



Town of Morristown, Office of the Town Clerk
 200 South Street, 1st Floor
 Morristown, New Jersey 07960
 Tel: 973-292-6636 - Fax: 973-644-4374
 www.townofmorristown.org

Submit Applications to Town Clerk townclerk@townofmorristown.org

APPLICATION FOR FILMMAKING/PHOTOGRAPHY

(Application must be submitted at least one (1) month prior to event)

Application Date: _____	
Organization/Company Name and Address: _____	
Application Contact Person: _____	
Business/Home Phone: _____	Cell Phone: _____
E-mail: _____	

Contact Person(s) for Day of filming: _____

FILMING / PHOTOGRAPHY SHOOT DETAILS
 Attached separate sheet if necessary

Title of Shoot: _____

Day & Expected Time of Shoot: _____

Start Time: _____	End Time: _____	Set Up Start Time: _____	Breakdown End Time: _____
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Will any street or sidewalk be blocked? Yes No If yes, please describe in detail in a letter attached to this application.

<input type="checkbox"/> MUNICIPAL PROPERTY (list location name & address)	
<input type="checkbox"/> PRIVATE PROPERTY (list address, owner name & contact information)	

For use of The Green: Contact the Trustees of the Morristown Green at 973-539-4900. NOTE: Written approval for use of The Green MUST be granted before this application can be considered for approval by the Town.

How many persons to attend: _____ How many vehicles at shoot: _____

If special vehicle accommodations are necessary, please describe in detail in a letter attached to this application.

- Required attachments to this application:
1. List ALL other equipment that will be use during shoot
 2. If shoot occurs over multiple days, provide full schedule
 3. Certificate of Insurance, identifying the Town of Morristown as Certificate Holder
 4. Completed Hold Harmless Agreement

Additional information from applicant may be requested to determine approval. If it is determined that the event will have a large impact to a specific area, it is the responsibility of the Applicant to notify the affected residents and business owners of the event date, location and duration. Applicant will also be required to supply list of who was notified and when information was provided. A copy of the information supplied to affected parties must be provide to the Town Clerk's Office.

Check here to acknowledge that a fee may be required for the purpose of public safety. The Morristown Police Bureau and Division of Public Works reserve the right to invoice any party that requires Public Safety assistance. Additionally, the Town reserves the right to deny any application for this reason..

Print Applicant Name(s): _____	Signature: _____
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Date Submitted: _____

****DO NOT WRITE BELOW THIS LINE****
OFFICIAL USE ONLY

Application Received by: _____	Date Received: _____
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Date Submitted: _____	<input type="checkbox"/> Approved for Processing	<input type="checkbox"/> Not Approved
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Business Administrator Approval: _____	Date: _____
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