



**COUNTY OF BERGEN**

DEPARTMENT OF PARKS

**DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS**

One Bergen County Plaza – 4<sup>th</sup> Floor – Hackensack, NJ 07601-7076

(201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III

County Executive

James G. Koth, III, PLA, ASLA

Director of Parks

**Film Permit Request Form- Bergen County Parks**

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

Production Company: \_\_\_\_\_

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

\_\_\_\_\_

CITY

STATE

ZIP CODE

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Location(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Filming: \_\_\_\_\_ Approximate Times: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Describe use of animals, firearms, special effects or unusual scenes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Production Equipment: \_\_\_\_\_

\_\_\_\_\_

Number of Cast & Crew: \_\_\_\_\_

Number of Automobiles: \_\_\_\_\_ Trucks: \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

License Plate Numbers: \_\_\_\_\_



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Type of Project: (Please check one of the following)

\_\_\_ Feature Film

\_\_\_ Television Series

\_\_\_ Mini-Series

\_\_\_ T.V. Movie

\_\_\_ Music Video

\_\_\_ Documentary

\_\_\_ Short Film

\_\_\_ Commercial

\_\_\_ Other

Title of Project: (If commercial, identify product; if music video, identify band and song name)

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

Producer: \_\_\_\_\_ Director: \_\_\_\_\_

Location Mgr: \_\_\_\_\_ Prod. Mgr.: \_\_\_\_\_

\_\_\_\_\_
Date Authorized Signature Title

FEES: \$1,250/ day\*

\*Additional permitting and security fees may apply upon review of application

INSURANCE: Applicant must file its Certificate of Insurance (COI) and a Hold Harmless Agreement (attached to the application)

\*\*OFFICAL USE ONLY\*\*

Application Received: \_\_\_\_\_ Payment: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear Park Patron;

Each year the Bergen County Department of Parks processes thousands of requests for park-use permits. Prior to issuance of a film permit, the Department requires that a **Certificate of Insurance** be filed with our office.

The Certificate is to show a **minimum** of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability and \$ 5,000/person Medical Expense.  
**THE COUNTY OF BERGEN AND ITS OFFICIALS, EMPLOYEES AND AGENTS must be named as ADDITIONAL INSURED and COUNTY OF BERGEN shown as CERTIFICATE HOLDER.**

Your insurance company (agent) must be told of this requirement and the above underlined paragraph. They will, at that time, issue the Certificate of Insurance which can be mailed to the above address, faxed to (201) 336-7262 or emailed to [parkpermits@co.bergen.nj.us](mailto:parkpermits@co.bergen.nj.us).

Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Bergen County Department of Parks facilities.

If the insured's name is different from your group name, please make sure that you or your agent clearly note your group name so that the certificate can be matched to your group.

If you have any questions concerning this matter, please call us at (201) 336-7261.

Thank you for your cooperation.

Sincerely,

Office of Permits & Special Events



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WAIVER AND HOLD HARMLESS

In recognition of the County of Bergen's permission for \_\_\_\_\_ to film on Bergen County property, \_\_\_\_\_ agrees to Release, Hold Harmless and Defend The County of Bergen, and any of its employees, officials, agents, volunteers or representatives against any and all claims for bodily injury, personal injury, property damage, or legal defense costs arising out of the actual or alleged negligence of \_\_\_\_\_ or any of its employees, volunteers, agents, or representatives.

\_\_\_\_\_ certifies that it maintains the following minimum insurance coverage and that The County of Bergen will be names as Additional Insured on the General Liability an Automobile Liability policies.

**Commercial General Liability Insurance** with limits of \$ 1,000,000 Per Occurrence/\$ 2,000,000 Aggregate.

**Owned, Lease, and Hired/Non-Owned Commercial Automobile Liability Insurance** with minimum limit of \$ 1,000,000 CSL.

**Worker's Compensation Insurance** with Statutory Limits

X \_\_\_\_\_ Date \_\_\_\_\_  
(Representative Signature)

\_\_\_\_\_