



Borough of Rumson

BOROUGH HALL
80 East River Road
Rumson, New Jersey 07760-1689

office 732.842.3300
fax 732.219.0714

Filming Permit Application Checklist

1. Completed Filming Permit Form

- Fill out all required sections of the official filming permit application.
- A separate permit application must be submitted for each filming location. If filming at multiple locations, permit fees will apply to each location individually.

2. Payment (Fees & Bond)

- Provide payment via check or cash for:
 - Permit fee(s) & filming fee(s)
 - Bond Fee (only one bond fee needed if filming in multiple locations)

3. Notarized Hold Harmless Form

- A hold harmless agreement signed and notarized to confirm responsibility for any damages or issues.

4. Letter of Intent

- A letter to neighboring properties describing your project, including:
 - Type of production
 - Locations, dates and times of filming
 - Equipment/vehicles with their location

5. Liability Insurance Certificate

- Proof of insurance coverage

6. Film Description & Police Department (PD) Event Form

- Provide a brief description of the event logistics and filming activities, including:
- The Police Department will review the information and determine whether police officers are required.
- If police coverage is required, the PD Event Form must be completed and submitted directly to the Police Department.

You may email the completed application and all attachments to info@rumsonnj.gov. Payments should be mailed separately along with original notarized Hold Harmless agreement.

_____ Intake Signature (Borough Employee)



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Permit #: _____

Company Name _____

Business Address _____

Contact Person _____

Telephone _____ Cell _____

E-Mail _____

Film Name _____

Dates & Times of Filming _____

Total Filming Hours _____

Location of Filming _____

Please describe in detail

\$2,500.00 Bond ☐ CASH ☐ CHECK # _____

Do you have a licensed electrician on staff? Yes _____ No _____

Are existing power lines to be utilized? Yes _____ No _____

Will traffic be affected as a result of filming? Yes _____ No _____

Will residents or business be affected by filming? Yes _____ No _____

I HEREBY APPLY FOR A PERMIT AND TENDER THE FILMING FEE OF \$ _____ AND A PERMIT FEE OF \$ _____ AND AGREE TO BE BOUND BY ALL PROVISIONS OF BOROUGH OF RUMSON'S CHAPTER IV SECTION TEN.



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Hold Harmless Agreement

_____, the applicant shall indemnify, defend, and hold harmless the BOROUGH OF RUMSON, New Jersey, and its officers, employees, agents, and representatives from and against any and all claims, demands, suits, actions, liabilities, losses, damages, and expenses, including, without limitation, attorneys' fees and loss-of-business claims, arising out of or in any way connected with the use of any BOROUGH OF RUMSON facilities or locations. This obligation applies to claims for injury to or death of any person, or damage to any property, whether owned by the Applicant or by any third party.

Signed _____

Title _____

Date _____

State of New Jersey

County of _____

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public

Affix Seal Here

**SAMPLE LETTER OF INTENT
(COMPANY LETTERHEAD)**

***You may use the fillable form on next page (4) or provide a similar letter. The letter needs to be printed on
Company Letterhead***

To: The Neighbors of 4 Cherry Rd

From: Joe Smith

Date: 4/12/2026

Re: Filming for I Love Cats

Our company has applied to film in Rumson on Thursday 5/2/26-Friday 5/3/26 at the above location.

There will be # of trucks, vans, generators, catering trucks, crew cars (or any special equipment, i.e. condors, mobile homes, etc.) at the site. They will be located at:

1. on the property of the homeowner
2. on the street
3. in a municipal parking lot
4. on private property
5. or any combination of the above

In compliance with the Borough of Rumson Filming Ordinance, no vehicles will arrive before 7:00 a.m. and all activity and vehicles connecting with the filming will be gone by 9:00 p.m. For the public's safety, there will be a police officer on duty during the filming.

If you have any questions or concerns, I may be reached at 777-777-7777.

Thank you,

Signature

Print Name

To: The Neighbors of _____

From: _____

Date: _____

Re: Filming for _____

Our company has applied to film in Rumson on _____ at the above location.

List of Equipment and vehicles with location:

If you have any questions or concerns, I may be reached at _____.

Thank you,



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Film Description for Police Department Review:

Provide a brief description of the event logistics and filming activities, including the number of crew members, a list of vehicles and their intended use, and the equipment being used and its placement:



BOROUGH OF RUMSON REQUEST FOR POLICE SERVICES/PRE-PAYMENT FORM

Name/Title of Person Making Request		Date of Request	
Organization Name			
Organization Address	City	State	Zip
Email Address			
Phone Number	Fax #	Cell Phone	
Name of Event	Location of Event		
X	\$120.00	=	\$
Total # of hours requested	Rate	Total Due	
Date(s) Service Needed	Total # of Days	# Officers Requested	
Start Time	Ending Time	# Hours Per Day	
Payment must be received prior to scheduling an officer		Date Paid	

Police Services

Police services are \$120 per hour per officer. There is a Four (4) hour minimum for each officer contracted. Cancellation fee equal to the minimum shall be due and payable if the request to cancel is less than one hour in advance of the scheduled service. The hourly rate will be time and a half per officer, per hour, for any work on a Holiday in accordance with the Agreement/Borough for that officer.

General Information:

Although every effort is made to schedule a Rumson Officer to fill a request, from time-to-time Officers from other jurisdictions are used to fill a requested work detail. Rumson does not bill for services or pay Officers from another jurisdiction. ***If an Officer from another jurisdiction is used for your detail you will be responsible for paying that Officer/Jurisdiction directly. Rumson does not control the rates charged for Officers from another jurisdiction.*** If an Officer outside Rumson is used, please contact the Borough of Rumson, Finance and Tax Office to request a refund overpaid fee.

Once timesheets are submitted for payroll, you will be billed for any additional time the Rumson Officers worked for your detail.

By signing below, you agree to promptly pay the Borough of Rumson for any additional monies owed for the requested work detail.

Signature of Person Requesting Service	Print Name	Date
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If you have any questions about this form, please contact the Rumson Police Department 732-842-0500 Submit this form with payment (*check made payable to Borough of Rumson*) to:

Rumson Police Department, 80 East River Road, Rumson, NJ 07760

Scheduling of Police Officer must be made through Rumson Police Department, 732-842-0500



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DATE: _____

REQUEST IS MADE FOR REIMBURSEMENT OF FILMING BOND:

Filming Permit#(s): _____

Filming Dates(s): _____

Filming Location(s): _____

Company Name: _____

Contact Person: _____ Phone #: _____

Email Address: _____

* FILMING HAS CONCLUDED. UPON FINALIZATION OF THIS REQUEST, NO ADDITIONAL FILMING IS PERMITTED.

*I UNDERSTAND THAT ALL REIMBURSEMENTS MUST BE APPROVED BY THE BOROUGH OFFICIALS BEFORE A CHECK MAY BE ISSUED. CHECK WILL BE ISSUED FOLLOW COUNCIL MEETING. Checks will be issued following approval at a Borough Council meeting.

Signature:

*****Borough Use Only*****

Chief of Police: _____ Date: ____ / ____ / ____ Y: ____ N: ____ Why: _____

Payroll: _____ Date: ____ / ____ / ____ Y: ____ N: ____ Why: _____

Municipal Clerk: _____ Date: ____ / ____ / ____ Y: ____ N: ____ Why: _____

CFO: _____ Date: ____ / ____ / ____ Y: ____ N: ____ Why: _____

RESOLUTION # _____

CHECK# _____



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FILM PERMIT ORDINANCE & REQUIREMENTS

§ 4.10 FILMING.

§ 4.10.1. DEFINITIONS.

As used in this section, these terms shall have the following meanings: FAMILY

VIDEOS AND PHOTOGRAPHY

The filming or videotaping of motion pictures, or still photography, intended solely for private use.

FILMING

The taking of still or motion pictures either on film, videotape, or similar recording medium, for any purpose intended for viewing on television, in theaters or for institutional uses. This term shall not include family videos and photography and news media, as defined herein, or as otherwise provided herein.

MAJOR MOTION PICTURE

Any film which is financed and/or distributed by a major motion picture studio or corporation for presentation in movie theaters, including any filming activity connected with any part of such a production; provided that the production has an overall budget of \$2,000,000 or more.

MOTION PICTURE, TELEVISION PICTURES, STILL PHOTOGRAPHY

All activities attendant to the staging and/or shooting of commercial motion pictures, television series, television movies, commercials and to the taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes.

NEWS MEDIA

Photographic, filming, and/or videotaping for the purpose of a television news broadcast or reporting for print media by reporters, photographers or cameramen.

PUBLIC LANDS

The areas including but not limited to any public building, street, sidewalk, square, park, playground, beachfront, marina, and other public places, which is within the jurisdiction and control of the Borough of Rumson.

STUDENT FILMS

Motion picture, television or still photography produced to satisfy a course or curriculum requirement at an accredited educational institution. The student filmmaker must supply proof that they are currently enrolled in any such educational institution.

§ 4.10.2. PERMIT REQUIRED.

- a. No person shall use any public lands or private property, public right-of-way, facility, and/or residence for the purpose of taking motion pictures, television pictures or still photography without first applying for and receiving a permit from the Municipal Clerk and/or the Administrator of the Borough of Rumson, as applicable.

