



## FILM / PHOTOGRAPHY

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- 1) Title of Production: \_\_\_\_\_  
2) Date of Production: \_\_\_\_\_

3) Type of Production *(check any that applies)*:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Feature Film           | <input type="checkbox"/> Promotional Video          | <input type="checkbox"/> Documentary/Education    |
| <input type="checkbox"/> TV Series/Movie        | <input type="checkbox"/> TV Commercial              | <input type="checkbox"/> Student Film/Photography |
| <input type="checkbox"/> Commercial Photography | <input type="checkbox"/> Portrait/Still Photography | <input type="checkbox"/> News Broadcast           |
| <input type="checkbox"/> Other: _____           |   |   |

4) Producer: \_\_\_\_\_

Cell/Email: \_\_\_\_\_

5) Director: \_\_\_\_\_

6) Location Manager: \_\_\_\_\_ Cell/Email: \_\_\_\_\_

7) Description/Summary of Scene(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) # in Crew: \_\_\_\_\_ # in Cast/Talent: \_\_\_\_\_ # of Vehicles: \_\_\_\_\_

9) Vehicle permits may be required. Local fees will apply.

10) Please provide an agenda/timeline of the photo shoot and a contact list.

11) Will you be hiring security for your production? Yes \_\_\_\_\_ No \_\_\_\_\_



## HOLD HARMLESS

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**NAME OF ORGANIZATION/USER** \_\_\_\_\_ will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER's** use of the named **FACILITY (IES) / EQUIPMENT**, including any damage that may occur to motor vehicles whether on behalf of the City or otherwise, and all suits or actions of every kind or description brought against the **City of Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons, property or motor vehicles, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES) / EQUIPMENT**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described **FACILITY (IES) / EQUIPMENT** prior to the use of the **FACILITY (IES) / EQUIPMENT** and report any defective, hazardous or dangerous conditions found at the **FACILITY (IES) / EQUIPMENT** to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-5837 or (609) 522-2942, and **USER** shall immediately cease the use of the **FACILITY (IES) / EQUIPMENT** until such defective, hazardous or dangerous conditions are remedied. After the use of the **FACILITY(IES) / EQUIPMENT**, **USER** shall immediately report to the **City of Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **FACILITY(IES) / EQUIPMENT**.

### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **USER's** use of the **FACILITY(IES) / EQUIPMENT**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable. **USER** shall also provide proof insurance coverage for all motor vehicles that are designated on the attached schedule or present at any special event. The **City of Wildwood** shall be named as an "Additional Insured" on **USER's** policy covering motor vehicles. **USER** shall be required to name the **City of Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of Wildwood** as an "Additional Insured" for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.



## VEHICLES

**USER** shall identify all vehicles that are to be present during **USER'S** use of the FACILITY(IES) / EQUIPMENT, whether it is a vehicle that is owned by the **USER**, its participants, employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**. **USER** shall identify all participating vehicles on the attached schedule at least one week prior to all planned special events, which shall include the make, model, and license plate number of all participating vehicles.

Signed by an authorized representative of the **USER** and the **City of Wildwood**  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**USER (SIGNATURE)**

\_\_\_\_\_  
**CITY REPRESENTATIVE**

\_\_\_\_\_  
**USER (PRINT NAME)**

\_\_\_\_\_  
**CITY REPRESENTATIVE (PRINT)**



## CERTIFICATE OF INSURANCE

Evidence of financial responsibility from event chairperson, organization, promoter, and others with whom the City of Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative which spells out the insurance coverage in force at the dates and times the special event will occur, including event setup and break down of event dates and times. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event. Depending on size and scope of the event, the City of Wildwood reserves the right to request additional insurance coverage be in place prior to approval.

The City Administrator or Board of Commissioners may refuse to grant the use of permission to execute the Special Event whenever, in their judgment, there is good reason why permission should be refused. Neither the City Administrator or the Board of Commissioners, shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups, or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc.)

### **I. COMMERCIAL, NON-PROFIT, & INDIVIDUALS**

- A. Commercial, Non-Profit, & Individuals General Liability Limit \$1,000,000
- B. Commercial & Non-Profit General Liability Limit for Motorized Beach Event: \$2,000,000  
Aggregate \$2,000,000 per occurrence
- C. Liquor Liability Insurance for Commercial & Non-profit events serving malt beverages, wine, liquor, etc. in compliance Commercial and Motorized Events limits.
- D. City of Wildwood, N.J. named as “**Additional Insured**” with Endorsement page(s)  
**City of Wildwood Address:**  
The City of Wildwood  
4400 New Jersey Avenue  
Wildwood, NJ 08260
- E. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants and/or show a certificate of insurance evidencing an Athletic Participant’s Medical Policy.
- F. Automobile Insurance \$1,000,000  
Combined Single Limit of Liability for Bodily Injury and Property Damage per accident.  
Coverage to include, owned, non-owned, and hired automobiles.
- G. Workers Compensation: Statutory Limits  
Employers Liability: \$1,000,000 Per accident for bodily injury or disease.
- H. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use any property or facilities of the City of Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood.
- I. If the organization/individual applying to host an event in Wildwood contracts or subcontracts with vendors, vendors will need to name the City of Wildwood, N.J. as “**Additional Insured**” with Endorsement page(s). Contractors/subcontracts Additional Insured Endorsement Pages must be submitted two weeks prior to event start date.
- J. Fireworks and Pyrotechnics are not allowed on Municipality property.