



TOWN OF BEDFORD
 321 BEDFORD ROAD
 BEDFORD HILLS, NEW YORK 10507
www.BedfordNY.gov

THANK YOU FOR INQUIRING ABOUT
 FILMING & PHOTOGRAPHY IN THE TOWN OF BEDFORD

WE WELCOME YOUR PRODUCTION

The Town Clerk reviews and approves *all* applications for Permits for filming and photography in accordance with Chapter 56 of the Town Code. Please refer to Chapter 56 of the Town Code for further information.

The Film Permit Application, Hold Harmless Agreement, Homeowner Authorization Letter, sample Notification Letter and copies of the Bedford Town Code regarding filming and photography are attached for your reference and use, as applicable.

The following forms must be completed and submitted for review by the Town Clerk for all Permit applications:

Application for Permit for Filming & Photography	Required for each separate location where filming is proposed. If filming is on private property, the property owner/agent must sign each application or provide a Homeowner Authorization Letter giving permission for the production to use their property. (see attached sample Authorization Letter)
Indemnification & Hold Harmless Agreement	Attach a signed copy of the Indemnification & Hold Harmless Agreement (attached) to this application for each separate location where filming is proposed, relieving the town from any potential liability by virtue of the applicant's activities
Certificate of Insurance	Attach a copy of the Certificate of Insurance naming the Town as an additional insured with a minimum of \$2,000,000 General Aggregate coverage
Fee	Payable by check or credit card (with a processing surcharge) made out to Town of Bedford. Fee schedule is below.

To expedite the application process, applicants should contact the Town Clerk (see contact information on page 2) in advance of submission, to determine the type of permit required and any additional measures necessary for each specific production's application.

FEE SCHEDULE (assessed Per Day)

Special Conditions are determined at the discretion of the Town Clerk and are outlined in detail in the Town Code (Chapter 56-4). Multi-day productions lasting longer than 5 days will receive a 20% discount in fees.

	Requirements	Private Property	Public Property
Type I Permits	Type I Permits may be issued by the Town Clerk if filming or photography meets all of the following conditions: <ul style="list-style-type: none"> • Filming or photography is limited to an indoor location or outdoor location contained to private property; • The size of the entire cast and crew is limited to 20 individual members or less; • Filming or photography is limited to 	\$500/day	Not Applicable

Please contact the Town Clerk's Office at townclerk@bedfordny.gov or (914) 666-4534 if you have any questions.



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	daytime hours; <ul style="list-style-type: none"> • Filming or photography is limited to five or fewer continuous days at the location; and • Filming or photography involves no potential noise, traffic or light impacts, including, but not limited to, the use of any pyrotechnic device or high-powered artificial lighting other than camera-mounted or handheld equipment. 		
Type II Permits	Type II Permits may be issued by the Town Clerk if any of the special conditions referenced in Chapter 56-3(B) are present.	\$1500/day	\$2000/day
Type III Permits	Type III Permits may be issued by the Town Clerk if any of the special conditions referenced in Chapter 56-3(B) are present and the issuance of the permit may significantly impact any neighboring properties and/or vehicle or pedestrian traffic within the Town of Bedford absent the imposition of certain mitigating measures.	\$3250/day	\$4000/day

Note: Exceptions may include Student Projects or Public Service/Teaching productions.

Type I permits require no additional documentation and can be processed expeditiously.

Type II permits may require additional follow-up actions and/or coordination with other Departments (i.e. Assessor’s Office, Police Department, Fire Department, Public Works etc.). Requirements are at the discretion of the Town Clerk, but may include, but are not limited to:

Notification Letter	<p>For any productions that may impact neighboring properties, the Town requires that advanced notice be given to adjacent property owners (see Chapter 56.3 [D-1-e]) in the form and manner prescribed by the Town Clerk or Town Board. The Assessor’s Office (914-666-5149) can help you research the addresses that need to be notified.</p> <p>Provide a copy of the Notification Letter to the Town Clerk for approval in advance of the mailing. This letter must include the location, date and time, arrangements for parking and toilets, eating and other particulars that would affect adjacent properties. A sample Notification Letter is attached.</p>
Proof of Notification	<p>Notifications can be made via certified mail, e-mail, or in person. Proof of the notification must be provided to the Town after the notifications have been sent or communicated in the form and manner prescribed by the Town Clerk before preparing for any filming begins. The expense of notification will be paid by the applicant.</p>

For Type II Permits, a Police Officer may be required on site during the production. Contact the Town Clerk to discuss the possible need for police coverage and availability. If any services are required from the Police Department, Department of Public Works or Recreation and Parks Department, services will be

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charged at a minimum of four (4) hours per employee and in four (4) hour increments thereafter at the current rate on file with the Department of Finance.

