



THE CITY OF  
**POUGHKEEPSIE**  
NEW YORK

## FILMING Event Application

Applicant Name:	Business Address:
Primary Contact:	Primary Contact Phone:
Company/Organization:	Primary Contact Email:

## FILMING Information

Date (s) of Filming:	Rain Date:	Film Name:
Film Location(s):	Start Time:	End Time:

Will there be use of Drone videography/photography?    Y     N

Preparation/Set Up Date(s):	Start Time:	End Time:
Clean Up Date(s):	Start Time:	End Time:

Number of filming/production staff & volunteers:	Estimated number of participants / attendees:
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Billing Contact for Invoice:

Name:	Billing Address:	Billing Phone/Email:
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**Additional Services/Equipment Request**

Street Closures <input type="checkbox"/>	Electricity in Park <input type="checkbox"/>
Barricades <input type="checkbox"/>	Temporary Fencing <input type="checkbox"/>
Electricity in Park <input type="checkbox"/>	Electricity in Street <input type="checkbox"/>

## FILMING Insurance Information

**\*COPY OF LIABILITY INSURANCE POLICY:** Certificate of Insurance/Endorsement or Declaration Page. The event sponsor/applicant shall be required to maintain insurance reasonably acceptable to the City covering all aspects of the event in the minimum amount of: \$1,000,000 liability insurance in addition to each occurrence and \$2,000,000 aggregate for bodily as well as \$50,000 for each occurrence and \$100,000 aggregate property damage. The Insurance Certificate must name the City of Poughkeepsie as additional insured and contain a declaration or endorsement page, as well as the date and name of your event.

Filming Applications will not be processed or approved without a completed application, including the Certificate of Liability and all filming fees must be submitted prior to the start of production.

**City of Poughkeepsie Resources**

City Administrator's Office: 845.451.4072	City Building Dept: 845.451.4007
Dept. of Public Works: 845.451.4111	City Chamberlain's Office: 845.451.4225
City of Poughkeepsie Fire Dept: 845.451.4079	City of Poughkeepsie Police – 845.451.4000 Traffic Division



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## Certification of Applicant & Indemnification Statement

### APPLICANT CERTIFICATION:

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the City's ordinances and regulations governing this proposed event. I also agree to comply with all other local, state and/or federal laws that are applicable to this event.

I further certify that I understand that allowing non-permitted or unscheduled activities due to occur during my event will result in increased costs to me and/ or the sponsor due to unanticipated operational expenses or fines. I further certify that I, on behalf of myself and/ or the Sponsor (for which I certify that I am authorized to act on his/ her/ its behalf), agree to be financially responsible for paying any costs and fees to the City of Poughkeepsie that are incurred by the City or on behalf of this event. I further certify that I understand that due to the noise ordinance, I have familiarized myself with the City of Poughkeepsie laws pertaining to the use of amplified sound located in Chapter 13 1/ 2 of the Poughkeepsie City Code. **(This chapter may be found on the City's website.)** If I cancel my event, I will notify the City as early as possible as to cut down on any cost recovery. I understand that I will be charged City services provided in advance of the event up through the time of the notification and that the application fee is non-refundable.

### INDEMNIFICATION STATEMENT

The applicant, on behalf of any himself/ herself and/ or other persons, organizations, firms or corporations on whose behalf the application is made, when filing a permit application to hold a private event shall represent, stipulate, contract, and agree that the release the City of Poughkeepsie, State of New York from any liability from the event and will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorneys fees, and attorneys fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor or applicants activities authorized by the Private Event permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



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## GENERAL RELEASE- HOLD HARMLESS AFFIDAVIT

### GENERAL RELEASE

The undersigned, hereby agrees to indemnify, defend, and hold harmless the City of Poughkeepsie from all loss, cost, and expenses arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by him/ her as a result of volunteering at event as specified on registration of event form, including, but not limited to cleaning, painting, rubbish removal, planting, trimming of overgrowth and general maintenance and to include all those participating during the clean-up including the groups that intend to have information booths or handing out literature in the City of Poughkeepsie, County of Dutchess, State of New York. He/ she further waives any and all claims against the City of Poughkeepsie, its officers, employees and agents and assumes full responsibility for any physical, mental, emotional or other personal injury that he/ she may suggest as a result of participating in the above activity regardless of how such loss or injury may arise, and regardless of who is at fault and even if the loss or injury is caused by the neglect, negligence or fault of the City of Poughkeepsie, its officers, employees, and agents.

Print Name

Signature

Date

Print Name	Signature	Date