



# Town of Southampton

6 NEWTOWN ROAD  
HAMPTON BAYS, NEW YORK 11946

KRISTEN M. DOULOS  
TOWN PARKS DIRECTOR

## PARKS & RECREATION DEPARTMENT

Tel (631) 728-8585 Fax (631) 728-8525

[www.southamptontownny.gov/parksrec](http://www.southamptontownny.gov/parksrec)



### COMMERCIAL FILM & PHOTOGRAPHY FACILITY PERMITS



#### INFORMATION SHEET & FEES

**NOTE: In addition to this “Facility Use Permit” from the Parks and Recreation Department, all filming/photography activities require submitting a “Filming Application” to the Town Clerk’s Office. Additional fees required.**

<b>LATE FILING FEE</b>	<b>(20 days or less from date of shoot)</b>	<b>\$250</b>
<b>FILMS/PHOTOS w/ 1-25 people</b>	8 hours per day	<b>\$350</b>
<b>FILMS/PHOTOS w/ 26-100 people</b>	8 hours per day	<b>\$1,175</b>
<b>FILMS/PHOTOS w/ 101-200 people</b>	8 hours per day	<b>\$1,600</b>

(Additional Hours: \$50.00 per hour) - *Subject to change*

**INSURANCE REQUIRED:** Copy of certificate naming specifically as follows: Additional insured: **The people of Southampton, Southampton Town Board, Office of Parks & Recreation, their offices, agents and employees.** Include a copy of the endorsement providing additional insured status.

PROPERTY DAMAGE	<b>\$100,000</b>
LIABILITY	<b>\$1,000,000</b>

#### CONDITIONS

- APPLICATIONS FOR COMMERCIAL PHOTOGRAPHY FACILITY PERMITS MUST BE FILED TWENTY (20) DAYS PRIOR TO THE DATE OF THE SHOOT.**
- This permit does not constitute a waiver of any applicable vehicular use fee or park entry fee, which must be paid at point of entry.
- It is understood that the photography will not offend the sensibilities of the public, will cause no more than a minimum interference with the use of park facilities by the public, and the intended use is not otherwise contrary to the public interest.
- It is understood that all use made of the area designated will be in conformity with the rules and regulations of the Office of Parks & Recreation and the instructions of the Town Parks Director.
- This permit is issued on the condition that the permit holder shall be responsible for any damage to park property and/or facilities, which may result from the use thereof. It is to be understood that no alterations are to be made at photography sites (i.e., cutting trees, trimming bushes, digging holes, etc.) without the expressed written authorization of the Town Parks Director.
- The permit holder agrees to indemnify and save harmless the Town of Southampton, the Town of Southampton Parks and Recreation and all its officers, agents and employees from all suits, actions or claims of any character, name and description brought for or on account of any injury or damages received or sustained by any person(s) or property or from the operation of this permit, or by or from any consequences of any act, omission, neglect or misconduct on the part of anyone associated with the permitted on this project.
- It is understood that this permit is not transferable and may be revoked at any time at the discretion of an authorized representative of the Town of Southampton Parks & Recreation Department.
- The sale and/or vending of any foodstuffs, refreshments, etc. are prohibited. Vendors, catering services, etc. are not permitted to enter the parks to deliver and/or sell any foodstuffs, beverages or merchandise to any group or organization without the permission of the Town Parks Director.
- A permit may be granted for use of the public roadways upon completion of the application and forwarding a certificate of insurance (as outlined above).
- Should the Chief of Police determine that the use of the roadway would constitute a hazard to traffic, he/she may, at his/her discretion, charge the permit holder for any special police needed to safely supervise the production.