SIGNED AND SUBMITTED
BY EACH PROPERTY OWNER**

STATE OF NEW YORK}

}ss:

COUNTY OF SUFFOLK}

I, _____, being by me duly sworn,
please print name

deposes and says: I am the Owner of the Property located at:

_____,
described in the foregoing Application, and that I have authorized Officials and Employees of the Town of Southampton to enter my property to make all inspections necessary in connection with this Film.

Furthermore, in consideration of issuance by the Town a Filming Permit on the Property, the Owner voluntarily agrees to indemnify and hold the Town of Southampton and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages, or costs sustained by any person for personal injury, death, or property damage arising out of, or as a consequence to the Filming.

The undersigned further agrees to indemnify and hold harmless the Town and its officers, employees, and agents from and against any and all losses, liabilities, damages, or costs which may be imposed upon, incurred by or asserted against the Town by reason of any act of omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is any way connected with the filming permitted by this permit.

Signature of Property Owner

(If Owner is a corporation, please indicate name of corporation and title of corporate officer whose signature appears above)

Sworn before me this

_____ day of _____ 2024.

Notary Public



TOWN OF SOUTHAMPTON

2024 RECORD OWNER'S ENDORSEMENT

**IF MORE THAN ONE OWNER, A SEPARATE PAGE MUST BE SIGNED AND SUBMITTED
BY EACH PROPERTY OWNER**

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

I, _____, being by me duly sworn,
please print name

deposes and says,

I am: (check one)

- a part owner in fee
- the sole owner in fee
- an officer of the corporation which is the owner in fee

of the premises described in the foregoing Application.

I reside at _____
Street

Town/City State Zip Code

I have authorized _____ to make the foregoing Application to the Town of Southampton for a Filming Permit as described, herein. I have provided and attached all required documentation regarding applicable protective legal measures, including, but not limited to, covenants, easements, indentures or other restrictions placed on said property, including actions by the Southampton Town Board, Planning Board, Zoning Board of Appeals, or Conservation Board.

Signature of Property Owner

(If Owner is a corporation, please indicate name of corporation and title of corporate officer whose signature appears above)

Sworn before me this

_____ day of _____, 2024.

Notary Public



TOWN OF SOUTHAMPTON

2024 Affidavit-Consent of Agent for Service

1 of 3

STATE OF NEW YORK }
 }ss:
COUNTY OF SUFFOLK }

I, _____, by me being duly sworn, deposes and says, I reside at
please print name

No. _____, State of New York,
Street Town/City

and do hereby consent and accept service by mail to the above address, of any and all papers and instruments of any kind, including, but not limited to orders, civil summonses and complaints, motions for preliminary injunction, appearance tickets and/or criminal summonses for any matters arising out of or relating to the

_____ Filming occurring
on or about _____, 2024.

My date of birth is _____, my telephone number is _____, and my mailing address, if different than my street address, is _____,

Town/City

I understand that by executing this document I am affirmatively waiving the requisite personal service requirements of the New York State Criminal Procedure Law and the New York State Civil Practice Laws and Rules. Furthermore, by executing this document, I hereby consent to the personal jurisdiction of the Southampton Town Justice Court and the Supreme Court for the State of New York in connection with any and all legal action that the Town of Southampton commences arising out of or relating to the aforementioned Filming. In addition, I hereby waive any and all jurisdictional defects and/or defenses as to any matter arising out of or relating to the subject Film.

Applicant Signature

Sworn to before me this

_____ day of _____, 2024.

Notary Public



TOWN OF SOUTHAMPTON

2024 INDEMNITY AGREEMENT

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

Pursuant to Town Code §162, this Agreement is made this _____ day of _____, 2024 by and between the Town of Southampton (hereinafter "Town") and _____ (hereinafter "Applicant"):

Applicant hereby agrees it shall protect, indemnify and hold harmless the Town, Town's consultant (if any), its officers, officials, members, agents, invitees and employees, from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions including reimbursement of attorney's fees, and shall defend the Town in any suit including appeals, or at the Town's option, pay reasonable attorney's fees for defense of such suit arising out of the acts or omissions or negligence of the Applicant, its officers, officials, lessees, licensees, agents, employees, invitees or subcontractors in connection with the activities referred to in this Filming Permit.

