

TOWN OF PRINCETON
POLICY FILM PERMITS

FILM PERMITS

A Film Permit must be approved in advance by the Princeton Selectboard in order to film or photograph any commercial, motion picture or advertisement within the Town of Princeton.

The applicant must obtain, complete, and sign the film permit application, including obtaining all the required approvals, before submitting the application along with the required fee to the Selectboard for consideration. Forms may be obtained at the Town Hall. Non-profits or town residents may request to have the fee waived or reduced by the Selectboard which may do so at its discretion.

The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization and/or a project with on-site personnel numbering 5 persons or less does not require a film permit but may require other local approvals.

Film Permit Guidelines

Town of Princeton Location Filming Permit

Thank you for choosing the Town of Princeton for your upcoming film project. The Office of the Board of Selectmen will help make your job as easy as possible while you are visiting. These guidelines are designed to assist you with the Town of Princeton's Film Permit process. Per the Town of Princeton Selectmen's policies, a permit is required to film or photograph any commercial, motion picture or advertisement within the Town limits. In this document, the filming entity may be referred to as "Production Company." The Production Company is responsible for a film permit fee of \$100.00 per day. Changes to an approved permit require proper local approvals with updated information.

The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization, and/or a project with on-site personnel numbering 5 persons or less, are exempt from the permitting and/or fee process and structure but may require other local approvals.

Requirements for a FILM PERMIT:

All documentation and payments must be submitted together to the Board of Selectmen's Office, 6 Town Hall Drive, Princeton, MA 01541 not less than 10 business days prior to the Selectmen's scheduled meeting at which Film Permit approval would be voted.

- Film Permit Application – Please complete in its entirety providing as much detail as possible and submit with a check for a total film permit fee equal to \$100.00 times the number of days of filming, made payable to the Town of Princeton.
- General Liability Insurance Certificate - In the amount of at least one million dollars per occurrence naming the Town of Princeton as an additional insured.
- Indemnification Agreement - Must be completed and signed by an Authorized Agent for the Production Company.
- Security Deposit or Establishment of Municipal Deposit Account in the amount described below

The Production Company is responsible for payment to the Town of Princeton for any costs incurred in service to the production that are beyond the ordinary duties of town personnel and/or usage of town-owned equipment. This includes but is not limited to Town employees' labor, and/or materials utilized in direct connection with the production. Labor will be charged at the benefited wage rate. In addition, the Production Company may incur costs payable to the Town Police Department for such services as providing traffic control, security work, etc. Other costs may be incurred and will be dealt with on a case by case basis between the Town and the Production Company with the understanding that the production will not create costs for the Town.

The Town requires any Film Production Company to either (at Production Company's election) provide a security deposit check to the Town Treasurer or establish with the Town Treasurer, a separate municipal Deposit Account to cover the costs of any unpaid bills. One Hundred percent (100%) of the Production Company's estimated costs will be placed in the Deposit Account or provided as a security deposit for settlement of Town services. Calculation of Estimated Costs: Estimated Cost Deposit Amount 100%

Police Dept. _____

Fire District _____

Highway Dept. _____

Other Services: _____

Total Estimated Costs: _____

In the event the Deposit Account or Security Deposit (as applicable) does not pay for town services and/or labor, the Town will bill the Production Company for additional costs. Any surplus remaining in the Account upon completion of the production and payment for all town services and/or labor will be returned to the Production Company within 30 days.

ADDITIONAL NOTE:

It is the responsibility of the Production Company to notify all business and residential tenants who will be affected in any way by filming. Permission to use private property must be granted in writing by property owners, landlords, and property management companies before filming commences. Upon approval of the Film Permit, the Board of Selectmen will appoint one or more individuals to the following roles:

- **Film Permit Contact:** A town official granted the authority to make impromptu decisions related to the Film Permit if needed.
- **Film Permit Point Person:** An employee of the municipality responsible for coordinating the Town's permit process, and the Production Company with police, fire, and other departments.
- **Film Liaison:** A person who may assist as described above but may also help with locations, hotels, logistics, etc.

The bylaws of the Town of Princeton and the laws of the Commonwealth of Massachusetts shall govern the Film Permit. Should you have any questions regarding permits, fees, or jurisdictions, please call the Town Administrator at 978-464-2102.