



Town of Fairfield

Community and Economic Development

Dear Filming Applicant:

Thank you for your interest in the Town of Fairfield for your video, film or still photography venture!

Please review this permit application carefully and completely, and accurately fill out all portions which pertain to your project. Then return the following to the Community and Economic Development office via email at cedoffice@fairfieldct.org

- 1) **Email: Completed and Signed Location Permit Application** (please note that the Application must be signed in **two places** – the Signature page and the Terms and Conditions page.)
- 2) **Email: Certificate of Insurance with wording below:**
“The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as Additional Insureds. The coverage shall be primary and non-contributory and contain no special limitations on the scope of protection afforded to the Town of Fairfield. A waiver of subrogation applies under general liability, auto liability and workers compensation.”
- 3) **Mail: Permit Fee**

Payment can be by cash or check made out to the **Town of Fairfield** and mailed or delivered to the Office of **Community and Economic Development, 611 Old Post Road, 2nd Floor, Fairfield, CT 06824.**

Upon review of the above documents and receipt of your payment, we will send you a Location Permit. We require you to keep the Location Permit with you at all times while you are filming in Fairfield.

Please feel free to call the office at (203) 256-3120 if you have any questions or need assistance.

Sincerely,

Town of Fairfield
Community & Economic Development



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Community and Economic Development

Location Permit Application for Video, Film or Still Photography

Production

Producer: _____ Location Contact: _____

Production Company: _____ Phone: _____

Email: _____ FAX: _____

Address: _____

Production Manager: _____

Director: _____

Project Title: _____

Start Date: _____

Completion Date: _____

Hours of Operation: _____

External night lighting: _____

Format: Film/Video _____ Still Photography _____

Type of Production: Feature ____ Commercial ____ TV ____ Non-Broadcast ____ Other ____

Total Cast/Crew for EACH day of production: _____

Large Trucks ____ Camera Cars ____ Motor Homes ____ Generator ____ Cars _____

Other Vehicles or Equipment (describe) _____

Animals: _____

Pyrotechnics: _____ Effects Permit # _____

Fire Marshal's Approval: _____



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Location

Exact name/address of filming location: _____

Filming description (please be specific): _____

Street closure necessary (please describe): _____

Certificate of Insurance - Required

Insurance Company: _____

Policy # / Expiration Date: _____

Certificate Attached: _____

*****Required by contract to list the following on the Certificate of Insurance*****

"The Town of Fairfield, Fairfield Board of Education, its officers, officials, employees, agents, Boards, and Commissions shall be named as Additional Insureds. The coverage shall be primary and non-contributory and contain no special limitations on the scope of protection afforded to the Town of Fairfield. A waiver of subrogation applies under general liability, auto liability and workers compensation."



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Signatures

Permittee states the above information is complete and accurate. Producer has read and understands the Terms and Conditions and agrees to comply with the provisions of this permit.

PRODUCER/PRODUCTION COMPANY

PERMITTOR

Company Name

By

Title

Date

Town of Fairfield Office Use Only

Police Department Approval: _____

Department Approval: _____

Health Department Approval: _____

Recreation Department Approval: _____

Public Works Department Approval: _____

Conservation Approval: _____

Board of Education Approval: _____



Town of Fairfield

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Terms and Conditions of Location Permit

If a permit is issued, _____(the "Applicant ") understands and agrees that in consideration of the permission given by the issuance of the permit, "Applicant" promises, covenants and agrees with the Town of Fairfield:

- 1) That Applicant and its employees and agents conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, beaches, recreational facilities and other Town owned and operated properties, and with any and all conditions or restrictions specified below.
- 2) Applicant shall be present during all activities carried out under the permit and is completely responsible for all damages to Town property caused by or arising out of the activities of Applicant except to the extent such damages, liabilities, claims, demands, suits or actions are caused by or arise out of the sole negligence or intentional misconduct of Town, its officers, agents or employees.. By accepting the permit, Applicant specifically agrees with the Town that it is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, beach, recreational place or facility under the permit, including but not limited to damage to lawns, plants, trees, paths, roads, bridges, waters, buildings, equipment or other property or facility of every sort, clean-up of litter and trash and additional expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to Applicant's use of the park, beach, recreational place or facility or breach of conditions or restrictions specified below.
- 3) By accepting the permit Applicant agrees with the Town that it shall defend, indemnify, protect and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, claims, demands, suits or actions including all costs and expenses of defense and otherwise, and including all attorneys' fees on account of bodily injury, sickness, disease or death sustained by any person, persons or injury or damage to or destruction of any property directly or indirectly arising out of activities by Applicant except to the extent such damages, liabilities, claims, demands, suits or actions are caused by or arise out of the sole negligence or intentional misconduct of Town, its offices, agents or employees.
- 4) Before a permit will be issued and until final completion of all activities under a permit, Applicant shall procure and maintain insurance satisfactory to the Town naming the Town, its officers, agents and employees as additional insureds.
- 5) The required fees must be paid before a permit will be issued. Fees are as follows but may be modified at the discretion of the First Selectman:



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6) **Fee Schedule**

For Profit/Big Budget Film and TV - \$500/day, plus Police department fees
(Fees may be charged for any town equipment used during filming)

Student Film/Non-Profit Organization - \$75 for one day, without affecting residents
Beyond one day, fees to be determined

Independent/Individual Film Products - Minimum fee required at level set for non-profits.

Additional fees to be determined based on scope of film activity and size of operation.

- 7) The permit covers use of the specified area only and does not include permission to use other town areas.
- 8) Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments.
- 9) Permit must be in the possession of the Producer, kept on site at all times and must be available to inspection upon request by Town of Fairfield officials or the Public. Permit may not be assigned, transferred, altered or the terms varied without written consent of the Town of Fairfield.
- 10) It is understood and agreed that the permit is a grant of permission to use only and that Applicant and all persons conducting activities under a permit are and remain independent contractors.
- 11) The town may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any material terms of this application or permit.
- 12) The Town reserves the right to require Town employees to be present for supervision.

We have carefully read the terms, conditions and agreements above and, if a permit is issued, in consideration of the issuance of said permit, agree to be fully bound by said terms, conditions and agreements.

Applicant Signature and Title

Date

Conditions and/or Restrictions: _____