

On Location: Westchester

WESTCHESTER COUNTY TOURISM & FILM

GUIDE TO MUNICIPAL FILMING





Westchester County Film Guide to Municipal Filming

Natasha Caputo, Director

Westchester County Tourism & Film Office

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(914) 995-8500 | film@westchestergov.com | visitwestchesterny.com/film

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Village of Ardsley

Contact

Barbara A. Berardi, Village Clerk
505 Ashford Avenue Ardsley, NY 10502 (914) 693-1550 ardsleyclerk@optonline.net

License/Permit

Permit required and may be obtained through the Village Clerk's office. The permit fee is \$100 for filming on private property; permit fee for filming on public property is \$750.00

Insurance

A Certificate of Insurance is required along with an indemnification agreement and other insurance requirements.

General Information. No applicant shall permit any filming for which a permit has been issued to be conducted prior to 7:00 a.m. or after 10:00 p.m. No applicant shall permit equipment used in connection with such filming, including but not limited to lights, generators and related equipment, to be set up or operated at the location described in above prior to 7:00 a.m. or after 10:00 p.m.

Town of Bedford

Contact

Lisbeth "Boo" Fumagalli, RMC, CMC Town Clerk
321 Bedford Road
Bedford Hills, NY 10507
914-666-4534
lfumagalli@bedfordny.gov

Chris Burdick, Supervisor
321 Bedford Road Bedford Hills, NY 10507 (914) 666-6530 Supervisor@BedfordNY.info
Jim Renwick, Bedford Historic District Review Commission contact
(914) 234-9261
Deirdre Courtney-Batson, Katonah Historic District Advisory Commission contact
(914) 232-4320
William Hayes, Police Chief
307 Bedford Rd. Bedford Hills, NY 10507 (914) 241-3111 bedfordpolice@bedfordny.gov

License/Permit

The Town Clerk reviews all applications for Special Use Permit for filming and photography.

FEE SCHEDULE/PER DAY		
FEE	TYPE	EXAMPLE
\$0	Student Project	Film for class credit
\$100.00	Public Service, Teaching	Public Service Announcement
\$1,000.00	Commercial Photo shoot	Magazine article, website
\$3,500.00	TV Commercial/Short Film	Promo for a TV show
\$5,000.00	Full Length Film/TV show	Feature film/TV series

Insurance

Certificate of Insurance required along with an indemnification agreement, hold harmless clause and other insurance requirements.

Filming Notes:

8:00AM-Sunset. Applicant must supply copy of application to all adjacent property owners. Bond or Cash Security payment may be required.

PERMITS

Fees may vary depending on production. Additional fees based on contract, 4 hour minimum.

Village of Briarcliff Manor

Contact

Christine Dennett, Village Clerk

1111 Pleasantville Road Briarcliff Manor, New York 10510 (914) 914-4800 Clerksoffice@briarcliffmanor.org
cdennett@briarcliffmanor.org

License/Permit

Must request permit and permission from Village Clerk. No fee for permit.

Insurance

Certificate of Insurance required in the amount of, at least, \$1 million.

Per Diem Fees

\$1,000.00 for filming anywhere in Briarcliff.

General Information

Off-duty police officer required if it is determined an impact on traffic will result. Fees for a police officer are \$70.00 per hour with a 2 hour minimum. \$200 per hour plus a flat fee of \$100 for car usage.

Village of Bronxville

Contact

James M. Palmer, Village Administrator/Clerk

200 Pondfield Road Bronxville, New York 10708 (914) 337-6500 villageadmin@vobny.com

License/Permit

Permit is required and may be obtained through the Village Administrator's office. Fees vary case-by-case. Application for permit must be completed with all fees paid at least 14 days prior to first day of filming. Must be approved by police and village administrator.

Insurance

Insurance required in the amount of \$2 million.

Village of Buchanan

Contact

Kevin Hay, Administrator/Clerk

236 Tate Avenue Buchanan, New York 10511 (914) 737-1033

Administrator@villageofbuchanan.com & VillageClerk@villageofbuchanan.com

License/Permit

Notification of Village Administrator and Police Department

Fees

\$2,500 per day for commercial filming.

Insurance

Insurance required

General Information

Filming Applicant has to reimburse village if additional Police or DPW are required

Town of Cortlandt

Contact

Thomas Wood, Town Attorney
2131 Albany Post Road Montrose, New York 10548 (914) 736-0930 tfwesq@aol.com

Insurance

Certificate of insurance required

License/Permit

No permit required. Requests considered by the Town Board on a case-by-case basis

General Information

Requests must be made to the Town Attorney in advance of Town Board meeting and include a full description of both the project and location desired.

Village of Croton-on-Hudson

Contact

Pauline DiSanto Village Clerk
1 Van Wyck Street Municipal Building Croton-on-Hudson, New York 10520 (914) 271-4848
Pdisanto@crotononhudson-ny.gov

License/Permit

Requests decided on a case-by-case basis. Approval of Village Manager for filming on public property required. Fees determined on a case-by-case basis.

Insurance

Certificate of Insurance required along with an indemnification agreement and other insurance requirements. A certificate of insurance must be submitted with the application for any filming permit involving the use of public property for the purpose of making films naming the Village of Croton-on-Hudson as an additional insured, in the following amounts:

Property damage: \$1,000,000 per individual; \$1,000,000 per occurrence.

Personal injury: \$1,000,000 per individual; \$1,000,000 per occurrence.

Fees: To Be Determined by Board of Trustees

Permit / Requirements:

Application for a permit shall be submitted to the Village Manager on an application form to be provided by the Village Manager. Permit applications must be submitted at least three days prior to the date the filming is to take place for a one-day shoot and five days for any shoots of more than one day. Time restrictions. No applicant shall allow any filming to be conducted prior to 7:00 a.m. or after 10:00 p.m.

Use of Village Employees:

Applicants shall be responsible for all costs associated with the use of village employees during the filming process.

Village of Dobbs Ferry

Contact

Elizabeth Dreaper, Village Clerk
112 Main Street Dobbs Ferry, New York 10522 (914) 231-8504 ldreaper@dobbsferry.com

License/Permit

Application for permit to be filed with Village Clerk. \$750.00 per day for filming.
http://www.dobbsferry.com/sites/dobbsferry/files/uploads/film_permit_app.pdf

Per diem permitting fee \$1,500.00

Insurance

Insurance required in the amount of \$1 million in general liability.

Additional Fees

Police \$125 per hour, minimum four hours per officer. Parking spaces \$20.00 each. Parking space reserved.

General Information Filming must be completed within three consecutive calendar days. No filming can be done on Saturday, Sunday or holidays. Filming, including setting up, operating, and removing equipment shall be conducted between the hours of 8:00 a.m. and 7:00 p.m. Local law for filming available. Not more than one such permit shall issue for the same premises in any period of six consecutive months.

Town of Eastchester**Contact**

Linda Doherty, Town Clerk

40 Mill Road Eastchester, New York 10709 (914) 771-3300 #3 then 2 townclerk@eastchester.org

Louis J. Reda, Town Attorney

(914) 771-3325 legal@eastchester.org

Timothy J. Bonci, Chief of Police

(914) 961-3464 police@eastchester.org

License/Permit

No permits required. Permission from the Police Department and Town Attorney for filming in public streets is necessary. Fees determined case-by-case. Filming is subject to Police Department approval.

http://www.eastchester.org/onlineforms/docs/FILM_APPLICATION.pdf

Insurance

General liability and automobile liability insurance is required, if filming is to occur on town property.

Village of Elmsford**Contact**

Michael Mills, Administrator

15 South Stone Avenue Elmsford, New York 10523 (914) 592-6555 michaelmills@elmsfordny.org

Stephen Foster, Chief of Police

(914) 592-8479 sfoster@elmsfordpd.com

License/Permit

\$1,000 application fee for public property use. \$500 application fee for private property use.

Insurance

Required for public property. \$1 million general liability,

\$5 million excess/umbrella, worker's compensation \$100,000 per accident.

Per Diem Fees

\$2,500 for public property (includes up to three police officers, fee for additional officers is decided case-by-case).

No Per Diem for private property.

General Information

Notification of Village Administrator and Police Dept. required. Fees for additional services will vary.

Town of Greenburgh

Contact

Judith Beville, Town Clerk

320 Tarrytown Rd. Elmsford, New York 10523 (914) 993-1500 press 5 townclerk@greenburghny.com

License/Permit

License must be obtained from the Town Clerk's office. Chief of Police, Building Inspector and Commissioner of Public Works review the license while this fee schedule applies: \$0 Student; \$25/\$50 Public Service, Teaching, Non for profit; \$100/\$200 Agency Advertising; \$600/\$700 Feature Film, TV, Video (first amount is for private land, second amount is for public land)

Insurance

Insurance required for filming on public property.

Per Diem Fees

Fee charged for filming on public property and in Town parks. Fees are determined case-by-case.

Town of Harrison

Contact

Jacqueline "Jackie" Greer, Town/Village Clerk

1 Heineman Place Harrison, New York 10528 (914) 670-3031 jgreer@harrison-ny.gov

Anthony Marraccini, Chief of Police

650 North Street Harrison, New York 10528 (914) 813-7425

License/Permit

Approval of Town Clerk & Chief of Police required. \$1,000 annual fee plus \$500 per day of filming; Application along with Insurance Requirements upon request. At least 5 days notice preferred.

Insurance

A Certificate of Insurance is required, in the amount of \$1,000,000.00, wording as follows: Certificate holder, listed below, is added as an additional insured, as their respective interests may appear regarding them negligence of the above named insured. Worker's compensation, disability, and indemnification needed.

Per Diem

\$500.00 per day

General Information

Prefer five days notice before filming date. If a child is involved, child performance paperwork required when submitting application.

Police:

The Harrison Police Department must be notified for additional fees.

Village of Hastings-on-Hudson

Contact

Linda Loeb

7 Maple Avenue Hastings-on-Hudson, New York 10706 (914) 478-3400 lloeb@hastingsgov.org

License/Permit

No permit required if filming is done in a private residence with no public impact. For filming on public property, a permit is required and a suitable donation to be made to the Village "Betterment Funds" and a \$2,500 cash bond is required. Fees vary Larger shoots will run up to \$4,500.00 day in commercial district, \$1,500.00 residential/parks / nonprofit downtown \$1,500 other areas for non profit \$500. No fee for private property. Must

hire off-duty policeman for traffic and crowd control. The rate for off-duty police officers is \$70 per hour and a minimum of 4 hours.

Insurance

Certificate of Insurance required, along with an indemnification agreement and other insurance requirements.

General Information

Local laws for filming available upon request. The Village reserves the right to not permit film making of any kind if it is deemed not in the public interest.

Village of Irvington

Contact

Mary Ruffler, Assistant to Village Administrator

Karen Buccheri

Village Hall - 85 Main Street Irvington, New York 10533 (914) 591-4356 mruffler@irvingtonny.gov /

KBuccheri@irvingtonny.gov

License/Permit

Permit required. Approval must be obtained from the Village Board of Trustees.

Insurance

Certificate of Insurance required, along with an indemnification agreement and other insurance requirements to hold Village additional insured.

Per Diem

\$1,000.00 per day for a private residence, and \$5,000.00 per day for public property, plus ~~\$120.00~~ \$85.00 per hour for the services of an off-duty police officer. Not for profit organizations have a daily rate of \$250.

General Information

Filming on Village-owned property, such as parks or recreation areas, requires coordination of activities with Superintendent of Recreation. No obstruction of streets or sidewalks allowed.

Village of Larchmont

Contact

Brian Riley

120 Larchmont Avenue Larchmont, New York 10538 (914) 834-6230 ext 1 villageclerk@villageoflarchmont.org

License/Permit

Permit required and may be obtained through the Village Clerk's Office. Fee for permit not stated, but each permit application must be accompanied by a security deposit of \$2,500.00 for each day of filming requested. Must submit application for filming four business days prior to filming on private property. Filming on public property must be approved by the Village Board, and processing may take longer than one week.

Insurance

Insurance required.

Per Diem Fees

Charges for filming on public property start at \$500.00 and any increase is decided upon by the Village Board.

\$2,000 per diem fee

\$2,500 location deposit fee

General Information

Filming cannot be conducted at the same location more than three calendar days within any twelve month period.

Filming, including setting up, operating and removing equipment shall be conducted between the hours of 8:00

a.m. and 7:00 p.m. Local law for filming available. Three days prior a copy of the application must be delivered to all property owners within 200 feet.

