



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

Submit Applications to Town Clerk townclerk@townofmorristown.org

APPLICATION FOR FILMMAKING/PHOTOGRAPHY

(Application must be submitted at least thirty (30) days prior to first day of filming)

Application Date:		Application Contact Name:	
Organization/Company Name and Address:			
Contact Phone No.:		Contact Email:	
Contact Person During Filming:			Cell Phone:
Application Fee: \$500 Filming Fee: \$500/day			
NOTE - Expedited Processing Fees: Application - \$1000 Filming - \$1000/day Application Amendment Fee - \$250/change			
FILMING / PHOTOGRAPHY SHOOT DETAILS Attached separate sheet, if necessary			
Title of Shoot:			
Date(s) & Time(s) of Shoot:			
Start Time:	End Time:	Set Up Start Time:	Breakdown End Time:
Will any street or sidewalk be blocked? <input type="checkbox"/> Yes <input type="checkbox"/> 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)			
<i>For use of <u>The Green</u>: Contact the Trustees of the Morristown Green at 973-539-4900.</i>			
NOTE: Written approval MUST be granted before this application will be considered for approval by Town Officials.			
How many persons to attend: _____			
How many vehicles at shoot: _____ Provide a detailed parking plan for all vehicles associated with the project.			
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 - \$1,000,000 single occurrence, \$3,000,000 aggregate			
4. Completed Hold Harmless Agreement			
5. Proof of service of written notification of proposed dates & times to all property owners directly affected by site location			
Check here to acknowledge that applicant shall reimburse the Town for the cost of any personnel deemed necessary to protect public safety, e.g., Morristown Police Bureau, Division of Public Works, Morristown Parking Authority, etc. Additionally, the Town reserves the right to deny any application for this reason.			
Check here to acknowledge that applicant is responsible for removing all equipment, debris and rubbish from the filming location upon completion and shall reimburse the Town for any lost revenue or repairs to public property.			
Print Applicant Name(s):		Signature:	
Date Submitted:			
DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY			
Application Received by:		Date Received:	
Date Submitted:		<input type="checkbox"/> Approved for Processing	<input type="checkbox"/> Not Approved
Business Administrator Approval:		Date:	