Type III Permits require approval from the Town Clerk and also require additional follow-up actions and/or coordination with other Departments (i.e. Assessor's Office, Police Department, Fire Department, Public Works etc.). Requirements are at the discretion of the Town Clerk, but will minimally include, but are not limited to:

Notification Letter	<p>For any productions that may impact neighboring properties, the Town requires that advanced notice be given to adjacent property owners (see Chapter 56.3 [D-1-e]) in the form and manner prescribed by the Town Clerk or Town Board. The Assessor's Office (914-666-5149) can help you research the addresses that need to be notified.</p> <p>Provide a copy of the Notification Letter to the Town Clerk for approval in advance of the mailing. This letter must include the location, date and time, arrangements for parking and toilets, eating and other particulars that would affect adjacent properties. A sample Notification Letter is attached.</p>
Proof of Notification	<p>Notifications can be made via certified mail, e-mail, or in person. Proof of the notification must be provided to the Town after the notifications have been sent or communicated in the form and manner prescribed by the Town Clerk before preparing for any filming begins. The expense of notification should be paid by the applicant.</p>

For **Type III** Permits, a Police Officer may be required on site during the production. The Town Clerk will determine the possible need for police coverage and availability. If any services are required from the Police Department, Department of Public Works or Recreation and Parks Department, services will be charged at a minimum of four (4) hours per employee and in four (4) hour increments thereafter at the current rate on file with the Department of Finance.

Applications may be submitted:

In Person At:

Bedford Town Clerk's Office
321 Bedford Rd,
Bedford Hills NY 10507
Open Mon-Fri from 8:30am-4:30pm

By Email To:

Bedford Town Clerk
Lisbeth Fumagalli
townclerk@bedfordny.gov
(914) 666-4534



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APPLICATION FOR PERMIT FOR FILMING & PHOTOGRAPHY

1. APPLICANT	
Name:	Address:
Cell Phone:	
Email:	

2. LOCATION FOR FILMING/PHOTOGRAPHY		
Address:	Private Property? *	Public Property?
	<input type="checkbox"/>	<input type="checkbox"/>

*If Private Property, please attach **Homeowner Authorization Letter**

3. FILM/ PHOTOGRAPHY PRODUCTION COMPANY	
Company Name:	Address:
Phone:	
Email:	
On-Site Contact Name:**	Contact Cell Phone:

**On Site Contact must be available 24 hours a day during the activity (see Chapter 56.3 [D-2]).

4. PRODUCTION DETAILS / USE PLAN	
Shooting Date(s):	Number & Type of Vehicles:
Shooting Hours:	
Number of People on site:	
Type of shoot: <input type="checkbox"/> Still Photo <input type="checkbox"/> Motion Video/Filming	Parking Arrangements:
Briefly describe what is being shot and who it is for: <i>(i.e. print catalog, magazine editorial, social media content, commercial, TV series, feature film etc.)</i>	



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5. SPECIAL CONDITIONS

Please indicate whether the following special conditions apply to this production. Check all that apply.

<input type="checkbox"/>	Non-Standard Hours <i>(Shooting outside of 8am-6pm, M-F)</i>	Please Specify:
<input type="checkbox"/>	Traffic impedance due to shooting or production vehicles	Please Explain:
<input type="checkbox"/>	Off-Site Staging Areas <i>(i.e catering, holding, etc)</i>	Please Specify:
<input type="checkbox"/>	Portable Bathrooms on site	If So, where will they be placed?
<input type="checkbox"/>	Motorhome(s) on site	If So, how many and where will it be parked?
<input type="checkbox"/>	Exterior Lighting/Sounds/Generators? <i>(visible/audible from adjacent properties)</i>	Please Explain:
<input type="checkbox"/>	Special Effects	Please Specify: <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fire <input type="checkbox"/> Sound Effects <input type="checkbox"/> Other: _____
<input type="checkbox"/>	Other: _____	Please Explain:
<input type="checkbox"/>	None of the above applies	

The applicant requests that the Town Clerk approve the issuance of a Film Permit, or that the Town Clerk refer the permit application to the Town Board for action, under Chapter 56 of the Code of the Town of Bedford for filming and photography on property within the Town of Bedford (including the hamlets of Bedford Hills, Bedford Village and Katonah).

