



**VILLAGE OF MATINECOCK**  
FILMING PERMIT APPLICATION  
P.O. BOX 706  
LOCUST VALLEY, NY 11560  
(516) 671-7790  
villageclerk@matinecockvillage.org

**FEE SCHEDULE FOR SETUP, STAGING, FILM and WRAP-UP DAYS:**

**Commercial (movie/television production) Filming Permit - \$2,000 per day**  
**Still photo & commercial Filming Permit - \$1,000 per day**

**APPROVAL: All applications must be reviewed by the Board of Trustees. Applicant is advised to check with the Village on time frame for Board of Trustees review.**

**INSURANCE REQUIREMENTS:**

Certificate of insurance must be provided in accordance with the following minimum insurance requirements: \$1,000,000 Commercial General Liability per occurrence; \$2,000,000 general aggregate; \$1,000,000 Products and Completed Operations Aggregate, including full Contractual Liability and Aggregate limits per project. Inc. Village of Matinecock, all elected and appointed officials, employees and volunteers to be included as Additional Insured per ISO Form CG2026 or equivalent. Copy of Additional Insured Endorsement must be attached to the Certificate of Insurance. Evidence of Workers Compensation and NYS Disability must be provided respectively on the C-105.2 (unless the State Insurance Fund form U-26.3 applies) and DB-120.1 forms.

**POLICE DEPARTMENT:**

Along with the fees and permit application signed by the property owner, the applicant must obtain approval from the Brookville Police Department (516-440-2300).

**1. APPLICATION INFORMATION:**

\_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:** Please list the name, address, e-mail and telephone number of the owner of the property to be used for the filming.

\_\_\_\_\_

\_\_\_\_\_

**3. PURPOSE OF THE FILMING:** \_\_\_\_\_

**4. STAGING LOCATION(S):** \_\_\_\_\_

\_\_\_\_\_



# VILLAGE OF MATINECOCK

FILMING PERMIT APPLICATION  
P.O. BOX 706  
LOCUST VALLEY, NEW YORK 11560  
(516) 671-7790  
villageclerk@matinecockvillage.org

5. FILM LOCATION: \_\_\_\_\_

6. DATES & TIMES: \_\_\_\_\_

7. NUMBER OF PEOPLE connected with filming who will be at location & base camp during filming including technical, maintenance, and food service personnel: \_\_\_\_\_

### 8. SIGNED CONSENT OF THE OWNER FOR PROPERTY TO BE USED IN FILMING:

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Owner Signature)

The applicant shall indemnify and hold the Incorporated Village of Matinecock harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of, or resulting from, the permit holder's or license's operations within the Incorporated Village of Matinecock, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any sub-contractors, its servants or agents.

### OFFICE USE ONLY

FILM PERMIT APPROVED or DENIED ON: \_\_\_\_\_  
BY THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF MATINECOCK

OTHER INFORMATION THE BOARD OF TRUSTEES MAY REQUIRE:

\_\_\_\_\_



PERMIT MAY BE SUBJECT TO CONDITIONS LISTED BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE