

**SOMERSET COUNTY PARK COMMISSION**

**PO Box 5327 • North Branch NJ 08876**

**908.722.1200 ext. 5225**

**COMMERCIAL FILMING & PHOTOGRAPHY PERMIT APPLICATION**

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Street/Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone Number: (     ) \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Cell Phone Number: (     ) \_\_\_\_\_

1. Name and Purpose of the filming/photography event for which a permit is requested: \_\_\_\_\_

\_\_\_\_\_

2. Date(s) and time(s) of the filming/photography event:

A. Set-up for the filming/photography event will begin \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)

B. The filming/photography event will begin \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)

C. The filming/photography event will end \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)

D. Clean-up/Take-down will be completed by \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)

E. Rain Date \_\_\_\_\_

3. Maximum number of participants expected: \_\_\_\_\_ (if unsure, please provide an estimate)

4. Specific Somerset County Park Commission grounds or facilities requested: \_\_\_\_\_

\_\_\_\_\_

5. On site person who will be in charge of the event: Name \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: \_\_\_\_\_ Phone #: \_\_\_\_\_

7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the set up of the film/photography site.

B. List all props, platforms, stages, sound equipment, vehicles, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

- D. Please provide a list showing the name, address, phone number, and contact person for any other companies or organizations involved in this filming/photography event.
- E. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your filming/photography event? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_. If the answer is yes, please attach explanation on a separate page.

**Please answer the following questions, (for each item below, please circle appropriate answer).**

- A. Have you visited or are you familiar with the site you have requested? **Yes**    **No**
- B. Will you be erecting a tent(s)? If so how many? \_\_\_\_\_ Size(s)\_\_\_\_\_ **Yes**    **No**
- C. Have you or has your organization ever applied for or been issued a permit for a special event at any Somerset County Park Commission facility? **Yes**    **No**  
If so, please give the date of your last permit: \_\_\_\_\_

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

**Signature of Applicant (DO NOT PRINT)** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \*\*\*\*\*

**OFFICE USE ONLY      PERMIT FOR COMMERCIAL FILMING AND PHOTOGRAPHY CHECKLIST**

- Fee \_\_\_\_\_
- Certificate of Insurance \_\_\_\_\_
- Site Plan \_\_\_\_\_
- Tents \_\_\_\_\_

**COMMENTS:**