



Ravi S. Bhalla  
MAYOR

## Office of the City Clerk City of Hoboken

94 WASHINGTON Street  
Hoboken, New Jersey, 07030  
201-420-2026  
James Farina  
City Clerk

### Application for Film Permit

#### Dear Applicant:

Attached is an application for filming in the City of Hoboken. Please complete the application and attached Schedule "A" and secure an insurance certificate evidencing liability and property insurance in compliance with §97-3B(1), which currently requires one million (\$1,000,000) dollars general liability insurance with the City of Hoboken named as an additional insured, and three hundred thousand (\$300,000) dollars property damage.

How to apply for a film permit:

1. Bring the completed application to the **Hoboken Police Department Headquarters**, located at 106 Hudson Street. The Police Department\* will explain City rules and the requirements for filming and location of vehicles, equipment, and traffic regulations. They will review the application to determine if police will be necessary during filming. \***201-420-2119 or \*201-420-5109**
2. Following Police Department review, bring the application to the **Mayor's Office \***, located on the 2<sup>nd</sup> floor of Hoboken City Hall at 94 Washington Street. The permit must be reviewed for consideration by the Film Commission. The completed application must be submitted for review by the City at least **3 days (72 Hours)** prior to the scheduled filming dates. \* **201-420-2000 X1003**
3. Where permit applications are approved by the Hoboken Police Department and the City Film Commission, issuance of the film permit **by the Clerk's office** will only occur after the **\$700.00 fee** due and payable to the City of Hoboken is received.

Sincerely,

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James J. Farina, City Clerk

Attachment

**Official Permit No:** \_\_\_\_\_

This application, if approved, will result in issuance of a permit to the applicant to film or televise on the streets and/or property only in accordance with the times, locations, and specified activities designated below. A permit is not required to film on private property or for incidental use of a public street or sidewalk which is of minimal impact and does not result in a closing of the street or sidewalk. The permit must be in the possession of the applicant at all times while on location. All permit applications, permits, and application reviews shall be in accordance with Hoboken City Code Chapter 97 (*attached hereto*).

**NOT VALID UNLESS APPROVED BY THE FILM COMMISSION**

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

1: Company: \_\_\_\_\_

Production Contact: \_\_\_\_\_

2: Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

3: Locations: (If more than 2, use Schedule "A") \_\_\_\_\_  
\_\_\_\_\_

4.  Still photography       Motion

5.  Commercial use       Personal use       Student       Other: \_\_\_\_\_

6: Dates of Filming: \_\_\_\_\_ Approx Time: \_\_\_\_\_

7: Location of Filming: \_\_\_\_\_  
\_\_\_\_\_

7: Scene to be filmed must be described accurately: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8: Animals, firearms, special effects or unusual scenes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9: List of Production Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Cast and Crew: \_\_\_\_\_  
No. of trucks and plate(s) #'s: \_\_\_\_\_  
No. of autos and plate(s) #'s: \_\_\_\_\_  
Other Vehicles and plate(s) #'s: \_\_\_\_\_

10: Feature Film/T.V./online Movie or Series: \_\_\_\_\_  
Other: (Title, producer, director, and identify celebrities): \_\_\_\_\_  
\_\_\_\_\_

11: If commercial; name product: \_\_\_\_\_

12: Filming will require:  Street closure  Sidewalk closure  Reserved parking  
 Night shooting (in residential neighborhood 1/2 hour after sunset)  None

13: Public Liability Insurance Company, Policy #, and Agent name: \_\_\_\_\_  
\_\_\_\_\_

Amount of coverage: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

14: Do you need police assistance (requires separate fee to hire officer)?:  Yes  No

*This application agrees to indemnify and hold harmless the City of Hoboken and its officers and employees, and to be solely and absolutely liable upon any and all claims, suits and judgments, including without limitation death and/or serious bodily or property damage, against the City, its officers and/or its employees occurring during or resulting from the act(s) and/or failure(s) to act on the part of the applicant, its employees and/or agents. The applicant further agrees to comply with any and all pertinent provisions of New Jersey laws, rules, and regulations. This permit may be revoked at any time by the City with or without cause.*

*Vehicles listed above are permitted to park in any available parking spaces in the immediate vicinity of the above listed film locations except fire hydrants.*

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

<b>Police assistance required:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Reason: <input type="checkbox"/> Street closure/traffic control <input type="checkbox"/> Celebrity <input type="checkbox"/> Stunts/firearms <input type="checkbox"/> Other: _____	_____ <b>Signature,</b> <b>Chief of Police/representative</b> <i>(Chief signature needed for OEP)</i>
		_____	

**Film Commission Member**      **Approve**      **Deny**  
Administration representative: \_\_\_\_\_  
Environmental Services representative: \_\_\_\_\_  
Health & Human Services representative: \_\_\_\_\_

Film Permit is: APPROVED/DENIED      Date: \_\_\_\_\_

