



Town of Fairfield

Office of the First Selectman

Michael C. Tetreau
First Selectman
203-256-3030
203-256-3008 (fax)

Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
firstselectmanffd@town.fairfield.ct.us

Dear Filming Applicant:

Thank you for your interest in the Town of Fairfield for your commercial filming venture!

Please review this permit application carefully and completely, and accurately fill out all portions which pertain to your project. Then please return the following to the First Selectman's office:

- 1) **completed and signed Location Permit Application**
- 2) **Proof of Insurance**
- 3) **Permit Fee**

Please note that the Application must be signed in **two places** – the Signature page and the Terms and Conditions page. The application and Proof of Insurance can be returned by e-mail (firstselectmanffd@town.fairfield.ct.us), regular mail (Office of the First Selectman, 725 Old Post Road Fairfield, CT 06824) or fax (203-256-3008).

Upon review of the above documents and receipt of your payment, we will send you a **signed approval letter**. We require you to keep the approval letter with you at all times while you are filming in Fairfield.

Please feel free to call the office at 203-256-3030 if you have any questions or need assistance.

Sincerely,

Town of Fairfield
Office of the First Selectman



TOWN OF FAIRFIELD LOCATION PERMIT APPLICATION
FOR VIDEO, FILM OR STILL PHOTOGRAPH

PRODUCTION

Producer: _____ Location Contact: _____

Production Company: _____ Phone: _____

Address: _____ Other Contact: _____

Phone: _____

FAX: _____

Production Manager: _____

Director: _____

Project Title: _____

Start Date: _____

Completion Date: _____

Hours of Operation: _____

External night lighting _____

Format: Film/Video _____ Still Photography _____

Type of Production: Feature _____ Commercial _____ TV _____

Non-Broadcast _____ Other _____

Total Cast/Crew for EACH day of production: _____

Large Trucks _____ Camera Cars _____ Motor Homes _____ Generator _____

Cars _____

Other Vehicles or Equipment (describe) _____

Animals: _____

Pyrotechnics: _____ Effects Permit # _____

Fire Marshal's Approval: _____

LOCATION

(attach additional pages if necessary)

Exact name/address of filming location: _____

Filming description (please be specific):

Street closure necessary (please describe): _____

INSURANCE

(mandatory Certificate of Insurance is also required)

Insurance Company: _____

Policy # / Expiration Date: _____

Certificate Attached: _____

NOTE: YOU MUST NAME THE TOWN OF FAIRFIELD, ITS OFFICERS, AGENTS AND EMPLOYEES AS ADDITIONAL INSUREDS AS REQUIRED BY CONTRACT

SIGNATURES

Permittee states the above information is complete and accurate. Producer has read and understands the Terms and Conditions and agrees to comply with the provisions of this permit.

PRODUCER/PRODUCTION COMPANY

PERMITTOR

Company Name

By Title

Date

OFFICE USE ONLY

Police Department Approval: _____

Fire Department Approval: _____

Recreation Department Approval: _____

Public Works Department Approval: _____

Conservation Approval: _____

Board of Education Approval: _____

TERMS AND CONDITIONS OF LOCATION PERMIT

If a permit is issued, _____(the “Applicant “) understands and agrees that in consideration of the permission given by the issuance of the permit, Applicant promises, covenants and agrees with the Town of Fairfield:

- 1) That Applicant and its employees and agents conducting activities under the permit shall comply with the ordinances, rules and regulations of the Town and particularly those relating to parks, beaches, recreational 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 damages to Town property caused by or arising out of the activities of Applicant except to the extent such damages, liabilities, claims, demands, suits or actions are caused by or arise out of the sole negligence or intentional misconduct of Town, its officers, agents or employees.. By accepting the permit, Applicant specifically agrees with the Town that it is liable to the Town and shall indemnify the Town against the expense of repairs of any and all damage to the park, beach, 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 and additional expense of extra Town personnel; or expense or damage caused by breach of Town ordinances, rules or regulations pertaining to Applicant’s use of the park, beach, recreational place or facility or breach of conditions or restrictions specified below.
- 3) By accepting the permit Applicant agrees with the Town that it shall defend, indemnify, protect and hold harmless the Town, its officers, agents 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 all attorneys’ 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 by Applicant except to the extent such damages, liabilities, claims, demands, suits or actions are caused by or arise out of the sole negligence or intentional misconduct of Town, its offices, agents or employees.
- 4) Before a permit will be issued and until final completion of all activities under a permit, Applicant shall procure and maintain insurance satisfactory to the Town naming the Town, its officers, agents and employees as additional insureds.
- 5) The required fees must be paid before a permit will be issued. Fees are as follows but may be modified at the discretion of the First Selectman:

Fee Schedule

For Profit/Big Budget Film and TV

\$500/day, plus Police department fees

(Fees may be charged for any town equipment used during filming)

Student Film/Non-Profit Organization

\$75 for one day, without affecting residents

Beyond one day, fees to be determined

Independent/Individual Film Products

Minimum fee required at level set for non-profits.

Additional fees to be determined based on scope of film activity and size of operation.

- 6) The permit covers use of the specified area only and does not include permission to use other town areas.
- 7) Arrangements for traffic and any desired or required security or protection shall be made with Town respective Departments.
- 8) Permit must be in the possession of the Producer, kept on site at all times and must be available to inspection upon request by Permitter officials or the Public. Permit may not be assigned, transferred, altered or the terms varied without written consent of the Permitter.
- 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 may immediately revoke any permit upon discovery of false or misleading statements in the application or for violation of any material terms of this application or permit.
- 11) The Town reserves the right to require Town employees to be present for supervision.

We 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 and Title

Date

Conditions and/or Restrictions: