CITY OF HACKENSACK
FILM PERMIT APPLICATION

City Clerk's Office
65 Central Avenue – 3rd Floor
HACKENSACK, N.J. 07601
(201) 646-3940
cityclerk@hackensack.org

The City of Hackensack has adopted an Ordinance, codified at Chapter 85 of the Code of the City of Hackensack, governing filming within the City. All filming must be conducted in accordance with the Ordinance, which is available for review on the City's website, www.hackensack.org. Filming on public property, or on private property where such filming involves the use of public property, requires a permit.

Completed applications for a filming permit shall be returned to the Office of the City Clerk along with an insurance certificate reflecting proof of insurance coverage in the amounts established in Chapter 85 of the City Code. Current insurance requirements are as follows, with the City of Hackensack to be named as "additional insured":

a. For bodily injury to any one person in the amount of $500,000 and any occurrence in the aggregate amount of $1,000,000.
b. For property damage for each occurrence in the aggregate amount of $300,000.

If the proposed filming activity, by reason of location or otherwise, will directly impact any businesses, merchants or residents within the City, these parties ***must*** be given written notice of the filming at least three days prior to the requested shooting date and be informed that objections may be filed with the City Clerk. Proof of service of said notice shall be submitted to the City Clerk at least two days prior to the proposed shooting date, ***or the application for a filming permit will be denied***.

This application will be reviewed by the Police Department and the City Manager prior to the issuance of a filming permit. If required, the applicant must hire one or more law enforcement officers to ensure public safety, as determined by the City. In order to determine the number of law enforcement officers required, a filming questionnaire from the Police Department must be completed and submitted together with this application.

The applicant shall permit the Fire Prevention Bureau or other City Inspectors to inspect the site and the equipment to be used. The applicant shall comply with all safety instructions issued by the Fire Prevention Bureau or other City Inspectors. **It is the responsibility of the applicant to contact the Fire Prevention Bureau at 201-646-7685 when making application for any filming activity which includes (i) open flames, (ii) propane, (iii) portable generators or (iv) pyrotechnics.**

There will be fees due and payable to the City of Hackensack pursuant to City Code §85-10 upon issuance of the filming permit by the City Clerk as follows:

a. Basic filming permit: $100. Where an applicant requests a waiver of the provision in §85-3A requiring expedited processing of a permit application within 24 hours of the filming

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date, the basic filming permit fee for processing the application on an expedited basis shall be $150.

b. Daily filming fee payable in addition to the basic filming permit when filming entirely on public property: $200 per day.
c. Daily filming fee payable for major motion picture when filming entirely on public property: $1,000 per day.
d. Filming permit for nonprofit applicants filming for educational purposes, including student films (no daily rate required): $25.
e. Filming on private property: no fee.

Revised 6/24/24

SECTION 1. APPLICANT INFORMATION

Company Name:_____ Contact:_____

Address:_____

Phone Number:_____ E-Mail:_____

SECTION 2. PRODUCTION INFORMATION

Project Name:_____

Date:_____ Hours:_____

Location:_____ Interior / Exterior

a. Additional date(s) and/or location(s)?

Date:_____ Location:_____ Hours:_____ Interior / Exterior

Date:_____ Location:_____ Hours:_____ Interior / Exterior

b. Filming Type and Details:

[ ] Feature	[ ] Commercial	[ ] Still Shoot	[ ] Non-Profit
Motion pictures, short films, mini-series, television programs or series, and documentaries.	*Commercials, music videos, industrial or educational films, and web programs.*	*Commercial still photographs and all activity attendant to staging or shooting.*	*Film produced by a 501(c)(3) organization or filming conducted by a student.*

Completed filming questionnaire from the Police Department attached: YES / NO

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Open flame, portable generator, or propane use? YES / NO

SECTION 3. INSURANCE AND NOTICE

Liability Ins. Co.:_____Policy No.:_____Exp. Date: _____

Required proof of service notifying affected residents and/or buisnesses attached: YES / NO

