INCORPORATED VILLAGE OF SAG HARBOR
55 Main St., P.O. Box 660, Sag Harbor, N.Y. 11963
(631) 725-0222 (631) 725-0316 FAX

APPLICATION FOR PHOTOGRAPHIC ACTIVITY

Name of Applicant: *First* *Middle* *Last*		Date of Application: *(mm / dd / yyyy)*
Name of Business/Persons Performing Activity:		Applicant Street Address:
Name of Supervisor:		Applicant City/State/Zip:
Phone and Email address ( )	Date(s) and time(s) of activity:	Signature of Applicant:

NOTE: ACTIVITY MAY ONLY TAKE PLACE BETWEEN 7am and 7pm. ACTIVITY IS NOT ALLOWED ON WEEKENDS BETWEEN MAY 15 AND LABOR DAY

DESCRIPTION OF LOCATION(S) TO BE USED:

_____

_____

_____

_____

DESCRIPTION OF EQUIPMENT TO BE USED (BE SPECIFIC REGARDING CAMERAS AND LIGHTING):

_____

_____

_____

DESCRIPTION, INCLUDING SIZE, OF ALL VEHICLES INVOLVED IN THE COMPLETE OPERATION:

_____

_____

_____

Will any parking or roadways be obstructed? ☐ No ☐ Yes

Will the Police Department be required for traffic control? ☐ No ☐ Yes
(APPLICANT IS RESPONSIBLE FOR MAKING ARRANGEMENTS WITH POLICE DEPARTMENT)

Will any other agency be needed for the activity? ☐ No ☐ Yes, _____

Number of personnel attending the activity, including crew: _____

YOU MUST INCLUDE WITH THIS APPLICATION:

☐ $25.00 Submission Fee (non-refundable)

☐ A diagram or sketch of the location of the activity

☐ A Certificate of Liability Insurance with policy limits of $500,000/$1,000,000 naming the Village of Sag Harbor as Additional Insured

☐ $1,000.00 in Cash or Certified Check to be held at the Village office, returned upon conclusion of the activity.

☐ The permit fee, calculated as $850 (25 & under people) or $1600 (above 25 people) per day

FOR OFFICE USE ONLY

☐ **APPROVED** ☐ **DENIED** **DATE:**_____ **SIGNED:**_____