Town of Lewisboro (Including villages of Katonah and South Salem)

Contact

Janet L. Donohue, Town Clerk
Main Street P.O. Box 500 South Salem, New York 10590 (914) 763-3511 townclerk@lewisborogov.com

Peter Parsons, Town Supervisor
supervisor@lewisborogov.com

License/Permit

Permit required. Application made to the Town Supervisor at least ten business days prior to commencement of filming. Fees determined by Town Supervisor.

Insurance

Bond posting determined by Town Supervisor on a case-by-case basis

General Information

\$500.00 for filming on private property and \$750.00 for public property.

Town of Mamaroneck

Contact

Stephen V. Altieri, Town Administrator
740 West Boston Post Road Mamaroneck, New York 10543 (914) 381-7810
townadministrator@townofmamaroneck.org

Gayle Edmond, Secretary to the Town Administrator
(914) 381-7810 gedmond@townofmamaroneck.org

License/Permit

Approval of Town Administrator's office is required before filming may begin. Permit and fee required.

Insurance

Insurance certificate required for \$1,000,000.00 naming the Town as additional insured and holding the Town harmless from any and all claims.

Per Diem Fees

\$500.00 to \$5000.00 per day for filming on public property; \$150.00 for filming on private property
\$150 per day for private property, \$500 per day for public property.

General Information

Requests for filming must be submitted at least 5 days in advance of filming date. All activities must comply with the Town's noise ordinance and must not cause disruption to traffic. All activity associated with filming must only be conducted between 8am and 8pm, Monday through Friday. Local law available. Additional fees for municipal services/costs.

Village of Mamaroneck

Contact

Richard Slingerland, Village Manager
169 Mt. Pleasant Avenue Mamaroneck, New York 10543 (914) 777-7703

Dan Sarnoff, Asst. Village Manager

dsarnoff@vomny.org

Sharon Shyder, Secretary

shyder@vomny.org

License/Permit

Permit required and may be obtained through the Village Manager's office. Fees not stated.

Insurance

A Certificate of Insurance naming Village as an additional insured, if required for filming on public property only, \$1--2 million.

Per Diem Fees

Public property-\$900 (8a.m.-6p.m.) \$1,200 (7a.m.-10p.m.). Private property- \$788.00 fee. There is also a \$20 fee per vehicle-space (if a vehicle occupies 2 spaces, the charge will be per space) for parking on public roads.

Village of Mount Kisco

Contact

James Palmer, Village Manager

Ed Brancati, Village Manager

104 Main Street Mount Kisco, New York 10549 (914) 864-0033 jpalmer@mountkisco.org

EBrancati@mountkisco.org

License/Permit

Permission of the Village required 30days before filming.

Insurance

Insurance required.

Per Diem Fees

\$1,200.00 to film in Village. Additional \$1,300.00 for filming on Village property.

General Information

Filming is limited to 5 days in any twelve consecutive months. Filming should have no impact of traffic. The town-regulated filming hours are from 10:00 am to 5:00 pm

Town of Mount Pleasant

Contact

Patricia June Scova, Town Clerk

One Town Hall Plaza Valhalla, New York 10595 (914) 742-2311 pscova@mtpleasantny.com

License/Permit

Must obtain a license from the town

Fees

\$250 Application fee

\$1,000: Advertisement / Not-Profit

\$2,500 Advierisement / Profit

\$5,000 Feature film / TV / Video

* Possible review by town board for town property – board could waive fees.

Insurance Insurance required.

General Information

Town Clerk and Police Department should be contacted for approval and restrictions they may impose. Filming allowed only between 8:00AM and 7:00pm , no filming on national holidays.

City of Mount Vernon**Contact**

Geogre W. Brown, City Clerk
Nquan Stephens
Room 104, Roosevelt Square Mount Vernon, New York 10550 (914) 665-2333
Email: gwbrown@cmvny.com
Cc: nstephens@cmvny.com

Lauren Carter, Deputy Clerk
lcarter@cmvny.com (914)665-2348

License/Permit

Permit required. Apply to City Clerk for permit.

Requirements Application should be received at least 10 days in advance of filming.

Insurance

A Certificate of Insurance is required covering the City of Mount Vernon as Additional Insured, in the amount of \$1 million dollars for the duration of filming. An indemnification agreement must also be included.

Per Diem

Filming on public property per zone up to \$2,000 a day. . \$750.00 per day on private property; \$250.00 per day for city-operated lighting for filming on public property under supervision of Commissioner of Recreation. Additional fee determined by City Clerk.

General

No public street shall be closed for more than three hours on any given day. Local law for filming available. Needed approval for expense of protection and direction of traffic, so fee must be paid themselves. Clean up fee deposit is required and for certain city property rental, additional fee is needed.

Town of New Castle**Contact**

Chief Charles Ferry
200 South Greeley Ave. Chappaqua, NY 10514
(914) 238-72922 Dshanley@mynewcastle.org

License/Permit

Contact Town Clerk for permit application.
<http://mynewcastle.org/film-permit-request/>

Insurance

Certificate of Insurance to be filed with Town Clerk. Town of New Castle to be named as Additional Insured in the amount of \$3 million dollars personal, and \$1 million dollars property

Per Diem Fees

\$1,200 per day for filming anywhere in the Town. \$1000 per day for filming on Town property. Other fees for policemen, DPW and Parks Dept. employees and vehicles.

City of New Rochelle

Contact

Janice Carroll City Manager's Office

City Hall 515 North Avenue, New Rochelle, New York 10801 (914) 654-2140 jcarroll@newrochelleny.com

Chuck Strome City Manager *(May waive fees if in the public interest)*

cstrome@newrochelleny.com

License/Permit

Permit required and may be obtained through the City Manager's Office. \$100.00-2,000.00 permit fee as determined by the city manager, based on the magnitude of the project. Permits must be filed in completed form, with all applicable fees at least one week prior to the first day of filming.

Insurance

Insurance Certification must name the City of New Rochelle as Additional Insured with minimum coverage of \$2 million dollars for public liability, and \$1 million for property damage.

Per Diem

\$100.00 per hour for filming on public property. Fees determined on a case-by-case basis.

Fees

\$500 application fee

\$2000-\$5000 public property per day depending on size of cast and crew (Prep / Wrap day equal half shoot day fees)

\$800-\$2,000 private property (Prep / Wrap day 10% of shoot days)

General Information

Filming, including setup and strike activities, shall only be conducted between the hours of 7AM and 11PM, Monday through Friday, and between the hours of 9AM and 11PM on Saturdays and Sundays. No filming permitted on religious and legal holidays. No more than twelve filming permits shall be issued for any given site addresses in any given calendar year.

Town of North Castle

Contact

Allison Simon, Town Clerk

15 Bedford Road Armonk, New York 10504(914) 273-3321 asimon@northcastleny.com

License/Permit

Letter of request, outlining project to be sent to Town Board for their approval.

Insurance

Insurance required.

Per Diem Fees

\$0 Student; \$50/\$100 Public Service, Teaching, Non-profit; \$1250/\$2500 Agency Advertising; \$2500/\$5000 Feature Film, TV, Video (First amount is indicative of private property fee, second amount is public property fee).

Fees

\$1,000 application fee (promotional and entertainment)

Photography: Private property: \$1,000 per day / public property: \$2,500 per day

Film: Private property: \$3,000 per day / Public property: \$5,000 per day

Additional fees: Police as needed.

General Information

No more than any portion of 7 calendar days within 12 month period.

Town of North Salem

Contact

Veronica Howley, Town Clerk
266 Titicus Road North Salem, New York 10560 (914) 669-5577 vhowley@northsalemny.org

Thomas Howley, Police Chief
(914) 669-5540 thowley@northsalemny.org

Ward Hanaburgh, Superintendent of Highways
(914) 669-5310 whanaburgh@northsalemny.org

License/Permit

Applications must be approved by the Town Board, Police Chief, and Highway Superintendent.

Insurance

Applicant may be required to post reasonable Bond as determined by Town Attorney.

Per Diem Fees

\$500.00 per day for private property. \$750.00 per day for public property. The rate for police is \$250 per officer for each 4 hour period. \$60.00 per hour per police office, police vehicle \$40.00 per day.

Town of Ossining (excludes Village of Ossining)

Contact

Mary Ann Roberts, Town Clerk
16 Croton Avenue Ossining, New York 10562 (914) 762-8428 townclerk@townofossining.com

General Information

No formal policy at present time.

