



TOWN OF SHELTER ISLAND

**38 NORTH FERRY ROAD - P.O. BOX 1549
SHELTER ISLAND, NEW YORK 11964-1549**

**DOROTHY S. OGAR
TOWN CLERK**

townclerk@shelterislandtown.us

**TELEPHONE NO. (631)-749-1166
FAX NUMBER (631)-749-3436**

Filming Permit Application Instructions

The Town of Shelter Island adopted the Filming Law to require that all persons or entities seeking to film within the Town of Shelter Island shall do so in a manner which limits to the maximum extent possible any interference with normal public activity on public lands and minimizes the inconvenience or discomfort to adjoining property owners. The Filming Law applies to all public and private lands within the Town of Shelter Island other than the Incorporated Village of Dering Harbor.

"Filming" shall constitute the taking of still or motion pictures, either on film, videotape or similar recording medium for commercial or educational purposes intended for viewing on television or in theaters or for institutional use. No person shall film or permit filming within the Town of Shelter Island without first obtaining a permit from the Town Board. The maximum number of consecutive weekdays on which filming may be authorized in any calendar year shall not exceed five (5).

The applicant agrees to indemnify and hold harmless the Town of Shelter Island and its authorized representatives from any and all liability for personal injury or property damage resulting from the issuance of the permit.

Filming is permitted only Monday through Friday between the hours of 8:00 a.m. and 7:00 p.m. or sundown, whichever is earlier. Filming is prohibited, however, on all Town Beaches (Shell, Crescent and Wades) and all Town Landings from 9:00 a.m. to 5:00 p.m. from June 15 through Labor Day.

Fees shall be required as follows:

- 1) **Minor Filming** (less than 25 persons) Application fee: \$500.00 (nonrefundable);
Major Filming (25 to 99 persons) Application Fee: \$1,500.00 (nonrefundable);
Mega Filming (100 or more persons) Application Fee: \$2,000.00 (nonrefundable);
Rush Fee: double the application fee (if application is not filed at least 14 days in advance, nonrefundable);
- 2) **Minor Filming** daily film fee (April 16th through October 14th): \$1,000.00 per day
Minor Filming daily film fee (October 15th through April 15th): \$600.00 per day
Major Filming daily film fee (April 16th through October 14th): \$2,000.00 per day
Major Filming daily film fee (October 15th through April 15th) \$1,200.00 per day
Mega Filming daily film fee (April 16th through October 14th): \$2,500.00 minimum per day, to be reviewed and determined by the Town Board
Mega Filming daily film fee (October 15th through April 15th): \$1,500.00 minimum per day, to be reviewed and determined by the Town Board
- 3) **Cleanup and other cost deposit** for cleanup and restoration for public property (payable for each day of filming): \$1,000.00 (May be refunded if not needed for cleanup and/or restoration)
- 4) **Traffic control deposit** per officer per day: \$750.00 per day;
- 5) **Parking fees** per day per vehicle: \$10.00.

Fees are payable in advance at the time of the issuance of the permit by cash or check made payable to the Town of Shelter Island.

Each application shall also be accompanied by the following:

- 1) Written consent of private property owner detailing the days on which filming will take place and any other activities proposed; and
- 2) A certificate of insurance stating applicant has general liability insurance including bodily injury for any person in the amount of one million dollars for each occurrence, naming the Town of Shelter Island as an additional insured.

**Filming Permit
Application**



**Town of Shelter Island
Dorothy S. Ogar,
Town Clerk**

Company Name: _____ Telephone # _____

Mailing Address: _____ Fax # _____

_____ E-mail _____

Name of Responsible On Site Contact Person: _____

Cell Phone # of Resonponsible On Site Contact Person: _____

Mailing Address: _____ Telephone # _____

_____ Fax number _____

E-mail _____

List all locations of filming: _____

Number of Persons Involved in filming: _____

Dates on which filming will take place and time of day: _____

List all activities to take place: _____

List vehicles involved: _____

I understand that the filming, if the permit is granted, will be carried out in accordance with the rules and regulations as set forth in Chapter 65 of the Code of the Town of Shelter Island and any other applicable laws. I know or believe that all of the statements contained herein are true, and I agree to all the terms and conditions set forth in the application and Filming Law and also agree to abide by all the conditions set forth in the permit issued by the Town Board or Town Clerk.

Date: _____

(Signature of Applicant)