

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

Approved June 21, 2022, By Board of Trustees

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 0020 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, landline and cell numbers, and email address of the applicant, the person or entity making the film, and of the location coordinator or other contact persons.
- ii. The street address and Nassau County Tax Map designation (Section, Block, Lot) of the property where the filming, etc., is to take place.
- iii. Whether the applicant is the owner, tenant in possession of the property, or the person conducting the filming.
- iv. The name and address of the owner of the property, if the applicant is not the owner.
- v. The consent of the owner, if other than the applicant, in accordance with Village requirements.
- vi. The dates filming, prep, and break down are to occur, and any other dates that applicant expects to be on premises and the hours of filming.
- vii. An estimate of the maximum number of cast and crew to be on-site at any one time.
- viii. Any other approval the Village deems necessary, together with any conditions which may be set forth.
- ix. A signed statement that the applicant affirms, under penalty of perjury, that all statements contained in the application are true.
- x. A list identifying each property owner located within a specified distance to the proposed location of the filming.

## 2. Permit Fees and Processing of Permit Applications.

- a. The Village may not process incomplete applications
- b. Applications must be submitted at least two (2) weeks in advance of the anticipated date of the filming activity. The Village 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 may accept an application submitted less than two (2) weeks in advance of the anticipated date of filming, if the Mayor determines, in the Mayor's sole discretion that sufficient time exists for compliance with all other requirements of this chapter prior to the proposed date(s) of filming.
- c. The permit fees shall be determined by the Village for each permit application based on all relevant facts and circumstances including, but not limited to the following:
  - i. Location of the proposed filming.
  - ii. Duration of the filming and the proposed hours on-site.
  - iii. Number of vehicles involved in the filming.
  - iv. Number of individuals working at the filming location.
  - v. Location of the base camp.
  - vi. Security requirements, as determined by Village, including police, fire, and emergency services.
  - vii. Impacts on adjacent and nearby properties and streets.
  - viii. Impacts on the health, safety, and welfare of the Village's residents.
  - ix. Noise, lighting, and vibration impacts.
  - x. Frequency of shooting
  - xi. All other similar and related factors.

3. Insurance and Indemnity Requirements.

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

- a. Provide 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 and as a certificate holder
- b. Agrees, in writing, to indemnify and hold harmless the Village of Sands Point from any and all liability or damages resulting from filming.

4. Filming Rules and Regulations.

- a. The holder of a permit shall take all necessary steps to not interfere 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 and shall comply with all applicable noise and other Village laws. 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 or make available as needed 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 \$150.00 per hour for each officer that may be required for filming. The Applicant will also be charged a 25% administrative fee on all police over time.
- 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 in accordance with Village rules.
- g. Filming and related activities shall only be permitted between the hours of 8:00 a.m. and 9:00 p.m., unless otherwise permitted. 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.
- h. The holder of a permit shall take all other actions and abide by all other conditions imposed by the Village in the granting of the permit.

5. 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, nationally recognized overnight courier, 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 in the Village'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.