Village of Ossining

Contact

Christina Papes, Assistant Village Manager (handles both the Town and the Village)
16 Croton Avenue Ossining, New York 10562 (914) 941-3554 cpapes@villageofossining.org

License/Permit

Must complete "Request to Film" form one month prior to filming. Approval of Village Board is required.
Villageofossining.org

Insurance

Certificate of Insurance by company licensed in New York State, \$1 million.

Per Diem Fees

\$1,400.00 per day for filming anywhere in the Village of Ossining. All fees subject to case-by-case review.

City of Peekskill

Contact

Pamela Beach, City Clerk
840 Main Street Peekskill, New York 10566 (914) 737-3400 pbeach@cityofpeekskill.com

License/Permit

Apply to City Clerk for license. **\$250.00** fee per application. Application to be made 5-10 days prior to project request date.

Additional Fees

Police Department and Department of Public Works fees to be determined as needed.

Insurance

A certificate of Insurance is required, along with an indemnification agreement and other insurance requirements. Minimum of \$1 million required.

General Information

Filming, including setting up, operating, and removing equipment shall be conducted between the hours of 8:00 a.m. and 8:00 p.m. local law for filming available.

Village of Pelham**Contact**

Terri Rouke, Village Clerk
195 Sparks Avenue, Pelham, NY 10803 (914) 231-3320 terri.rouke@pelhamgov.com

License/Permit

Permit required. Application made via Clerk approved by Village Administrator. At least 10 days advance time required.
\$600.00 per day

Insurance

Certificate of Insurance required in amount of \$1 million. Village of Pelham as additional insured.

Per Diem

Fees are determined on a case-by-case basis. \$600 per day 8am to 8pm-
\$900 : 7am to 9pm-\$1200 before 7am and/or after 9pm

Fees for additional services, e.g. police Parking \$25.00 per space, Police cost determined by Police if

General Information

Traffic closure may be mandated if necessary. Cost of appropriate police duty applied to permit fee as additional amount. All associated activity must be conducted between 8a.m. and 7p.m.

Parking fees \$25.00 per space. Police cost determined by Police if traffic contract is necessary.

Village of Pelham Manor**Contact**

John T. Pierpont, Manager/Clerk/ Treasurer
4 Penfield Place Pelham Manor, New York 10803 (914) 738-8820 villagemanager@pelhammanor.org

License/Permit

No filming permitted, but may be open to introducing it.

Village of Pleasantville**Contact**

Judy Weintraub, Village Clerk
48 Wheeler Avenue Pleasantville, New York 10570 (914) 769-1975 jweintraub@pleasantville-NY.gov

License/Permit

Written application for permit to Village Clerk, one month prior to filming. Fee for permit is \$250 and is non-refundable.

Insurance

Certificate of Insurance required along with an indemnification agreement and other insurance requirements, as well as the posting of a cash bond in the amount of \$2,500.00 for public property. Insurance requirements include Statutory Worker's Compensation insurance for New York State, Automobile Liability insurance in the amount of \$1,000,000 combined single limit, Umbrella/Excess Liability in the amount of at least \$4,000,000, Third Party Property Damage Liability in the amount of \$1,000,000.

Per Diem Fees

Additional per diem fees are \$750.00 to film on public property, and \$500.00 for filming on private property.

General Information

Traffic diversions, crowd control, street closings must be reviewed with Chief of Police. Filming in Village parks requires prior approval by Superintendent of Recreation and Parks. Local laws for filming available.

Village of Port Chester

Contact

Christopher Steers, Village Manager
222 Grace Church Street Port Chester, New York 10573 (914) 939-5202 csteers@portchesterny.com

Janusz R. Richards, Village Clerk
jrichards@portchesterny.com Phone (914) 939-5202 Fax (914) 305-2560

Vita Sileo, Registrar of Vital Statistics * **Film Contact**
vsileo@portchesterny.com (914)939-5204

License/Permit

Approval of Village Manager required. Permit application fee is \$750.00 for public property, and \$500.00 for private property. There is an additional fee of \$100.00 for each day of filming after the first day. Application and guideline available at www.portchesterny.com: Departments: Village Clerk; Village Code; Chapter 176

Per Diem Permitting Fee:

Private property \$630.00 / Public Property \$950.00
Location Fee \$125.00 per day.

