

Village of Roslyn Filming Requirements

- 1. Board of Trustees approval**
- 2. Letter of Intent which includes location, dates, times, type of film, number of cast and crew members, number/types of vehicles and if traffic conditions will be impacted.**
- 3. Signed Hold Harmless Agreement.**
- 4. Insurance Certificate naming the Village as additional insured.**
- 5. * Check made out to the Village of Roslyn in the amount of \$1,500 for Permit Fee. Additional per day fee may be required, depending upon impact on the Village.**
- 6. Additional fee for rental of Village owned property and/or storage on Village owned property.**
- 7. Permission of Property Owner, if applicable.**
- 8. For traffic control, contact Detective Mike Bitsko at 516-573-7135 and/or Detective Garcia, Vgarcia@PDCN.ORG of the Nassau County 3rd Precinct.**
- 9. Administrative charge of 15%, if applicable.**
- 10. Informational flyer to merchants and sign-off sheet to be signed by merchants.**
- 11. Information flyer delivered to all homeowners impacted by film production.**

***Fee may vary**