



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/
TOURISM DEVELOPMENT
JUSTICE WILLIAM BRENNAN COURT HOUSE
583 NEWARK AVENUE
JERSEY CITY, NEW JERSEY 07306
TEL: (201) 459-2070 • FAX: (201) 792-0729



CRAIG GUY
COUNTY EXECUTIVE

GINA HULINGS
DIRECTOR

FACT SHEET
Film, Television, Print Location Requests on Hudson County Property

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SUBMITTING ANY PAPERWORK

1. You **must** provide a letter of intent on company letterhead indicating: EXACT location; number of shooting days; number of prep days (if any); hours of use with approximate starting and ending times for both shoot days and prep days (if any); number of personnel on site; number of vehicles on site; set construction (if any); on site catering or other subcontractors (if any); synopsis of scene(s) to be shoot; contact person for this project; a Google map of the area where you wish to shoot. (*Basically, give us the Who?, What?, When?, Where?, Why? and How?.*)
2. You **must** provide a Certificate of Insurance (CoI). CoI requirements: Commercial General Liability: \$1,000,000 each occurrence; \$2,000,000 general aggregate; Certificate Holder: The County of Hudson, 567 Pavonia Avenue, Jersey City, New Jersey 07306. The following are to be named as additional insureds on the certificate: ***County of Hudson, the Board of County Commissioners and its employees, representatives and agents.***

The Certificate of Insurance **must** also evidence statutory **Workers' Compensation coverage** for the benefit of your employees. Workers Compensation Insurance requirements: Limits no less than \$100,000 for each incident/accident; \$100,000 E.L. Disease (each employee) and \$500,000 E.L. Disease (policy limit).

All subcontractors, such as caterers, **must** also **provide proof** of liability and Workers' Comp coverage as enumerated above.

3. You **must** sign a **Hold Harmless Agreement** protecting the *County of Hudson, the Board of County Commissioners and its employees, representatives and agents* from all liability as a result of any injury sustained while working on County property.

Due to the COVID-19 virus, you must adhere to any applicable New Jersey executive orders, CDC guidelines and N.J. Department of Health guidelines in all respects while on Hudson County property.

4. The **base fee** for use of Hudson County property is **\$2,000 per shooting day**, but that figure could be **more or less** depending on factors including the complexity of the production. The fee is to be negotiated by the parties; no fee for one (1) prep day; more than one prep day will be charged same as a shooting day; **check is to be made out to "Treasurer of the County of Hudson"; check is to be delivered to the address at the top of this document.**
5. You will be **responsible for cleaning the Hudson County property where you are filming and for returning it to the state before the shoot took place in a timely manner.** This includes, but is not limited to, picking up and congregating all trash and food waste; removing all equipment used for the shoot; removing any adhesives from floors, walls and any other place where the shoot takes place. **Failure to do so will result in a \$500 penalty fee assessed by the County.** Should any of the above occur, the County will document the infraction(s) photographically.
6. Off-duty Hudson County Sheriff's Officers and/or other County personnel may be required to be on location during all activity. If personnel are required, the County of Hudson will be reimbursed by the leasing company for all personnel costs. Decisions on whether sheriff's coverage is necessary are made by the Hudson County Sheriff's Office based on its expertise. **The minimum cost for a Sheriff's officer is \$72 per hour (day rate) or \$84 per hour (night/overnight rate) with a minimum of four (4) hours;**
7. A County of Hudson Film Permit and Licensing Agreement must be signed by the **County and company prior** to any activity, prep or shoot day;
8. **Some film permit requests may require a two week (10 business days) turnaround for County authorization. Any request for a permit four days or less from the shoot date will require a \$1,000 expedited permit fee on top of the negotiated permit fee.**
9. Student films produced for academic credit from an accredited film school shall have their permit fee waived. **Student productions must still fulfill the requirements enumerated in paragraphs 1. 2. and 3. above.**

If you have any questions contact Joe Waks at jwaks@hcnj.us or (201) 459-2070 during business hours, Monday to Friday, 9:00 a.m. to 5:00 p.m. Thank you.