

# City of Kingston Film Application Form

## Applicant Information

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Company

Address

Address 2

City

State

Zip Code

Country

Phone Number

Extension

Fax Number

Contact Name

Email Address

Date of Application (mm/dd/yyyy)

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## 2 - Request for City Services

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Please choose from the following:

- Police/Traffic
- Fire Department
- Parking
- Other

### 3 - Facilities Information

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

- Use of Special Effects
  - 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?
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### 4 - Technical Information

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Filming Location

Filming will begin on  
(mm/dd/yyyy)

Filming will end on  
(mm/dd/yyyy)

Approximate time:

Number of Cast and Crew

Basic Equipment List

Description of Scene(s) to be filmed

5 - Vehicle Information

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Number of Trucks (Include Plate Numbers)

Number of Autos (Include Plate Numbers)

Misc. Vehicles (Include Plate Numbers)

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6 - Film Information

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Type of Film/Celebrities

For Commercials, Name of Product/Celebrities involved

Producer(s) and Director(s)

7 - Insurance Information

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Company, Agency or Policy Number

Amount

Expiration Date

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8 - Additional Filming Locations

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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](http://www.kingston-ny.gov/Filming).

# CITY OF KINGSTON

Steven T. Noble  
Mayor



Elisa Tinti  
City Clerk

## 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date