- b. The permit shall set forth the approved location of such filming and also the approved duration of such filming by specific reference to day or dates. No permit shall authorize filming for more than three consecutive days in any one location, and in no event shall filming at one location within the Borough exceed a total of six days in any one calendar year, regardless of the number of permits utilized in reaching this six-day maximum. Either or both of the three-consecutive-day and the six-day limitations may be extended only if the filming requested satisfies the major motion picture exception defined herein. Said permit must be readily available for inspection by Borough officials at all times at the site of the filming.
- c. All permits shall be applied for and obtained from the office of the Borough Clerk during normal business hours. Applications for such permits shall be in a form approved by the Borough Administrator and be accompanied by permit fees as required herein.
- d. If a permit is issued and filming does not in fact take place on the dates specified due to good cause, including but not limited to reasons of inclement weather, the Borough Administrator may issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this new permit.
- e. The provisions of this section shall not apply to news media, family videos and/or student films.
- f. The provisions of this section shall not apply to all activities attendant to the staging and/or shooting of a segment of a television series where all such activities occur on private property and within a commercial building or other structure which is not in a residential area and is not visible outside of such building or structure, provided that the filming activities do not exceed three days.

§ 4.10.3. REVIEW AND ISSUANCE OF PERMITS.

- a. Permits shall be issued by the Borough Clerk after approval by the Administrator and upon payment of the requisite fees and escrows. Any such review shall determine whether any additional municipal services may be reasonably required depending upon the nature of the activities proposed. A basic film permit shall be issued by the close of the 10th business day after submission of a complete permit application, which includes any necessary permits from Fire Prevention.
- b. Expedited permits may be issued by the Borough Clerk after approval by the Administrator and upon payment of the requisite fee. The Borough Clerk or Administrator, after consultation with involved borough departments, may issue the permit, so long as the application complies with all other requirements of this chapter. The Borough Clerk, Communications Director or Borough Administrator may determine whether any additional municipal services may be reasonably required depending upon the nature of the activities proposed. Expedited permits shall be issued by the close of the fourth business day after submission of a complete permit application, which includes any necessary permits from Fire Prevention.
- c. No permits shall be issued unless all fees and reasonably necessary reimbursable expenses are paid to the Borough. An escrow in the amount of \$5,000 shall be posted with the Borough to cover any professional expenses or fees required to be paid for the services of Borough professionals who are not employees of the Borough, such as the Borough Attorney or consulting engineers. Any unused balance of such escrow account shall be returned within 30 days of the conclusion of filming.

- d. No permit shall be issued for filming upon private property unless proof of consent has been provided to the Borough.
- e. No permit shall be issued for filming upon public property unless the applicant shall provide the Borough with satisfactory proof of the following:
 - 1. Proof of insurance coverage, including but not limited to for bodily injury to any one person in the amount of \$2,000,000 and any occurrence in the aggregate amount of \$3,000,000.
 - 2. For property damage for each occurrence in the aggregate amount of \$2,000,000.
 - 3. A written hold harmless and indemnification agreement acceptable to the Borough Attorney.
 - 4. The posting of cash or maintenance bond for the value of \$2,500 protecting and insuring that the location utilized for the filming will be left, in a satisfactory condition, free of debris, rubbish, and equipment, and that due observance of all Borough ordinances, laws, and regulations will be followed. Within 20 days of the completion of filming, the Borough will return the bond if there has been no damage to the public property or public expense caused by the filming.
 - 5. The holder of the permit shall take all reasonable steps to minimize interference with the free passage of pedestrians and traffic over public property and shall comply with all lawful directives issued by the Borough Police Department, the Fire Chief and the Borough Administrator with respect thereto.
 - 6. The applicant shall conduct filming in such a manner as to minimize the inconvenience or discomfort to adjoining property owners as a result of such filming and shall, to the extent practicable, abate noise and park vehicles off the public streets. All vehicles parked on public streets and rights-of-way shall be done so in accordance with all applicable state and local regulations.
 - 7. The holder shall not interfere with previously scheduled activities upon public property and limit, to the extent possible, any interference with normal public activity on such public property.
 - 8. The applicant shall give written notice of the filming to all businesses and residents directly adjoining the filming location, including the location of all ancillary activities associated with the filming, such as the location of equipment, parking, prep areas, etc., and further provide written proof of such notice at least three business days prior to the submission of a completed permit application. Such written notice shall be in a form acceptable to the Borough Administrator and shall inform such businesses and residents that objections may be filed with the Borough Clerk within the next three business days, said objections will form a part of applicant's application and be considered in the review of the same. However, an applicant may request a waiver of the notice requirement, or if the Administrator finds that by not giving notice there would be less of a potential for disruption, if the permit is granted, then a waiver may be granted by the Borough Administrator, as applicable.

§ 4.10.4. FILMING IN RESIDENTIAL AREAS.