Insurance

Insurance required.

General Information

May require Board of Trustees or other local authority to approve and set conditions including Parks and Recreation Commission.
Parking \$20 per space per day. If police are needed, please contact the police directly.

Town of Pound Ridge

Contact

Joanne Pace, Town Clerk
179 Westchester Avenue Pound Ridge, New York 10576 (914) 764-5549 jpace@townofpoundridge.com

License/Permit

Permit must be obtained from the Town Board at least one month from the time of the actual filming. Fee decided case-by-case. Minimum of \$500.

Insurance

Insurance required in the amount of \$2 million. Proof of worker's compensation to ensure safety. Hold harmless property owner and production company. Insurance in the amount of \$1 million is required for business liability and \$1 million for automobile liability

City of Rye**Contact**

Dawn Nodarse, City Clerk
1051 Boston Post Road Rye, New York 10580 (914) 967-7371 cityclerk@ryeny.gov

License/Permit

License required. Apply to City Clerk for license. No fee for application. Application for license must be submitted five days prior to filming.

Insurance

A Certificate of Insurance is required naming the City of Rye as Additional Insured in the amount of one million dollars minimum. Submittal of "Hold Harmless Clause" also required, must be completed and signed. The clause can be obtained from the City of Rye. Insurance must not be less than \$1 million

Per Diem Fees

Fee for filming on private property is \$450.00 per day (non-refundable) Fee for filming on public property is \$1600.00 minimum per day Fees determined on case-by-case basis.

General Information

Limited filming on public property. Filming activity is limited to between the hours of 7AM and 9PM (hours are negotiable). Rye Police Department must be notified of filming days, hours and locations. Filming is limited to six days in any twelve consecutive months.

Town of Rye**Contact**

Bishop Nowotnick, Supervisors Secretary
10 Pearl Street Port Chester, New York 10573
(914) 939-3075 Press 7 BNowotnik@TownofRyeNY.com

General Information

\$6,000 for whole day rental for Wright Town Park and Crawford Park

Insurance

Insurance required in the amount of \$1 million.

Village of Rye Brook**Contact**

Christopher J. Bradbury, Village Clerk Shari Melillo
938 King Street Rye Brook, New York 10573 (914) 939-1121 cbradbury@ryebrook.org smelillo@ryebrook.org

License/Permit

Permit is required in order to film. There is a \$125/ hr (4 hour minimum) fee for public property filming. Filming on private property is \$350/hr with no time minimum. \$375 per diem permit charge.
Additional services (ie: police) \$100.00 per hour

General Information

Requests taken on a case-by-case basis.

Village of Scarsdale

Contact

Alfred A. Gatta, Village Manager
John Ringel, Assistant to the Village Manager (filming contact)
Village Hall, 1001 Post Road Scarsdale, New York 10583 (914) 722-1110 manager@scarsdale.com

License/Permit

Requests decided on a case-by-case basis. Fees not stated.

Insurance

A Certificate of Insurance naming the Village of Scarsdale as Additional Insured and including a hold harmless agreement is required.

Per Diem Fees

Village will determine on a case-by-case basis.
\$500.00 per hour per day

General Information

Filming cannot cause traffic or parking problems on public streets. Filming should be done during “off-peak” hours to avoid any disturbance of daily activities on arterial roadways. Filming is generally discouraged in the village center.

Fees for additional services are at cost of the village (ie: village staff on site for filming are reimbursed, admin fees for those working on permit)

Village of Sleepy Hollow

Contact

Paula McCarthy, Village Clerk
28 Beekman Avenue Sleepy Hollow, New York 10591 (914) 631-0533 Press 3 or (914)366-5106
pmccarthy@villageofsleepyhollow.org

License/Permit

Permission Required by the Mayor’s office.

Insurance

Insurance required of at least \$1 million.

Per Diem Fees

\$1,000 per day for filming \$800 per day for non-profit filming

General Information

Contact Chief of Police for traffic supervision and control. Payment for traffic control and security required.

Town of Somers

Contact

Kathleen R. Pacella, Town Clerk Patricia Kalba
Town House, 335 Route 202 Somers, New York 10589 (914) 277-3323 TownClerk@SomersNY.com
PKalba@somersNY.com

License/Permit

Application must be submitted to the Town Board including location, dates and scope of project.

