



TOWNSHIP OF COLTS NECK

Instructions for Film Permit Application

Please complete the attached application and return to the Municipal Clerk with the documents indicated below under "Application Checklist" at least five days prior to the requested filming date.

The Township accepts certified checks, cashier's checks, or money orders made payable to the "Colts Neck Township". The Township is unable to accept credit/debit card payments.

The Municipal Clerk shall set a per-day permit fee in his or her discretion, as the situation may warrant, taking into consideration the totality of the circumstances and impact that the filming will present to the Township and its residents.

Depending on the scope of the project, if deemed necessary by the Township, the Colts Neck Police Officer fee is \$68 (regular day) \$99 (holiday) per hour per Officer with a 4-hour minimum. If Colts Neck Police Officers are unavailable, Police Officers from surrounding municipalities will be solicited, with a varying rate dependent upon the supplying municipality; the 4-hour minimum is standard.

Application Checklist:

To be sent to Municipal Clerk at least five days prior to filming date:

1. Completed and signed application;
2. \$100 application fee (Money Order, Certified Check, Cashier's Check). This fee is non-refundable;
3. Certificate of Insurance meeting the criteria established in the Township Code, Chapter 41, § 41-2.L.3.)
4. Permit fee established by Municipal Clerk (Money Order, Certified Check, Cashier's Check). If the application is denied, the permit fee will be returned.

Send to: Kathleen Capristo
Municipal Clerk
1 Veterans Way
Colts Neck, NJ 07722



TOWNSHIP OF COLTS NECK Application for Film Permit

PLEASE PRINT OR TYPE:

1. *Applicant's Name, Address, e-mail address and contact telephone number:*
2. *Company Name, Address, e-mail address and contact telephone number:*
3. *Description of film project:*
4. *Location of filming:*
5. *Date(s) and Time(s) of filming:*
6. *Number of persons (cast, film crew, etc.) on-site:*
7. *Number and types of vehicles:*
8. *Description of equipment on-site (generators, lighting, etc.):*

Applicant agrees that portable bathroom facilities will be brought to the filming location and removed at conclusion, Applicant agrees that any and all trash accumulated during the filming is removed upon completion of the film shoot: _____ (sign name)

Applicant agrees to notify adjacent property owners or tenants at least one day prior to the start of filming. _____ (sign name)

Applicant agrees to indemnify and save harmless the Township of Colts Neck from any liability, expense, claim for damages resulting from the use of public lands _____ (sign name).

Applicant's signature

Print Name

Date

Approved: Colts Neck Township
