City of Kingston Film Application Form

Applicant Information

Company		7	
Address		→ Address 2	1
City	State	Zip Code	Country
Phone Number	Extension		
Fax Number			
Contact Name			
Email Address			
Date of Application (mm/dd/yyyy)			
2 - Request for City Services			
Please choose from the following:			

Parking

Other

3 - Facilities Information

Please choose from the following (a check denotes a YES):

Use of Special Effects	
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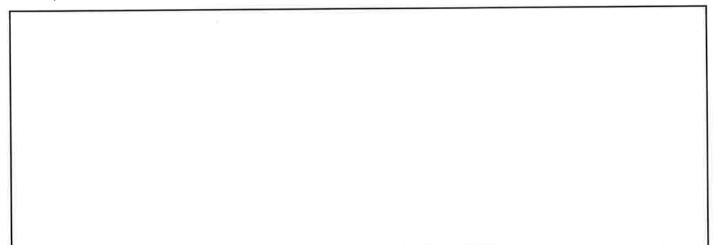
☐ Will you be using a truck for catering?

- Will you be using a tent?
- Will you be using external propane tanks?
- ☐ Will you be taking any still photographs?

4 - Technical Information

Filming will end on (mm/dd/yyyy)	Approximate time:	
/		
	(mm/dd/yyyy)	(mm/dd/yyyy) Approximate time:

Description of Scene(s) to be filmed



5 - Vehicle Information

Number of Trucks (Include Plate Numbers)

Misc. Vehicles (Include Plate Numbers)

6 - Film Information

Type of Film/Celebrities

For Commercials, Name of Product/Celebrities involved

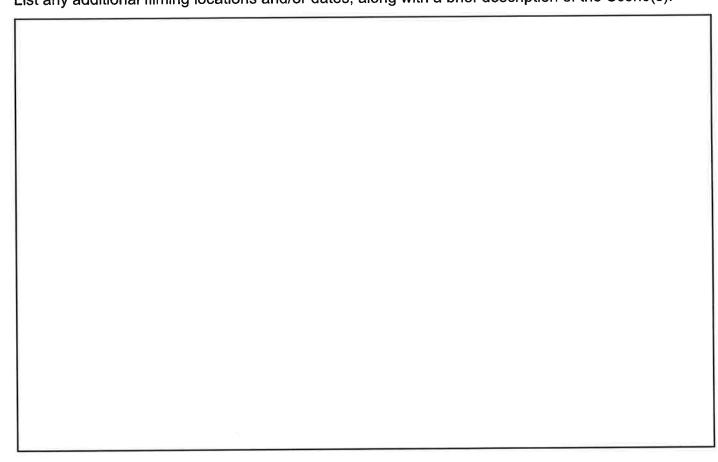
Producer(s) and Director(s)

Number of Autos (Include Plate Numbers)

7 - Insurance Information

Company, Agency or Policy Number	Amount	Expiration Date
8 - Additional Filming Locations		

List any additional filming locations and/or dates, along with a brief description of the Scene(s):



Once completed, please submit this form to www.kingston-ny.gov/Filming.

Steven T. Noble Mayor



Filming/Photography

Please submit a \$25 fee, payable to the City of Kingston with your completed application.

Please review the checklist below and initial on each line. Each section **must** be completed in order for your application to be processed.

_____ I have given the City at least **30 days** notice of our start date, unless waived by the Mayor's office.

_____ I will contact all neighbors, residents, and businesses that may be impacted by our event and provide a letter with dates, times, and locations of planned production, with no less than a week's notice.

_____ I have provided the City with a list of each address that was notified of our production.

_____ I have put up signs with our event/production name in the neighborhoods/areas we plan to occupy with accurate dates and times.

_____ Upon approval, I agree to submit all payments for any services we request of the City.

_____ In the event that there is a change in schedule, location, or services requested, I will notify the Mayor's office immediately.

_____I will ensure that our production crew, staff, models and/or actors will treat all residents,

businesses, and City personnel and property with the utmost respect at all times.

Please answer the following questions to the best of your knowledge:

1) Are you a low, mid, or high budget production? ______

2) Throughout production, will your crew/actors be lodging in Kingston?

3) If you will be catering, have you chosen a Kingston business to hire? If so, which one?

I ______ confirm that I have read and agree to the terms and conditions stated above and have answered all questions to the best of my ability.