

# TOWN OF SOUTHAMPTON



## Main Office

116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

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## Town Clerk Annex

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Fax: (631) 723-3080

## Website:

[www.southamptontownny.gov](http://www.southamptontownny.gov)

## OFFICE OF TOWN CLERK SUNDY A. SCHERMEYER

### 2023 FILMING INFORMATION AND FACT SHEET

Filming Applications are submitted to the Town Clerk and reviewed by the Chief Fire Marshal who has the authority to issue or deny a permit. This application form is required for any Filming as defined in Chapter 162 Southampton Town Code

Please note **IMPORTANT** information regarding the application this year:

- **Security:** Every filming with **250 people or more** must hire private security professionals who will monitor and protect those people attending the event. Prior to the event taking place, the security professional must provide a detailed, written security plan to the Southampton Police Department for its approval.
- **Summonses** may be issued to films that exceed the number of attendees on the permit.

Please note other important information:

- Filing Fee: ***Nonrefundable filing fee*** \_\_\_\_\_ ***Number of filming days*** \_\_\_\_\_ ***Late Fee*** \_\_\_\_\_
  - (1) Films with less than 25 people: **\$250 application fee and \$250 per day**
  - (2) Films with 25-100 people: **\$250 application fee and \$500 per day**
  - (3) Films with 101-200 people: **\$250 application fee and \$1000 per day**
  - (4) Films with more than 200 people: **\$250 application fee and \$1500 per day**
  - (5) Film Students affiliated with an accredited educational institution up to 3-days of filming: **\$25.00 one-time fee**
- Late Application Fee: **\$50/day** beyond the submission deadline in §162
- Any amendment to the application for a Filming permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Incident Action Plans or Parking Plans at the request of the Town are not considered amendments to the application.
- No temporary structures shall be erected more than five days prior to the permitted event and such structures shall be removed within three days following termination of permitted event.
- Use of Town Facilities: If the Event is to be held 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 special event permit are required, the validity of the facility use permit is contingent upon issuance of the special event permit. Please contact Parks & Recreation (728-8585) for information regarding a facility use permit.
- **Signage**: All signs, which obstruct visibility or create a hazard to traffic, are prohibited. Any sign improperly installed or erected without prior approval may be removed and disposed of without any notification to the applicant. All signs shall be erected no more than 10 days prior and must be removed within three days after event.

All completed, notarized applications shall be filed **no later than 20 days prior** to the filming.

Any application not meeting this deadline may be subject to late fees or rejection. Incomplete applications will not be processed.

- Please submit the original application, plans and all documents.
- Properties in Residential Zoning Districts: submission of additional information and/or documentation may be required pursuant to the provisions of Chapter 283.
- Incident Action Plan: This document should be submitted with the Special Event Application and any questions or safety concerns should be directed to the Chief Fire Marshall's Office.
- A copy of the current contract or agreement with the property owner shall be included with the application.
- Certificates of insurance: the description must include the name, date and time of the event, including any "set-up" or "breakdown" dates and name the "Town of Southampton" as the additional insured in the amount of \$1,000,000. If alcohol is being served, **Liquor Liability Insurance** naming the Town of Southampton as an additional insured is also required.

Other applicable permits may be required and may include separate fees:

- Facility Use Permit. If the Event is to be held at a Town Park, Beach or other Town-owned property. A \$250.00 minimum fee per day is required. Please contact the Department of Parks & Recreation at 631-728-8585 for further information.
- Tent Application. If the Event requires erecting a tent/canopy/awning. Please contact the Department of Fire Prevention at 631-702-2919 for further information.
- Commercial Animal Enterprise Permit Application. If the Event involves animals, such as a carnival, zoo or circus. Please contact the Department of Animal Control at 631-702-2915 for further information.
- Fireworks Application. If the Event involves fireworks. Please contact the Department of Fire Prevention at 631-702-2919 for further information.
- If there is any beverage and/or food service connected with the event, a separate application must be made to the Suffolk County Department of Health Services, Food Unit. Tel: 631-852-5873 or 631-852-5999.

Should you need further clarification of Chapter 162 of the Code of the Town of Southampton, "Filming," or would like to access any of the town permits listed above, they are available in the Office of the Town Clerk, or at [www.southamptontownny.gov](http://www.southamptontownny.gov), Departmental Directory >> Town Clerk >> Special Events Permit >> Filming.

Upon approval, the Filming Permit associated with this event shall be kept on the property for the duration of the filming and be presented for inspection by any enforcement officer or other duly authorized official or employee of the Town of Southampton upon request of such official or employee.