



COUNTY OF HUDSON
OFFICE OF CULTURAL & HERITAGE AFFAIRS/
TOURISM DEVELOPMENT
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JERSEY CITY, NEW JERSEY 07306
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CRAIG GUY
COUNTY EXECUTIVE

GINA HULINGS
DIRECTOR

"NEW AND REVISED FACT SHEET" (2/2025)

**FILMMAKER'S CODE OF PROFESSIONAL RESPONSIBILITY
Film, Television, Print Location Requests on Hudson County Property**

A SIGNED COPY OF THIS FORM MUST ACCOMPANY LETTER OF INTENT

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 of 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 **\$2,500 per shooting day**, but that figure could be **more or less** depending on a number of 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. **Depending on Hudson County location**, Off-duty Hudson County Sherriff's or Corrections Officers or 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 county officer coverage is necessary are made by the Hudson County Sherriff's Office and the Hudson County Corrections & Rehabilitation Center based on their expertise at the specified locations.
The minimum cost for a Sheriff's Officer is \$66 per hour (day rate) or \$84 per hour (night/overnight rate) with a minimum of four (4) hours.
The minimum cost of a Correction's Officer is \$81 per hour (day rate) or \$81 per hour (night/overnight rate) with a minimum of (4) hours.
7. When filming on location at **Hudson County Corrections & Rehabilitation Center**, you **must** submit a "Master Attendee List" or manifest with legal names of all crew and cast members with dates each will be on location, and photo identification for background check at a **minimum of two weeks (10 business days) in advance of filming date**. Attendees must also submit photo identification upon arrival each day of film prep, shoot and wrap up.
8. 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.
9. Every member of the cast and crew must wear a production pass (badge) when on location during prep-day, shoot day, and wrap-day.
10. 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.**
11. 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 Rosa Mundell at rmundell@hcnj.us or (201) 459-2070 ext. 6412 during business hours, Monday to Friday, 9:00 a.m. to 5:00 p.m. Thank you.

Production companies are required to adhere to the aforementioned tenets while working on location in Hudson County, NJ. Producers of feature films and television programs are also requested to acknowledge the assistance of "Hudson County Office of Cultural & Heritage Affairs, Craig Guy, Hudson County Executive, and the Hudson County Board of Commissioners".

Print Producer's Name

Producer SIGN HERE

Date