

## **Incorporated Village of New Hyde Park**

### **Filming Requirements**

1. Board of Trustees approval
2. Letter of Intent which includes location, dates, times, type of film, number of cast and crew members, number/types of vehicles and if traffic conditions will be impacted.
3. Signed Hold Harmless Agreement (attached).
4. Insurance Certificate naming the Village as additional insured (minimum \$1,000,000.00 each occurrence \$2,000,000.00 aggregate).
5. Check made out to the Incorporated Village of New Hyde Park in the amount of \$1,500 for Permit Fee. Additional \$500 per day fee until completed. Also check payable to the Village for any lost parking revenues.
6. Additional fee for rental of Village owned property and/or storage on Village owned property (tbd).
7. Permission of Property Owner, if applicable.
8. For traffic control, contact Nassau County 3rd Precinct.
9. Administrative charge of 15%, if applicable.
10. Informational flyer to merchants and sign-off sheet to be signed by merchants effected.
11. Information flyer delivered to all homeowners impacted by film production.

