

Office of the City Clerk
 433 River St, Suite 5001
 Troy, NY 12180
 Phone: 518-279-7134
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 cityclerk@troyny.gov



FILM/VIDEO SHOOT
 PERMIT

SUBMIT COMPLETE APPLICATION AT LEAST 21 DAYS PRIOR TO SHOOT

Contact Person:	
Phone #:	Email:
Mailing Address:	
On-Site Contact on Event Day, if different:	
Cell Phone #:	
Production Company/Media Organization:	
Address of Company/Organization:	
Production Title:	
Number Of Participating Staff And Cast:	
Type Of Equipment Being Used:	
Specific Location(s) Requested (attach map):	
Date(s) of Shoot:	Daily Start/End Times:
Set-Up Date:	Set-Up Time:
Breakdown Date:	Breakdown Time:
Please describe how the area will be cleaned and restored:	

City Equipment and Services Requested (applicant is responsible for all fees incurred):

- ☐ Barricades (Metal-Bike Rack Style; 8 feet long) Linear Feet Needed: _____
- ☐ Street Cleaning. Please specify ☐ before ☐ after ☐ both
- ☐ Trash / Recycling Pickup. Please specify ☐ before ☐ after ☐ both
- ☐ Trash Bins, # Needed: _____ ☐ Recycling Bins, # Needed: _____
- ☐ Electrical Power, Electrical Drops Needed: _____

Will you require parking restrictions? ☐ No ☐ Yes

Describe area, including streets and addresses, where parking will be restricted:

Will this event require traffic control or road closures? ☐ No ☐ Yes

Description of traffic control or road closures requested:

Will this event require crowd control? ☐ No ☐ Yes

Description of crowd control requested:

Will this event require Troy Fire Dept. EMS coverage? ☐ No ☐ Yes (NYS Part 18 permit required; see page 4.)

NYS law requires EMS coverage if expected attendance is greater than 5,000 people. Billing period begins half an hour before on-site time and ends half an hour after leaving scene.

Include with your application:

- 1) A background check form for the primary contact person.
- 2) A copy of your Certificate of Insurance naming City of Troy as additional insured. See page 4.
- 3) A map of all locations to be used.
- 4) Sample resident letter. See page 4.
- 5) \$20 processing fee (cash, check, or money order). You will be billed separately for additional fees that are incurred.

Your application will not be processed until all paperwork has been submitted. Processing may take up to two weeks. Please submit your application as early as possible.

By signing and submitting this application, the applicant and/or production company/media organization agrees to indemnify, defend and hold harmless the City of Troy, its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation costs and attorney fees), claims, suits, actions, damages, liability, and expenses occasioned wholly or in part by the event applicant/sponsor's act, omission, negligence, or fault, or the act, omission, negligence, fault of the event applicant/sponsor's agents, subcontractors, suppliers, vendors, employees, or servants in connection with the permit.

The applicant and/or production company/media organization shall keep and hold harmless the City, its officers, employees, and agents for any and all claims, damages, and liability of any kind whatsoever relative to or arising out of the use of City property.

The applicant and/or production company/media organization further agrees to pay all costs incurred for City services rendered for the film/video shoot. Cancellations of the film/video shoot or cancellation of requested services, or changes to the shoot or requested services, must be made in writing ten days prior to the event. Failure to provide advance written notice may result in the sponsor(s) being required to reimburse the City of Troy for the previously agreed-upon services.

Authorized Signature:	Date:
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Office Use Only		
Chief of Police:		Date:
Commissioner of GS:		Date:
Deputy Mayor:		Date:
(seal)	City Clerk:	Date:

FILM/VIDEO SHOOT PERMIT APPLICATION INFORMATION

1. INSURANCE REQUIREMENTS FOR FILM/VIDEO SHOOT PERMITS

As required by § 2-14 of the City Code, you must carry public liability, bodily injury, and property damage insurance which covers the property to be used and identifies the City of Troy as an additional named insured. A Certificate of Insurance must be submitted to the City Clerk at the time of application and before any use of City property. Your Certificate of Insurance must name the City of Troy, 433 River Street, Troy, NY 12180 as an additional insured and must show liability coverage as follows:

Comprehensive General Liability

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Products and Completed Operations	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
Advertising and Personal Injury Liability	\$1,000,000

Depending on the nature of the shoot, at the discretion of the City of Troy you may be required to add:

Umbrella Liability	\$1,000,000 to \$5,000,000
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2. FIRE/EMS COVERAGE

If anticipated attendance is greater than 5,000 people, NYS law requires Fire/EMS coverage and a NYS Part 18 Permit. For information, see: <http://www.health.ny.gov/professionals/ems/part18.htm>. The application can be found at: <https://www.health.ny.gov/forms/doh-44.pdf>

3. PRE-PRODUCTION MEETING

A pre-production meeting and/or discussion with the Deputy Mayor and Denee Zeigler is required for all feature films, television movies, series or specials, elaborate exterior commercial or videos shoots, shoots using multiple locations. It is recommended that this meeting be scheduled three weeks before shooting begins.

4. RESIDENT/LOCAL BUSINESS LETTER

Written notification must be provided to each business and resident who is directly affected by the production (this includes parking, production areas, and meal areas) at least 48 hours prior to filming. Be sure to include all of the specifics pertaining to your production and a contact number in case of questions and concerns.

5. FEES

Please refer to the fee chart on the following page.

2022 Special Event/Film Permit Fees

Application Fee	\$20.00	
Usage Fees (contact Parks and Rec for use of other parks)		
	Resident / Non-Profit Organization	Non-Resident / Commercial Organization
City Street or Alley	Per day: \$25 for first block; \$40 each additional block	Per day: \$50 for first block; \$75 each additional block
Riverfront Park	\$0	\$25 per day or portion thereof
Sage Park	\$0	\$10 per day or portion thereof
Barker Park	\$0	\$10 per day or portion thereof
Service Fees		
Police/Public Safety	Troy Police Department will assess event and inform applicant of number of officers' required and total fee.	
Fire/Emergency Services	Troy Fire Department will assess event and calculate fee.	
DPW Services	Commissioner of General Services will assess event and calculate fee.	
Trash Bins	\$5 each	
Recycling Bins	Free	