



Office of the Borough Clerk  
Borough of Emerson

Permit No.:  
Date:

**APPLICATION FOR FILMING PERMIT**

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

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

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Filming: \_\_\_\_\_

Hours of Filming: \_\_\_\_\_

Location and Nature of Filming (Describe in detail; interior or exterior; day or night; etc....)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK LIST**

	YES	NO
Will residents or businesses be affected by filming? (A copy of letter(s) to be sent to any affected property owners within 200 feet must accompany this application)		
Do you have a licensed electrician on staff?		
Are existing power lines to be utilized?		
Will traffic be affected as a result of filming? (If yes, a Police Officer is required)		
Have you ever been denied a filming permit? (If yes, provide the reasons)		

Take Note: If the applicant is filming on private property a letter from property owner must be attached granting permission to film

**I HEREBY APPLY FOR A PERMIT AND AGREE TO TENDER THE FOLLOWING FEES IN THE FORM OF A BANK CHECK PAYABLE TO THE BOROUGH OF EMERSON AND FURTHER AGREE TO BE BOUND BY CHAPTER 147 OF THE CODE OF THE BOROUGH OF EMERSON:**

- I.     \$250.00 BASIC FILMING PERMIT – PER DAY**
- II.    \$500.00 DAILY FILMING FEE PER DAY**  
**IN ADDITION TO BASIC FILMING FEE PER DAY**

**TOTAL:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

All Applications Must Be Sent To  
**Michelle Ryan – Acting Borough Clerk**  
Mail: 146 Linwood Avenue, Emerson, NJ  
E-Mail: [clerk@emersonnj.org](mailto:clerk@emersonnj.org)

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FOR INTERNAL USE ONLY

Fees Paid	Yes	No
Hold Harmless Agreement	Yes	No
Maintenance Bond	Yes	No
Certificate of Insurance	Yes	No
License Sent to PD, FD, NJ Film Commission	Yes	No

Special Conditions:

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Michelle Ryan  
*Acting Municipal Clerk*

\_\_\_\_\_  
Mark Savino  
*Chief of Police*



# BOROUGH OF EMERSON *New Jersey*

## USE OF FACILITIES HOLD HARMLESS AGREEMENT

***B***etween the

**BOROUGH OF EMERSON**

**146 Linwood Ave, Emerson, NJ 07630**

*And*

\_\_\_\_\_  
*Name/Organization*

\_\_\_\_\_  
*Street Address (No Post Office Box)*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*e-mail address*

\_\_\_\_\_  
*Alternate Contact*

\_\_\_\_\_  
*Telephone Number*

Organization Type: *(Please Check One)*

\_\_\_\_\_ Individual

\_\_\_\_\_ Government / Non-Profit Organization

\_\_\_\_\_ For Profit Organization

In consideration for use of facilities at \_\_\_\_\_

on the following date(s): \_\_\_\_\_

for the purpose of \_\_\_\_\_

the Undersigned agrees to Indemnify, Defend and Hold the **BOROUGH OF EMERSON** (hereinafter referred to as the "Borough") its Officers, Agents, Employees and Assigns, Harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgements, expenses, costs and attorneys' fees arising out of the use of the above stated municipal property for the purposed use stated above.

I (we) understand this Hold Harmless Agreement also provides the Borough be indemnified from any and all liability, claims, demands, damages, judgements, expenses and costs of any kind, resulting from the Acts or Omissions from any Guest, Participant, Visitor or other person attending the event herein referred to, unless waived in writing by the Borough.

**HOLD HARMLESS AGREEMENT**

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I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with **minimum** limits of liability not less than:

**COMMERCIAL GENERAL LIABILITY**

Minimum Policy Limits of: \$1,000,000. Per Occurrence / \$2,000,000. Aggregate and must include Completed Operations Coverage. Policy must be endorsed to include the BOROUGH OF EMERSON as Additional Named Insured.

**LIQUOR LIABILITY**

Minimum Limit of \$1 million (Endorsed to the GL or separate policy) **(Required if checked)**

**AUTOMOBILE LIABILITY** *(If applicable)*

Minimum policy limit of: \$1,000,000. Combined Single Limit (CSL) covering all Owned, Non-Owned and Hired vehicles.

**UMBRELLA LIABILITY**        *(Required if checked)*

Minimum Policy Limit of: \$1,000,000. / Per Occurrence \$1,000,000. / Annual Aggregate

**PROPERTY INSURANCE**

The RENTER is required to insure his/her own Property. The BOROUGH OF EMERSON will not provide any insurance on the RENTER's property.

**WORKERS COMPENSATION** *(If applicable)*

Coverage is to comply with NJ Statutes and include coverage for Proprietors, Partners and/or Executive Officers. EMPLOYERS LIABILITY limit of \$1,000,000 for each Accident/Disease each Employee.

**The Certificate of Insurance shall also specifically name the Borough of Emerson as an Additional Insured with respect to General Liability coverage for the Event listed above.**

It is further understood and agreed, the Borough is not responsible for Personal Property of the Undersigned, their Guests or Participants.

\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, as the binding act in deed of

\_\_\_\_\_

*Name, Agency or Organization*

\_\_\_\_\_  
**Authorized Signatory** *(signature)*

\_\_\_\_\_  
**Witness** *(signature)*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name