

TOWNSHIP OF CEDAR GROVE

OFFICE OF THE MUNICIPAL CLERK

REQUIRED INSURANCE PRIOR TO USE OF
TOWNSHIP FACILITIES AND LOCATIONS

Permission to use Township facilities shall not be granted unless the completed application form, fee and required proof of insurance coverage is received by the Municipal Clerk prior to the close of business at least 48 hours before the shooting date requested.

FAILURE TO DELIVER PROOF OF REQUIRED INSURANCE COVERAGE WILL
RESULT IN CANCELLATION OF TENTATIVE RESERVATION

INSURANCE REQUIRED

- 1. BODILY INJURY:
 - A. For any one person, the amount of \$500,000
 - B. For any occurrence, in the aggregate amount of \$1,000,000
- 2. PROPERTY DAMAGE
 - A. For any occurrence, in the aggregate amount of \$300,000

THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED AND IS
MADE AN INTEGRAL PART OF THE ATTACHED APPLICATION:

_____ agrees to indemnify and hold harmless the
(Name of Organization)

Township of Cedar Grove, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages (including, without limitation, attorney's fees and loss of business claims) to which the Township of Cedar Grove may be put resulting from use of Township facilities and/or locations

Signed _____

Title _____

Date _____

Notary Public

SAMPLE LETTER OF INTENT

COMPANY LETTERHEAD

To: Neighbors of _____ (Address) _____

From: Company Contact Person

Date

Re: Filming for _____ (Product) _____ or _____ (Name of Movie) _____

Our company has applied to film a (commercial or movie) in Cedar Grove on day(s) and date(s) at the above location.

There will be ___ trucks, ___ vans, _____ generators, _____ catering trucks, _____ crew cars (or any special equipment, i.e., condors, mobile homes, etc.) at the site. They will be parked (1) on the property of the homeowner; (2) on the street; (3) in a municipal parking lot; (4) on private property; or (5) any combination of the above. In compliance with the Township Filming Ordinance, no vehicles will arrive before 7:00 AM and all activity and vehicles connected with the filming will be gone by 7:00 PM. For the public's safety, there will be a police officer on duty during the shoot.

(If any vehicles arrive before 7:00 am., you may call the Cedar Grove Police Department (973.239.4100) to file a complaint.

If you have any questions or concerns, I may be reached at _____, or you may call the Cedar Grove Municipal Clerk's Office at 239-1410, Ext. 203.

Thank you.