The Applicant, in addition to any terms contained herein, assumes all risks in the operation of the Filming and shall be solely responsible and answerable in damages for all injuries and accidents in person or property and thereby covenants and agrees to defend, indemnify and save harmless the Town of Southampton and its officials, employees and agents from all claims, suits actions, losses, damages or injuries to person or property, whether direct or indirect arising out of the operation of the Filming. The risk of loss, damage or destruction from any peril to the furniture, fixtures, equipment or other personal property of the Applicant or its invitees, employees or its subcontractors shall be borne by the Applicant. The Applicant waives any right to subrogation against the Town for loss, damage or destruction from any peril to the furniture, fixtures, equipment or other personal property of the Applicant.

Applicant Signature

Sworn to before me this

_____ day of _____, 2024.

Notary Public



TOWN OF SOUTHAMPTON

2024 FILMING APPLICATION

___ Comprehensive Liability Insurance Policy naming the Town of Southampton, 116 Hampton Road, Southampton, NY 11968 as an additional insured in the amount of \$2,000,000 aggregate/ \$1,000,000 each occurrence. *Insurance coverage must include set-up and break-down time and rain dates if requested.*

___ Detailed Map, Plan or Sketch, Drawn to Scale, showing the following, on 8½ x 11 paper:

Location, Size and Number of the Following:

- a. ___ Existing Building(s) or Structure(s), Trailer(s), Stages, Decks, Platforms
- b. ___ All Access Roads Including Internal Circulation
- c. ___ Tent(s), including size, number and location. **Permit required** Contact 631-702-2919.
- d. ___ All Temporary Utilities: Generator(s), Fuel Storage, Cooking Facilities, Water (Supply, Storage, Distribution)
- e. ___ All Audio Equipment (Loudspeakers, Horns, Music, etc.)
- f. ___ Location of Fire Extinguishers, Location of Fire Lanes, Location of Water Supply
- g. ___ Dumpsters, Trash Barrels (attach Southampton Town Solid Waste Permit Southampton Town Code 205-5)

___ Use of Town Facilities. If the Filming is at a Town Park, Beach or other Town-owned Property a “Facility Use Permit” is required pursuant to Town Code §111-3D. If and when both a facility use permit and a Filming permit are required, the validity of the facility use permit is contingent upon issuance of the Filming permit (Southampton Town Code 162-3). Please contact Parks & Recreation (631-728-8585) for information regarding a facility use permit. In addition all vendors hired by host shall provide proof of general liability, workers compensation, disability insurance and licenses required by New York State, Suffolk County or the Town of Southampton

___ Lighting Plan. Include Type(s) of lighting, overhead, ground etc. and number of fixtures by type (search lights, strobe lights, laser lights or revolving lights are prohibited, Town Code 162).

___ Additional Town permits may be required such as: Films with Animals (Southampton Town Code §150-9), Contact Animal Control 632-702-2915 Films with bon fires (Southampton Town Code §164-5), Contact Fire Prevention 631-702-2919, etc.

I hereby depose and certify that all the above statements and information contained in the supporting documents and drawings attached hereto are true and correct. I hereby agree to provide notice in writing to the Town Clerk’s Office immediately, should there be any material changes regarding the information submitted in this application. I hereby authorize officials and employees of the Town of Southampton to enter the property to make any and all inspections necessary in connection with this Film.

Sworn to before me this

_____ day of _____, 2024.

Name of Applicant

Notary Public

Applicant Signature

A false statement made herein is punishable as a class A misdemeanor pursuant to section 210.45 of the penal law of the State of New York.

**NOTICE: A violation of any of these provisions of chapter 162 pertaining to filming permits shall be a violation or misdemeanor and shall be punishable as the chapter provides.*