



ATLANTIC CITY FILM/TV PRODUCTION PERMIT PROCEDURES

PERMIT & FEE INFORMATION

WHO NEEDS A PERMIT?

Film permits are required throughout Atlantic County and its municipalities for commercial film, video or still photo shoots that are conducted on public property. A film permit is not required for individuals filming or videotaping only for their own personal or private use, for employees of print or electronic news media when filming ongoing news events, or for students and faculty filming exclusively for educational purposes. There is no fee for this permit or for the use of public property.

Permission or a permit for filming is coordinated through the local permit office of municipal agencies. A minimum (7) seven-day lead time prior to filming is required. The larger the project, the more lead time you must allow. The time for permits varies.

Requests which involve alteration or removal of public property, stunts, special-effects or moving vehicles on public property require additional permits. The use of private property or temporary construction may also require various permits and approvals. Please call the Division of Planning at (609) 347-5404 or the Division of Construction at (609) 347-5660 with any questions concerning temporary construction, structures, etc.

IMPORTANT — INSURANCE REQUIREMENTS: For all filming within Atlantic City, the City of Atlantic City must be named as the Certificate Holder as well as “Additionally Insured” as it relates to said project as well as any other related entities. The minimum requirement for insurance is operations liability and completed operations coverage in a minimum amount of one (1) million dollars per occurrence and two (2) million dollars in the aggregate. A Waiver and Hold Harmless Agreement entered into between you and the City of Atlantic City is also required. Proof of insurance must be attached to the Film/TV Permit Application. If you have any questions with respect to Liability Insurance process, please contact the Office of Risk Management at (609) 347-5531.

**Proper Language: City of Atlantic City
Department of Law
1301 Bacharach Avenue
Atlantic City, NJ 08401**

SECURITY DETAIL

Special security might be required as per the Atlantic City Police Department at the applicant's expense. A special agreement will be required.

VEHICLE PERMITS

If your production involved vehicles on the Boardwalk or beach, you will be required to obtain a Boardwalk Vehicle Permit. Vehicle permits may be obtained by the applicant from the City Engineer's office at (609) 347-5360. Your insurance must contain auto liability for every vehicle in need of a permit.

ATLANTIC CITY FILM/TV PRODUCTION PERMIT PROCEDURES



The attached permit application must be filled out for **ALL** commercial filming activities taking place within the limits of Atlantic City. Permits are available online at: www.filmatlanticcity.com or by contacting:

TV/Film/Music Videos/Commercials and Stills

Heather Colache, CTIS
Director, Atlantic City Film Office, Meet AC
Phone: 609-449-7151 | Fax: 609-345-6704
Email: hcolache@meetac.com
www.filmatlanticcity.com

Atlantic City Special Events Department

Sheila Harvey, Special Events Coordinator

City of Atlantic City, 1301 Bacharach Blvd., Suite 605

Office: (609) 343-6326 | Cell: (609) 287-6017 | Fax: (609) 347-6115

Email: sharvey@cityofatlanticcity.org

The Atlantic City Film Office will accept a duplicate copy of the completed permit application, location worksheet and insurance certificates. Upon receipt, the Atlantic City Film Office will follow-up with the City on the applicant's behalf in order to ensure that the permit is issued in a timely manner. All permits must be submitted with the proper insurance, no exceptions.

FILMING DURING MAJOR TOURISM EVENTS

Filming during a special event activity or entrance to participating event establishments will require permission of the owner/operator and or event sponsor.



ATLANTIC CITY FILM/TV PRODUCTION PERMIT PROCEDURES

1. The attached application must be filled out and received by the appropriate City Office(s) no less than seven (7) working days prior to the date of the event. **A synopsis of your project is required to be submitted along with your application.**
2. A meeting may be required with this office and the responsible parties prior to the issuance of this permit.
3. If the permit is granted, the applicant shall remain subjected to all regulations, ordinances and laws of the City, State and Federal Governments insofar as they may apply. They must leave the area clean and in the same condition in which they found it.
4. The permit, if granted, is not transferable and is authorized solely to the applicant of the event said application concerns.
5. No vehicles are permitted on the beach or Boardwalk without a separate Boardwalk Vehicle permit issued by the City Engineer, Suite 603 - City Hall, (609) 347-5360.
6. All persons who are granted a permit shall provide their own supervision and cleanup. Failure to do so will result in the applicant's denial of future permits as well as necessary fines.
7. **INSURANCE** — applicant must supply a Liability Insurance Certificate. The minimum requirement for insurance is operations liability and completed operations coverage in a minimum amount of one (1) million dollars per occurrence and two (2) million dollars in the aggregate. The Insurance Certificate shall be submitted with this application or it can be provided after the application is submitted, reviewed and determined to be approvable. The City reserves the right to increase the amount of coverage and expand coverage requirements based on the specifics of your plans. Risk Management will advise the applicant of final insurance requirements upon a review of a completed application. All certificates of insurance will include a waiver of subrogation.