The Applicant attests that all the foregoing information is true and accurate:

Applicant's Signature: _____ Date: _____

-----FOR CLERK'S OFFICE USE ONLY-----

Type of Permit Issued: Type I Type II Type III

Fee Charged: _____ Permit #: _____

Date Approved: _____

Town Clerk's Signature: _____



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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the extent permitted by law, _____ (“Production”) agrees to defend, indemnify and hold harmless the **Town of Bedford** (“Contractor”), the **Owners** (“Owners”) of the property listed below and its/their agents, officers, directors, and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including but not limited to personal injury and property damage, theft, or reasonable legal fees arising from the Production’s filming in the Town of Bedford.

The Production hereby agrees to obtain and keep in force an insurance policy/policies to cover its liability hereunder in the minimum amounts of \$2,000,000 General Aggregate per occurrence (or another appropriate agreed upon amount) and will defend and hold harmless Town of Bedford and the Owners for personal injury, bodily injury, theft and property damage. Production will also obtain and keep in force Workers Compensation insurance including Employees Liability to the full statutory limits.

Said liability policies shall name Town of Bedford and Owners as additional insured’s and shall be primary to any other insurance policies. Production shall furnish to Town of Bedford Certificates of Insurance evidencing that the aforesaid insurance coverage is in full force.

Property Address: _____

Date(s) of Production: _____

Print Name: _____

Signature: _____ Date: _____

Please sign, date and submit with your permit application to:
Town of Bedford Town Clerk’s Office
321 Bedford Road
Bedford Hills, NY 10507
Fax (914) 666-5249



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HOMEOWNER AUTHORIZATION LETTER

DATE:

TO: Town of Bedford
Town Clerk
321 Bedford Road
Bedford Hills, NY 10507

RE: Permit for Filming/Photoshoot on our property

To whom it may concern,

This letter is to advise the Town of Bedford that we have authorized the use our private property located at _____ as a location for an upcoming Photography/Film production for _____ on the date(s) of _____.

Please feel free to contact us and/or our Agent (if applicable) if you have any questions regarding this production. Our contact information is listed below. Thank you!

Sincerely,

Homeowner Name(s) & Signature

Homeowner Name(s):	
Cell Phone:	Email:

Agent Name:	
Agent Cell Phone:	Email:



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SAMPLE FILM/PHOTOGRAPHY NOTIFICATION LETTER
Please print Notification Letters on Production Letterhead.

Dear Bedford Neighbor,

A [Verizon](#) project is planning a [Photo/Video/Film](#) shoot at a home in your neighborhood located at: [733 Guard Hill Rd, Bedford NY 10506](#) on [Friday, October 28, 2016](#).

While we are expecting to only minimally impact homeowners in the area, if at all, we would like to provide you with our contact info in the event you need to get in touch with someone from the production.

- Our [photography](#) shoot date is [Friday 10/28/2016](#). Hours of shooting activity will be from approximately [8:00AM to 7:00PM](#), which falls within the standard shooting hours recognized by the Town of Bedford.
- Scenes to be photographed/filmed are all [interior lifestyle shots, with no outdoor scenes, loud noises or special effects scheduled](#).
- We will not be conducting any activity outside of the property mentioned above, and plan to park all of our vehicles [on the property](#). We will have approximately [two passenger vans, one motorhome, two 14' trucks, and five cars](#). We do not anticipate impacting traffic or business in the area.
- Our photo shoot is being coordinated with The Town of Bedford, and all required insurance and permits are on file with The Town of Bedford.

I will be the point person before and during our shoot. If you have any questions or concerns regarding our planned production activities, please contact me via cell or email.

In closing, we realize we are guests in your neighborhood and appreciate the opportunity to bring our production here. Thanks in advance for your consideration and for helping to keep filming and photography jobs in New York!

Sincerely,

[Producer Name](#)
[Project Name](#)
[Cell Phone:](#)
[Office Phone:](#)
[Email](#)