



TOWN OF EDGARTOWN  
SELECTBOARD  
70 Main Street, P.O. Box 5158  
Edgartown, MA 02539  
508-627-6180

## FILM, VIDEO, AND PHOTOGRAPHY APPLICATION

Date \_\_\_\_\_

### APPLICANT INFORMATION

Name of Organization or Production Co. \_\_\_\_\_

Name of Primary Contact (PC): \_\_\_\_\_

Email of PC: \_\_\_\_\_ Phone of PC: \_\_\_\_\_

Designated Representative on Site (DR): \_\_\_\_\_

Email of DR: \_\_\_\_\_ Phone of DR: \_\_\_\_\_

Billing/Mailing Address of Organization or Production Co.:

\_\_\_\_\_  
PO Box/Street Town State Zip Code

### PROJECT INFORMATION

**Type of Project:** Feature Film  Television Film   
Television Series  Still Photography  Commercial   
Music Video  Documentary  Student Project

**Size of Crew:** < 5 people  5-10 people  Over 10 people   
If >10 how many? \_\_\_\_\_

**Vehicles:** Please list ( 4 minivans, 2 box trucks, etc...) \_\_\_\_\_

**Brief Description of Project: (If you need more room, please feel free to attach separately.)**

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**Requested Location(s):** \_\_\_\_\_

*Please include aerial map with location(s) noted*

**Requested date(s) and time(s): (If you need more room, please attach full schedule)**

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**Will your project require any closing of roads or sidewalks?** YES  NO

If yes, a Block Permit is required to be submitted in addition to this application.

**Will your project require tents or temporary sets built?** YES  NO

If yes, a Permit is required from the Building Office and must be secured before approval of this project.

**Noise By-law: Filming must comply with the Town Noise By-Law.**

Town Code/By-law 131.1

***Prohibited Activity.** It shall be unlawful for any person or persons occupying or having charge of or owning any building, vehicle or premises or any part thereof in the Town of Edgartown, other than that section of any establishment licensed under MGL 138, between the hours of 10:00 p.m. and 7:00a.m. to cause or suffer to allow any unnecessary, loud, excessive or unusual noises plainly audible at a distance of 50 feet from a vehicle or premises from which it originates.*

**Insurance:**

All productions are required to submit an original, signed Certificate of Insurance, in an amount of \$1,000,000.00 minimum per instance of claim for general liability for the duration of the production, with the "Town of Edgartown" listed as additional insured.

**HOLD HARMLESS AGREEMENT**

In consideration of permission to use the public property, facility or services described herein, the Applicant agrees to save and hold the Town of Edgartown, its agents, servants, and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the Applicant, the Applicant’s guests, employees, subcontractors, and/or other persons. The Applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable), and that the permission is valid only for the activity herein described. Notwithstanding the foregoing, the Hold Harmless Agreement shall be applicable to any claim asserted against the Town of Edgartown, its agents, servants, and employees and for any loss incurred arising out of the Applicant’s activity whether or not such claim or loss extends beyond the permitted type or locale of activity or occurs on a different date than specified. Commercial General Liability insurance is required in the amount of \$1,000,000.00 CSL (combined single limit) with the Town of Edgartown added as additional insured.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*By signing your name and submitting this form, you affirm that all information contained within this document was completed truthfully, and to the best of your knowledge.*

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**APPROVALS CONDITIONS & REQUIREMENTS**

*For Town use only*

**Police Department:**

Approve

Disapprove

Conditions & Requirements: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**Fire Department:**

Approve

Disapprove

Conditions & Requirements: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

Approve

Disapprove

**Department**

Conditions & Requirements \_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_

Approve

Disapprove

**Department**

Conditions & Requirements \_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_

**Ancillary Permits:**

Building

Dept. Permit:

Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Block Permit:

Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Other: \_\_\_\_\_

Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_

**FINAL APPROVAL**

Selectboard:

Approved

Disapproved

Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Edgartown Selectboard:

Arthur Smadbeck, Chair

Michael J. Donaroma

Margaret E. Serpa