

## New York State Parks Film Shoot Request Process

Permits may be required to film or photograph in state parks in the five boroughs of New York City. This includes student shoots, still photography, video, internet, television and films (shorts, independent, features, etc.). Current state parks in the New York City Region include Roberto Clemente in the Bronx, Marsha P. Johnson and Shirley Chisholm in Brooklyn, Denny Farrell Riverbank in Manhattan, Bayswater Point, FDR Four Freedoms and Gantry Plaza in Queens, and Clay Pit Ponds in Staten Island.

The application process for a permit is a two-step process.

1. **NYS Parks Film Shoot Request Form** - Review the attached form as the preliminary step to receive a permit. Please complete and submit the attached "NYS Parks Film Shoot Request Form" by email to [Lillian.lee@parks.ny.gov](mailto:Lillian.lee@parks.ny.gov), fax to 212-866-3186, or send to NYS Parks, 163 West 125<sup>th</sup> Street, 17<sup>th</sup> Floor, New York, NY 10027, Attn: Lillian Lee. If the request seems feasible for consideration, Parks will provide a permit application and a list of required supporting documents.
2. **Permit Application** - If the request seems feasible for consideration, the applicant will be required to submit a completed Permit Application form. There is a \$30 nonrefundable permit application fee, which will be required to accompany the Permit Application to continue the permitting process. Additional fees for park/location use, park staff overtime and/or state park police overtime, and security deposits will be determined upon receipt of the permit application package and site visit completion. Depending on the nature of the shoot, the following supporting documents may also be required:
  - A certificate of insurance (\$2 million in the aggregate for general liability coverage)
  - A detailed site plan
  - A copy of the script of the scene to be filmed or lyrics to be recorded
  - A walk-through with the respective park director to review filming logistics
  - Student shoots require additional documents from their school administration verifying their school status, as well as a copy of their current student ID.
  - Any other materials which may be required for the shoot

Please allow at least **five business days** for us to get back to you regarding whether or not this request is feasible for a permit. If so, we will email, fax or mail you a permit package. Allow at least **seven to ten business days** from your submission of the permit packet for final approval and grant of the permit to film. The more complex the shoot, the longer it may take for permit approval. Student shoots (allowed on weekdays between Monday and Thursday only), should reserve up to two weeks in advance for the permitting process.