The Insurance Certificate must be received prior to the issuance of the permit. **PERMITS WILL NOT BE PROCESSED WITHOUT INSURANCE. INSURANCE WILL NOT BE WAIVED. NO EXCEPTIONS!**

8. The applicant will be required to obtain any/all police coverage is deemed necessary by the Chief of police and shall be responsible for compensation of said officers. Contact the ACPD at (609) 347-5474 for more information on private police detail assignments.

Please Note: Filming on private property does not always require a film permit; however, if **any** special effects (pyrotechnics) are to be used you will be required to secure a Film Permit and the required local fire department's approval. Contact the Police Department if your filming activity has the potential of producing any adverse impact to a neighborhood (i.e., traffic disruptions, etc.). Temporary usage or Construction on private property may require other permits and approvals.



ATLANTIC CITY FILM/TV PRODUCTION INSURANCE REQUIREMENTS

All applicants will be required to submit insurance in an amount commensurate with the size of the event and risks specific to the event activities and the completed application. The minimum requirement for insurance is operations liability and completed operations coverage in a minimum amount of one (1) million dollars per occurrence and two (2) million dollars in the aggregate.

The city reserves the right to increase the amount of coverage and expand coverage requirements based on the specific events planned. Risk Management will advise the applicant of final insurance requirements upon a review of a completed Special Event Application.

If you are purchasing insurance specific to this event, the city recommends you consult with the city Risk Management office prior to purchasing insurance. The City of Atlantic City is not responsible for purchasing your insurance and reserves the right to cancel this event should proof of insurance not be submitted.

- ✓ All subcontractor and vendors participating in your event will be required to submit evidence of their insurance.
- ✓ All certificates of insurance will name the City of Atlantic City, its elected or appointed officials, officers and agents as additionally insured.
- ✓ Certificate holder will be listed as the City of Atlantic City, 1301 Bacharach Boulevard, Atlantic City, NJ 08401.
- ✓ All certificates of insurance will include a waiver of subrogation.
- ✓ All applicant, subcontractors and vendors will provide evidence of workers compensation coverage for all employees, including proprietors, partners and executive officers, etc.
- ✓ Applicants agree to provide workers compensation coverage to any employee of subcontractors or vendor in the event said contractor or vendor coverage is found to be void during the event.
- ✓ Signature of the applicant in the Special Event Application constitutes a legally binding contract between the applicant and such contractual obligations which also extends to all sub-contractors/vendors brought into the event, whether hired or volunteered by the applicant.
- ✓ Security companies are required to submit evidence of insurance separate from the applicants insurance. Insurance submitted by security companies must include evidence of coverage for assault and battery.
- ✓ All medical providers must submit evidence of insurance separate from the applicants insurance. Insurance submitted by medical providers must include evidence of coverage for malpractice and/or professional liability coverage.
- ✓ The City of Atlantic City assumes no responsibility for property left overnight at any city location (private or public). The owner(s) of any property left overnight assume all liability and risk.
- ✓ Providers/assemblers are required to submit separate insurance apart from the applicants insurance specific to collapses of stages, bleachers and tents.
- ✓ If this event requires a waiver for participants, a sample copy of the waiver must be submitted with this application. Evidence of participant legal liability coverage may be required.
- ✓ Alcoholic beverages being sold, distributed, consumed at this event will require proof of liquor liability insurance.



ATLANTIC CITY FILM/TV PRODUCTION PERMIT APPLICATION

Welcome to the City of Atlantic City. We will endeavor to meet your location schedules/ deadlines. This application must be submitted to the appropriate offices no later than **seven (7) working days** prior to the proposed filming event.

Permit submittal is required **fifteen (15) working days** prior to any film event(s) where traffic disruptions, special effects or construction activities are proposed.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

Date of Application: _____

Type of Film Event:

____ Motion Picture/Feature ____ Short Film ____ Documentary

____ TV (Drama/Comedy/Non-Reality) ____ TV Movie ____ Reality TV ____ Commercial

____ Music Video ____ Still Photo ____ Photoshoot ____ Other

Date(s) of Film Event: _____ Est. # Production Days: 1-3 4-7 8-14 15+

Name of Applicant (s): _____

Production Title: _____

Production Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Additional Contact: _____

Additional Contact No.: _____ Additional Contact Email.: _____

Barricade Plan and/or required Fire Department permit attached to Film Permit Application: ____ YES ____ NO

Required proof of insurance attached to Film Permit Application: ____ YES ____ NO

