

**RULES AND REGULATIONS FOR FILMING
ON NON-EXEMPT PROPERTY LOCATED IN
THE INCORPORATED VILLAGE OF SANDS POINT**

These rules and regulations are promulgated and duly adopted by the Board of Trustees of the Incorporated Village of Sands Point, pursuant to Section 85-7(A) of the Village Code. These rules and regulations are intended to provide the regulatory framework necessary to implement Chapter 85 of the Village Code, known as the "Movies and Filming Law" of the Village of Sands Point.

1. Requirements for Filming Permit Applications.

a. Applications must contain the following information:

- i. The name, address, telephone number (including cellular phone number) and email address of the applicant.
- ii. The name, address, telephone number (including cellular phone number) and email address of the person or entity making the film.
- iii. The name, address, telephone number (including cellular phone number) and email address of the location coordinator or other contact person.
- iv. The street address and Nassau County Tax Map designation (Section, Block, Lot) of the property where the filming, etc., is to take place.
- v. Whether the applicant is the owner, tenant in possession of the property, or the person conducting the filming.
- vi. The name and address of the owner of the property, if the applicant is not the owner.
- vii. The consent of the owner, if other than the applicant.
- viii. The date filming is to take place, including the proposed date of any reshoot or follow up shoot, and the hours of filming.
- ix. A list and description of all vehicles and their license plate numbers, including the applicant's vehicles and vehicles of the applicant's personnel.
- x. A list and description of all props, sets and equipment to be used in connection with the filming.
- xi. Any other approval the Village Clerk deems necessary, together with any conditions which may be set forth.
- xii. A signed statement that the applicant affirms, under penalty of perjury, that all statements contained in the application are true.
- xiii. A list identifying each property owner located contiguous to the proposed location of the filming and each property owner located directly across the street from the proposed location of the filming.

b. Permit Fees.

- i. First Day: \$1,500.00
 - ii. Additional Day(s): \$1,000.00 per day
 - iii. Staging Location / Base Camp: \$500.00 per day
- c. Upon submission of an application to the Village Clerk, the applicant shall pay a non-refundable submission fee of fifty (\$50.00) dollars. No application shall be deemed complete until the submission fee is paid.
- d. The Village Clerk will not process incomplete applications. The Village shall return incomplete applications to the applicant within three (3) business days after submission.
- e. Applications must be submitted at least two (2) weeks in advance of the anticipated date of the filming activity. The Village Clerk shall not be obligated to accept or process any application submitted that does not provide for this minimum two (2) week period. Notwithstanding the foregoing, the Village Clerk may accept an application submitted less than two (2) weeks in advance of the anticipated date of filming, if the Village Clerk determines, in an exercise of the clerk's discretion, that sufficient time exists for compliance with all other requirements of this chapter prior to the proposed date(s) of filming. In the event that the Village Clerk determines to accept an application for filming to occur less than two (2) weeks from the date of the application, an expedited permit submission fee shall be required in the amount of \$150.00, which fee shall be in lieu of the \$50.00 submission fee required under section 2(b) above.

2. Insurance and Indemnity Requirements.

No permit shall be issued for filming within the Village of Sands Point unless the applicant for such permit:

- a. Provides proof of insurance coverage for damage to property in the amount of \$250,000 for any single claim and for any aggregate occurrence in the amount of \$1,000,000; for bodily injury for any person in the amount of \$500,000 and for any aggregate occurrence in the amount of \$2,000,000. Each such insurance policy shall name the Village of Sands Point as an additional insured party.
- b. Agrees, in writing, to indemnify and hold harmless the Village of Sands Point from any and all liability or damages resulting from filming.

3. Filming Rules and Regulations.

- a. The holder of a permit shall take all necessary steps to minimize interference with the free passage of pedestrians and traffic over public lands and shall comply with all lawful directives issued by the Police Department or by the Village with respect thereto.

- b. The holder of a permit shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners and/or residents which is attributable to such filming and shall, to the extent practicable, abate noise and illumination, and park vehicles associated with such filming off the public streets. The holder shall avoid any interference with previously scheduled activities on public lands and shall limit, to the extent possible, any interference with normal public activity on such public lands.
- c. The holder of a permit shall take all reasonable steps to minimize the creation and spread of debris, litter and rubbish during filming and shall be responsible for removing all equipment, debris, litter and other rubbish from the filming location upon the completion of filming or the expiration of the permit, whichever comes first.
- d. If any temporary signage is proposed to be used in connection with the filming, the applicant shall be required to submit a deposit to the Village in an amount of \$250.00 to ensure the removal of the signage after the completion of the filming activity. The holder of a permit or the applicant shall be required to remove all temporary signs at the conclusion of filming. If the holder of a permit or the applicant fail to remove any temporary signs within five (5) hours of the conclusion of filming, the deposit shall be forfeited. The holder of a permit and the applicant shall be responsible for the removal of any and all temporary signs used in connection with the filming.
- e. In addition to and supplementing all other permit requirements, the holder of a permit shall notify the appropriate police and fire departments that it intends to film at the authorized location not less than 48 hours before such filming shall commence. The permit holder shall be responsible for the cost incurred by the Village for the police officers assigned to the location of the filming in the event the Police Chief or a Lieutenant of the Village of Sands Point Police Department determines to assign police officers to the permitted event pursuant to the Police Department's review of the application under Section 85-9. Police officer overtime is required to be paid by the Applicant in the minimum amount of six (6) hours per officer, at the rate of \$135.00 per hour for each officer that may be required for filming. The Applicant will also be charged a 25% administrative fee on all police overtime.
- f. The holder of a permit that allows for the closing of a right-of-way, street or other public lands shall notify all properties directly affected by such closing, in writing, not less than 48 hours before such closing shall begin.
- g. Filming and related activities shall only be permitted between the hours of 8:00 a.m. and 9:00 p.m. The arrival and setup of equipment and vehicles and the breakdown of such equipment and vehicles at the end of the filming shall be accomplished within the permitted time period.

4. Notice of Proposed Filming.

- a. All notices required in connection with an application for a filming permit shall be provided in writing by regular first class mail and certified mail, return receipt requested, or alternatively, by personal delivery. Such notices shall include the following information:
 - i. The proposed location of the filming;
 - ii. The proposed dates and times for filming and setup;
 - iii. The location manager's cellular phone number; and
 - iv. Any additional information that may be required by the Village Clerk in the Clerk's discretion, based on the particular circumstances of the location and the filming.
 - v. Proof that notification pursuant to this chapter has been complied with shall consist of an affidavit submitted by the applicant that all individuals entitled to notice have been served; a copy of the notice that was provided; and the date, time and manner in which notice was given.