Filming in residential areas shall be permitted Monday through Friday between the hours of 7:00 a.m. and 9:00 p.m. Nighttime filming, after 9:00 p.m., can be considered on a case-by-case basis by the Borough Administrator, who can establish specific limitations and locations. The setup, production and breakdown required by all filming shall be included in the hours as set forth herein.

§ 4.10.5. REFUSAL TO ISSUE PERMIT; EMPLOYMENT OF PATROLMEN AND ELECTRICIAN.

- a. The Borough may refuse to issue a permit whenever it determines, on the basis of objective facts and after a review of the application by the Police Department and by other Borough agencies involved with the proposed filming site, that filming at the location and/or the time set forth in the application would violate any law or ordinance or would unreasonably interfere with the use and enjoyment of adjoining properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise endanger the public's health, safety or welfare.
- b. The Borough reserves the right to require one or more Borough police officer(s), Fire Department personnel or any such other specialized Borough officials to remain on-site during the times indicated on the permit, in situations where the production may impede the proper flow of traffic, or otherwise impact upon public safety. The cost of all such personnel shall be borne by the applicant as cost of production. Where existing electrical power lines are to be utilized by the production, an on-site licensed electrician may be similarly required if the production company does not have a licensed electrician on staff.

§ 4.10.6. WAIVER OF REQUIREMENTS BY BOROUGH.

The Borough may authorize filming other than during the hours herein described. In determining whether to allow an extension of hours under this section, the Borough shall consider factors, including but not limited to the following:

- a. Traffic congestion at the location;
- b. The applicant's ability to remove film-related vehicles off the public streets;
- c. Whether the applicant is requesting restrictions on the use of public streets or public parking during the course of the filming;
- d. Nature of the film shoot itself; e.g., indoor or outdoor; day or night; on public lands or private lands; proximity to residential neighborhoods; potential for disruption of normal residential or business activities; and
- e. Prior experience of the film company/applicant with the Borough, if any.

§ 4.10.7. COPIES OF PERMIT; INSPECTIONS.

Copies of the approved permit shall be sent to the Police and Fire Official, Fire Prevention Officer, and Borough Administration before filming takes place. The applicant shall permit the

Police Department, the Fire Chief or other Borough inspectors to inspect the site and equipment to be used. The applicant shall comply with all safety instructions issued by the Police Department, the Fire Chief, or other Borough inspections.

§ 4.10.8. REIMBURSEMENTS OF CERTAIN COSTS.

In addition to any and all other fees or costs mentioned in this chapter, the applicant shall reimburse the Borough for any lost revenue, including but not limited to repairs required to public property, and any revenues that the Borough was prevented from earning because of the filming.

§ 4.10.9. SPECIAL REGULATIONS FOR MAJOR MOTION PICTURES.

- a. With regards to filming being done on a major motion picture, and upon a favorable review of the factors set forth herein, the Borough may grant an exemption of the three consecutive filming day limit and/or the six total filming days within a calendar year limit.
- b. Any days that are necessary for setup and preparation of a major motion picture filming may, at the discretion of the Borough, be counted as a filming day where such setup is anticipated to involve one or more of the factors set forth in this chapter.

§ 4.10.10. FEES.

Pursuant to Chapter IV, Section 10, Filming, of the Code of the Borough of Rumson, the following fees are hereby established:

- a. Basic filming permit: \$250.
- b. Expedited permit (permit needed within seven business days of filming date): \$500.
- c. In addition to the basic or expedited film permit, the daily filming fee on public property for any day on location within the Borough, including prep and wrap days: \$500 per day.
- d. In addition to the basic or expedited film permit, the daily filming fee for a major motion picture on public property for any day on location within the Borough, including prep and wrap days: \$1,500 per day.
- e. In addition to the basic or expedited film permit, the daily filming fee on private property for any day on location within the Borough, including prep and wrap days: \$150 per day.
- f. Daily filming fee for filming a major motion picture for filming on private property for any day on location within the Borough, including prep and wrap days: \$500 per day.
- g. Filming permit for nonprofit applicants filming for educational purposes: no fee.
- h. Overnight parking/use of Borough lot: at actual cost determined by Borough.
- i. Police/fire protection: at actual cost determined by Borough.
- j. Use of Borough buildings: \$2,500 per day.

- k. Use of municipal street or right-of-way: \$500 per day per street or right-of-way.

§ 4.10.11. VIOLATIONS AND PENALTIES.

Where the owner of the premises is not the applicant for a permit required by this section, both the owner and the applicant shall each be liable for violations hereof. Any person violating this section or these rules and regulations, upon conviction thereof, shall be subject to the penalties of no more than \$1,000 per day or by imprisonment in the County jail for a term not exceeding 90 days, or both. A Separate offense shall be deemed committed on each day during or on which a violation occurs or continues.