

INCORPORATED VILLAGE OF SOUTHAMPTON
FILM PERMIT INFORMATION

General

No filming shall be conducted on private or public property in the Village of Southampton without first obtaining a permit from the Village Clerk / Treasurer.

For this purpose, the term filming includes 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.

Application

This should be correspondence in writing to the Village Clerk. The message shall describe:

- The nature of the proposed filming:
- The proposed date or dates/time parameters
- The proposed site or sites involved
- The number of personnel, vehicles and equipment involved
- Point of contact and telephone contact for the permit letter

Fees

- The fee for filming on public property shall be \$750 per day.
- Additional fees may be imposed if the proposed activity imposes unusual costs on the Village or its facilities.
- The fee for filming on private property will be set on a case by case basis, predicated on the costs which may be incurred by the Village.

Insurance

- The applicant shall supply the Village with proof of public liability insurance with policy limits of \$500,000 / \$1,000,000 with the Incorporated Village of Southampton shown as an additional or named insured.

Miscellaneous

- Filming on Village beaches is not permitted from Memorial Day through September 30th
- Generators are not permitted
- In general, filming will not be permitted on weekends or holidays
- Other conditions may be imposed
- Requests for exceptions should be directed in writing to the Board of Trustees
- Special restrictions apply to filming on beaches or near wetlands

Cathy M. Sweeney

Village Clerk

Village of Southampton

23 Main Street, Southampton, NY 11968

631.283.0247 Extension #328 or 631.332.1050 ~ mobile

csweeney@southamptonvillage.org

FILM PERMIT SPECS to be EMAILED

For ease, listed below is the information needed and returned to: csweeney@southamptonvillage.org

Film Specs

Nature of Event/Project:

Date:

Time parameter:

Location:

Total Personnel on site:

Equipment used:

Vehicles on site:

Event Coordinator Name:

Event Coordinator Telephone:

Event Coordinator Email:

Credit Card Details for processing payment

Name on Credit Card:

Billing Address:

Email Address:

Telephone Contact:

Card #:

Exp. Date:

CVV:

Upon receipt of payment, the film permit will be generated and emailed to the Event Coordinator.

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