



Dear Filming Applicant:

Attached is the Application for a Permit for Commercial Filming and Promotion. The completed application, after it is signed by all of the required Department Heads and the Mayor or authorized agent, will be your permit; you are required to keep it with you at all times.

Please review the application very carefully. Completely and accurately fill out all portions of the application, which pertain to your operation; indicating "N/A" in those areas that do not apply. **The application must then be submitted IN PERSON to the appropriate town department that has supervisory rights over the property where the filming is to be conducted:**

Private Property:	Department of Economic Development & Department of Health
Town Parks and Beaches:	Department of Parks and Public Works
School Property:	Board of Education
Other Town Property:	Department of Public Works and Mayor's Office

The Office of Economic Development department will collect the application fee (if applicable), retain a copy of your insurance document, and direct you to additional departments for further signatures as necessary (**ALL applications must be signed by the Health Department, Police Department and the Mayor, at a minimum, in addition to the supervisory department**). Once all of the necessary signatures have been obtained, please return to the Economic Development Office. Your permit application will be copied for our records and you will retain the original application as your permit.

If you have any general questions regarding the application, please contact the Economic Development Office at (203) 381-1351. If you have any questions for a specific department, you may contact the Town of Stratford at (203) 385-4001 and request to be forwarded.

Thank you.

Office of Economic Development

**TOWN OF STRATFORD, CONNECTICUT OFFICE OF ECONOMIC DEVELOPMENT  
FILM, THEATER AND BROADCASTING OPERATIONS**

**Permitting**

In order to film in Stratford, you must file a Motion Picture Permit including Schedule A), as well as a Special Events Permit, which provides for police coverage for the shooting. You will need the following forms:

- Motion Picture Permit
- Schedule A
- Special Events Permit

Please note that any Police Overtime Fees must be paid in advance.

Depending on the scope, location and type of shoot, other permits may be required. For more information, and for assistance with these forms, please contact Karen Kaiser, Director of Economic Development, Office of Economic Development.

**Insurance**

In order for you or your organization to be eligible for a Motion Picture Permit, you must present to the Office of Film a certificate of insurance which is signed in ink by the Broker's Authorized Representative and which includes:

1. The name and address of the insured person or Production Company.
2. The Description of Operations on the certificate must read as follows: "The City of Stratford is named as additional insured pursuant to, or with coverage at least as broad as, ISO Form CG 20 12 (07/98ed.)."
3. That the policy provides at least Two Million Dollars (\$2,000,000) in US currency or its equivalent of Comprehensive General Liability for each instance of claim.
4. The name of the insurance company and of the broker, with the broker's phone number.
5. The policy number.
6. The dates for which the policy is in effect, including both the start and expiration dates.
7. That the policy may not be modified or canceled without seven days prior written notification to the Mayor's Office and Economic Development Office of Film, Theater and Broadcasting Operations.

Based on the type of film, additional types of insurance (i.e. auto, workers comp., etc.) may be required. If it is a large shoot with special hazards (i.e. pyrotechnics), additional insurance may be needed.

Please note that we do not accept FAX copies or photocopies of Insurance Certificates. We will not accept autopen or stamped signatures.

**TOWN OF STRATFORD  
STRATFORD CONNECTICUT  
PERMIT APPLICATION FOR  
COMMERCIAL FILMING AND PROMOTION**

The following information is provided by the applicant to obtain a permit to use, reserve or place commercial filming equipment on property owned by the Town e.g. street, park, or recreational facility or private property. The Board of Education shall be able to use their discretion of filing a formal application.

**NOTE: Five (5) Business Days advance notice is required.**

<b>1. Applicant Information:</b>	
Applicant's Name: (Permittee)	Individual <input type="checkbox"/> Organization <input type="checkbox"/>
Address:	Phone #:
City/State/Zip:	Mobil/Pager #:
Production Manager:	Director:
Title of Film:	Producer:
If organization is a partnership, list names and address of each member:	
Name:	Address:
Name:	Address:
Name:	Address:
If Applicant is a corporation, list names and addresses of principal officers:	
President:	Address:
Secretary:	Address:
Treasurer:	Address:
<b>2. Film Description – Movie, TV Commercial, Still Photos, Video</b>	
Filming Description (please describe in detail):	
Purpose of Activity:	
Public Property: Yes <input type="checkbox"/> No <input type="checkbox"/>	Private Property: Yes <input type="checkbox"/> No <input type="checkbox"/>