SECTION 4. HOLD HARMLESS

Indemnification Agreement in Regard to Film Making Activities in the City of Hackensack

_____, (hereinafter "film maker") agrees to indemnify, protect, defend (with counsel acceptable to the City) and hold harmless the City of Hackensack, its Mayor and Council members, officers, employees, attorneys and agents, from and against any and all claims, demands, losses, damages, liabilities, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, remedial actions of any kind, including taxes, special charges by others, for loss, injury, damage to person or property in whatever form, claims and demands for damages or loss for infringement of copyright, for libel and slander, and all costs and cleanup actions of any kind, all costs and expenses incurred in connection therewith, including, without limitation, reasonable attorney's fees and costs of defense (collectively, the "losses") arising, directly or indirectly, in whole or in part, out of the filming and related activities performed by film maker, its agents, employees, and/or representatives within the City of Hackensack. Nothing contained herein shall be deemed to be a waiver by the City of any governmental immunity that applies to the City, its employees, agents or contractors.

Name:_____Signature:_____Date:_____

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POLICE DEPARTMENT – TRAFFIC BUREAU FILMING QUESTIONNAIRE
(attach additional sheets if necessary)

Address(s): _____

Filming Company: _____

Location Scout / Manager: _____

Filming Dates: _____

Type of Film (Check One): [ ] Motion [ ] Commercial [ ] Non-Profit [ ] Still

Officer Requested: [ ] YES [ ] NO

PARKING			
On street parking?	**[ ] Yes / [ ] No**		
Production parking is limited to one side of the street, ONLY. Parking must be on the side of the production unless specifically marked as "No parking." Illegal parking will not be tolerated and will be enforced!			
No parking signs required?	**[ ] Yes / [ ] No**	**If yes, how many?**	**Number of signs:**
Self-parks?	**[ ] Yes / [ ] No**	**If yes, how many?**	**Number of self-parks:**
Parking meters?	**[ ] Yes / [ ] No**	**If yes, notification to the Parking Utility is required along with proof of payment (201-646-3907)**	

CATEGORY A:			
Blocking sidewalk / wires across sidewalk?	**[ ] Yes / [ ] No**	**Setup in street (Any portion)?**	**[ ] Yes / [ ] No**
Motion picture?	**[ ] Yes / [ ] No**	**Pyrotechnics?**	**[ ] Yes / [ ] No**
Filming across the street or from the street?	**[ ] Yes / [ ] No**	**Imitation firearms or knives?**	**[ ] Yes / [ ] No**

If any question is answered "YES" in Category A, at least one Police Officer will be required!

CATEGORY B:			
Outside normal hours **(Before 7am after 9pm)**	**[ ] Yes / [ ] No**	**Exterior lighting?**	**[ ] Yes / [ ] No**
Motorhome on street? **If yes, an officer required.**	**[ ] Yes / [ ] No**	**Generator truck?**	**[ ] Yes / [ ] No**
Weekend?	**[ ] Yes / [ ] No**	**Passenger vans? Number of vans:**	**[ ] Yes / [ ] No**
Cube trucks? Number of trucks:	**[ ] Yes / [ ] No** _____	**Noteworthy talent? If yes, who?**	**[ ] Yes / [ ] No**
Total number of cast/crew?			

It is at the Police Department's discretion if one or more Police Officers are required if any question is answered "Yes" in Category B

***** FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE *****

Approved By: _____

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Police officer required: ☐No ☐Yes If yes, reason: ☐Street closure/traffic control ☐Stunts/firearms ☐Other (see comments)

DEPARTMENT	**APPROVED**		**DATE**	**COMMENTS**
POLICE DEPARTMENT				
FIRE DEPARTMENT				
PARKING UTILITY				
MISC. DEPT. (IF NEEDED)				
CITY MANAGER				
CITY CLERK				

Staff member issuing permit (Clerk's Office)	Permit No.	Issue Date	Distribution (copy of permit)	Staff initials
			[ ] Police [ ] Fire [ ] Parking [ ] NJ Film Comm.	

Payment Amount: _____ Check #: _____ Date Received: _____