Provide a summary of your production (*Must Be Completed*): _____

**ATLANTIC CITY
FILM/TV PRODUCTION**



PERMIT LOCATION WORKSHEET

MUST BE ATTACHED TO THE PERMIT FOR PERMIT APPROVAL
ADDITIONAL LOCATIONS RELATED TO THIS PERMIT REQUIRE ONLY THE SUBMITTAL OF THE
"WORKSHEET" FOR EACH LOCATION

PRODUCTION TITLE: _____

FILMING DATE(s): _____ | TIME(s): _____

Setup Time: _____ Filming Time: _____ Wrap Time: _____

LOCATION(S) OF FILMING (**Must Be Completed:** Please attach separate page if filming in multiple locations. You must specify where you intent to film):

No. Cast/Crew: _____

Location Detail: (check all that apply)

Residential Property Commercial Property Government Property
 Public Right-of-Way On-Street Parking Private Property
 Boardwalk Beach

Scene Requirements: (check all that apply)

Road Closures Lane Closures Internal Dialogue External Dialogue
 I.T.C. (3-5) Running Shots Police Escort Pedestrian Disruptions
 Drive Bys Drive Ups/Aways Camera in Curb lane Camera on Sidewalk
 Tow Shots Cranes Wet Down Dolly Track
 Drive w/Traffic Flow Scaffolding/Platforms
 Other Special

Conditions/Requests: _____

Special Effects: (Pyrotechnics, open flames, smoke, laser equipment)

Describe: _____

Estimate Number of Vehicles/Equipment to be used:

Cast/Crew Cars Trucks Vans Motor Homes
 Camera Cars Catering Box trucks/Oversized vehicles Other: _____

Staging Area

Location: _____

Parking Meters Required: Yes/No **Amt.Pd.:** _____ **Receipt #:** _____

NOTE: Posting of "NO PARKING" Signs/Meter Bags requires 72 hour advance notice



ATLANTIC CITY
FILM/TV PRODUCTION TERMS AND CONDITIONS

1. All pre-event determined fees and costs shall be paid at least ten (10) business days (2 weeks) prior to the event. Any costs determined after the event need to be settled immediately upon receipt of the invoice.
2. Proof of insurance shall be provided upon submission of the application. Applicants shall at their own cost and expense furnish a policy or policies for property damage and bodily injury in the amount specified by the City's Risk Manager. Also, the City must be named as an additional insured. It is the applicant's responsibility to provide the required certificate of insurance when it is required from a third party vendor.
3. At the request of the City, applicant shall have developed a comprehensive security plan and emergency medical services plan and shall submit said plans to the City for review and approval.
4. Premises shall be left in as good a condition as received with reasonable wear and tear expected. All trash shall be disposed of properly. Applicant accepts responsibility for any damages which might occur during the period of use. City property shall not be removed from the premises. The City reserves the right to invoice the applicant post-event for return of Premises to as good a condition as received with reasonable wear and tear expected.
5. Applicant must promptly reimburse the City for any damages of any kind to City property, outside of reasonable wear and tear, which may result from the use by the applicant of the City's premises under the permission granted herein.
6. The City reserves the right to invoice the Applicant post event for City services, materials, and equipment or any other costs incurred by the City.
7. Applicant shall comply with all laws, rules and regulations of the federal, state and local governments governing operations and conduct on City property. Applicant will also comply with all requirements of this application and any issued permits.
8. The noise level shall not exceed the maximum applicable permitted levels or time restrictions as permitted by Local and State law. For reference, see Atlantic City Code Section 186-6 (Maximum permissible sound levels.)
9. The Permittee, its agents, employees, officers and assignees assume all liability for any injury to persons or damage to public or private property caused, directly or indirectly, by the permitted event. Furthermore, the Permittee, its agents, employees, officers and assignees agree to defend, indemnify, and hold harmless the City of Atlantic City, its agents, representatives, employees and officers against any and all claims, damages, losses, and expenses (including by not limited to attorney fees, court costs, and cost of appellate proceedings), related to , arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Permittee, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in the application and or permit.
10. Applicant agrees that the information in this application is true and correct to the best of their knowledge. Applicant certifies that they have read, understand and agree to abide by the rules and regulations governing the proposed Special Event. Any misrepresentation or deviation from the final permit conditions may result in immediate revocation of the permit, halting of the event, and probationary use of City property in the future.
11. Cancellation of a permit or permit application must be submitted in writing. Permit fees and application fees are nonrefundable if the event is cancelled due to any circumstance. Applicant is liable for City incurred expenses for events which are cancelled. Failure to use the dates approved on the permit shall be considered grounds for cancellation of your Event. Please contact the Mayor's Office of Special Events to reschedule your Event.
12. Applicant agrees to inform the Mayor's Office of Special Events of any changes to this application at least five (5) business days prior to the date of the Special Event.

By signing below, you certify you have read, reviewed, understand and agree to comply with all of the information provided in the Special Event Application.

Signature of Applicant

Date