Place and/or Address Where Filming:	
Property Owner Name and Address:	
Property Owner Signature	Property Owner Phone #:
Date(s) and Hours of Operation:	
Describe Plan to Notify Neighbors:	
<b>3. Crew and Equipment</b> <b>(Note: Special effects may require a permit form the State Fire Marshal.)</b>	
Number of Trucks and Size:	Number of Personal Cars:
Camera Cars or Trucks and Size:	
Number of Vans and Size:	
Other Vehicles and Size:	
Number of Generators and Size: <b>(Manufacturer's specification sheet must be attached indicating decibel output.)</b>	
Special Equipment Type and Number:	
Lighting Description:	
Use of Animals:	
Number of Crew and Cast Members:	
Music Type – Describe Use and Length of Time:	
Bathroom Facilities:	Describe:
Sleeping Accommodations: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Catering Services: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Street Closures: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Traffic and/or Crowd Control: Yes <input type="checkbox"/> No <input type="checkbox"/> If parking on Streets, Highways or Town Property Please Describe:	
Police Requirements:	
Number of off duty Police Officers:	
Number of Police Cars:	Number of Police Motorcycles:
Number of wooden horses:	
Number of "No Parking" Signs:	

Explain Conditions:	
Street Closures Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Explain i.e. time and location:	
Other:	
Fire Hydrant Use: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Public Building Use: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
Noise Variance Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe:
<b>Note: Permits will be issued between the hours of 6:00 A.M. to 12:00 Midnight. Filming prohibited between 12:00 Midnight to 6:00 A.M.</b>	
For Town owned and controlled property see <u>Conditions and Agreements for Town Owned and Operated Property.</u>	
Town Department Approvals (where applicable): <b>NOTE: Health Department, Police Department and Mayor Approval are Always Required.</b>	
Department of Health: _____ (Director or Authorized Agent)	Date: _____
Department of Parks: _____ (Director or Authorized Agent)	Date: _____
Department of Public Works: _____ (Commissioner or Authorized Agent)	Date: _____
Fire Department _____ (Fire Marshal or Authorized Agent)	Date: _____
Police Department: _____	Date: _____
Stratford Public School: _____ (Superintendent or Authorized Agent)	Date: _____
Applicant Signature _____ (Title)	Date: _____

<p><b>Permit Not Valid Until Signed Below:</b></p> <p>Mayor _____  (Mayor Authorized Signature)</p>	<p>Date: _____</p>
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Cc: Mayor  
All Applicable Departments  
Police Department

**DO NOT WRITE BELOW THIS LINE**  
**The Mayor's Office Seal must be embossed on original copy**

Dated: \_\_\_\_\_

Film Coordinator, Economic Development Office of Film, Theater and Broadcasting \_\_\_\_\_

PLACE SEAL HERE:

This permit is issued to the applicant to film or televise on streets or property subject to the jurisdiction of the Town of Stratford, CT at the times and locations designated on this permit. The applicant agrees to indemnify the Town of Stratford and to be solely and absolutely liable upon any and all claims, suits and judgments against the Town of Stratford and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Connecticut laws, rules and regulations. This permit may be revoked at anytime.

**CONDITIONS AND AGREEMENT**

**FOR TOWN OPERATED AND OWNED PROPERTY**

If a permit is issued the Applicant understands and agrees that in consideration of the permissions given by the issuance of the permit, Applicant promises , covenants and agrees with the Town of Stratford

1. That all persons conducting activates under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, recreations places, 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 damage to Town property caused by or arising out of the activities. By accepting the permit applicant specifically agrees with the Town that he/she is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, 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; expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to the use of the park, recreational place or facility or breach of conditions or restrictions specified below.
3. By accepting the permit applicant agrees with the Town that he/she shall indemnify, protect and hold harmless the Town, its officers, agent 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 attorney's 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 performed under the permit, whether or not such liabilities, claims, demands, suits or actions are just, unjust, groundless, false or fraudulent.
4. Before a permit will be issued and until final completion of all activities under a permit, the Applicant shall produce and maintain insurance satisfactory to the Commissioner, coinsuring the Town of Stratford in the following minimum amounts:

General Liability and Property	\$2,000,000 General Aggregate/ \$1,000,000 Per Occurrence
Comprehensive Automobile (covering owned and not-owned vehicles	\$1,000,000
5. The required fees must be paid before a permit will be issued. The permitting fee can be up to \$250.00 a day. The Department of Economic Development will be responsible to collect the permit fee when the filming is conducted on Town property under their supervision i.e. Department of Parks, parks and beaches, Stratford public schools – school grounds and Department of Public Works, other Town property not specified.
6. The Permit covers use of the specified area only and does not include permission to use other areas.
7. Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments. Noise variance, if applicable, must be obtained from the Department of Health.
8. A permit is nontransferable.
9. 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.
10. The Town will not be obligated to issue a permit.
11. The Town may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any terms of the application or permit.

12. The Town reserves the right to require Town employees to be present for supervision. The applicant shall be responsible for reimbursement and/or compensation at the appropriate hourly rate.

I 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 & Title

Date: \_\_\_\_\_

Insurance Coverate Certificate Attached \_\_\_\_\_

Permitting Fee Paid (Up to \$250 / day) \_\_\_\_\_

**Checks: Will be received in the Economic Development for Town Property under their various departments' supervision.**

Conditions and/or Restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of the Chief Administrative Officer**

**Town of Stratford**

**Special Event Permit**

Name of Feature: \_\_\_\_\_ Contact Telephone #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Location	Date	Time	Description of Scene in Detail
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