Insurance

The Board may require applicant to furnish the Town with a hold-harmless and indemnification agreement, together with a certificate of insurance relieving the Town from any potential liability.

Fees

\$0 - \$5,000 per instance

General Information

Filming should be conducted between the hours of 8:00 a.m. and 7:00 p.m. Filming can not occur at the same location for more than three (3) calendar days within a twelve (12) month period.

Village of Tarrytown

Contact

Carol A. Booth, Village Clerk

1 Depot Plaza Tarrytown, New York 10591 (914) 631-1652 cbooth@tarrytowngov.com

License/Permit

Permits must be submitted 21 days prior to filming, 14 days must pass between approval of filming and the start of filming. If filming is to be for 5 or more days, then submission must be 28 days prior to filming. A security deposit between \$1000 and \$5000 should accompany submission of permit. Actual fee is decided case-by-case.

Insurance

Certificate of insurance must be submitted with application naming the Village of Tarrytown as Additional Insured with the minimum amount of \$2 million dollars property damage, per individual, per occurrence and \$1 million dollars personal injury, per individual, per occurrence.

General Information

Traffic must not be affected. Filming should not be more than 30 days in a 12 month period, or 10 consecutive days in a 3 month period. 14 days must pass between each block of filming. Filming should take place between 7a.m. and 10 p.m., however filming may take place between 6 a.m. and midnight. Filming between midnight and 2a.m. is allowable, but must first be approved by Village Board. Parking may not be used between 3p.m. on Friday and Midnight of Sunday.

Fees

Filming in the Village of Tarrytown carries a fee for filming on public property of \$1,500.00 for the first day and \$1,000.00 each day thereafter. Private property filming costs \$1,000.00 for the first day and \$500.00 each day thereafter. If the filming is being conducted by a non-for-profit the costs are \$250.00 for the first day and \$125 for each subsequent day. Student filming has a fee of \$100.00 for the first day and \$50.00 each day thereafter. If parking is required, there will be a charge of \$40.00 per metered space, per day. The services of a police officer cost \$120.00 per hour / per police officer, should it be determined that their presence is needed.

Village of Tuckahoe

Contact : David Burke

dburke@tuckahoe-ny.com

65 Main Street Tuckahoe, New York 10707 (914) 961-3100 Press 4 or (914)231-0221

License/Permit

Approval is needed by Village Clerk and Police Chief. Application for permit must be submitted to the Village Clerk. Fee for permit not stated.

Insurance

Certificate of Insurance required along with an indemnification agreement and other insurance requirements.

Per Diem Fees

\$500.00 per camera per day. \$25.00 parking fee for each space used

Additional fees (ie: police) \$95.00 per hour.

General Information

Any public or non-profit organization filming for public purposes is exempt from the fee requirement but will be required to pay fee for any required police presence.

City of White Plains

Contact

Jill Iannetta, Office of the Mayor
255 Main Street White Plains, New York 10601 (914) 422-1411 jiannetta@whiteplainsny.gov

License/Permit

Permission is granted on a case-by-case basis. A personal interview with applicant is required to determine the amount of disruption and/or inconvenience to the city/residents/ merchants. Fee for streets and sidewalks based on the number of production vehicles blocking roadways.

Insurance

Insurance required

Per Diem Fees

No fee for Special Events Permit, however, there is a fee for police services, if required

City of Yonkers

Contact

Melissa Goldberg, Director, Mayor's Office of Film & Photography, 40 S. Broadway, 2nd floor, Yonkers, NY 10701
(914)377-6043 filmyonkers@yonkersny.gov

License/Permit, Insurance, General Information, Fees

All information at www.filmyonkers.com

Town of Yorktown

Contact

Diana L. Quast, Town Clerk 363 Underhill Avenue P.O. Box 703 Yorktown Heights, New York 10598
(914) 962-5722 x208, dquast@yorktownny.org

License/Permit

Application to be made to Town Clerk and contain location, date and scope of project. Application requires approval of Police Department and Town Clerk. Fees for permit are \$250 or \$500, determined by Chief of Police and Town Clerk.

Insurance

Required, as determined by Town Attorney. \$1 million minimum.

General Information

Refer to: <http://www.yorktownny.org/townclerk/commercial-filming>