

Town of Chester
203 Middlesex Avenue
Post Office Box 218
Chester Connecticut 06412-0218



telephone: 860-526-0013
facsimile: 860-526-0004
web page: chesterct.com
e-mail: info@chesterct.com

REQUIREMENTS FOR FILM PRODUCTION AND/OR RELATED ACTIVITIES

The utilization or obstruction in any form of any portion of the Town of Chester that is in the public domain requires the approval and authorization by various boards and commissions. These must be obtained in the proper sequence and within certain time frames if permission is to be granted.

1. Provide a written statement with the following information to the Board of Selectmen:
 - Company name, address, phone and facsimile numbers
 - Company key contacts
 - overall scope of the project
 - specific details on use of the municipality giving public areas to be impacted
 - dates and times to within 30 minutes

Your statement will be forwarded by the Selectman's Office to the Resident Trooper and the Board of Fire Commissioners.

2. You will be notified by the Selectman's Office as to the date of the Board of Selectmen's meeting at which your request will be part of the agenda. Depending on the timing of your submission, the meeting should be within two (2) weeks of your submission. The applicant must attend this meeting. The decision will be provided in writing to the applicant.

The Board of Selectmen will notify the Resident Trooper and the Board of Fire Commissioners of their decision. Assuming it to be the affirmative, you will be notified as to the date of their meetings, which you must attend. The timing of their meetings will be dependent upon the day of notification. Both Commissions require a minimum of ten (10) days between your meeting with them and the scheduled event. An outline of the requirements will be provided to the applicant in writing within 72 hours.

In summary, applicants should think in terms of four (4) to five (5) weeks from the date of the meeting with the Board of Selectmen to the date you plan your event. However, in advance of the Board of Selectmen's meeting, you must fulfill the requirements.

3. A "Statement of Understanding" will be signed by all who will be impacted directly and indirectly, including but not limited to: merchants, tenants, property owners, residents and business owners. The "Statement of Understanding" will include the written statement provided in item one (1). The signatures will signify that they have read and understood the statement. The "Statement of Understanding" will be submitted to the Board of Selectmen.

4. A bond and/or Certificate of Insurance naming the Town of Chester in an amount acceptable to the town's insurance agent will be provided prior to initiating any activities.

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5. Services for traffic control, police and fire (public safety personnel) will be compensated for by the applicant. The amount of personnel, the rate of compensation and the hours required will be determined by the agencies involved. Compensation will be provided to the public safety personnel directly.

6. A payment to the municipality for the use of the community will be required and the amount will be determined on an individual basis by the Board of Selectmen and other involved departments.

7. All of those parties impacted will, at the expense of the applicant, have a certified public accountant sum their receipts for the four similar periods of time preceding the event, average them and from that subtract the receipts from the period of activity for which the applicant has applied. The result is the amount of compensation to be provided by the applicant to each party impacted.

8. Any modification or special exception needed by the applicant for any reason after the above approvals will require proper authorization by the appropriate town departments(s). (i.e.: closure of road for longer than stated in application)

For further information:

Town of Chester - First Selectman

Post Office Box 218

Chester CT 06412-0218

860-526-0013 860-526-0004 facsimile

e-mail: info@chesterct.com

Middlesex County Chamber of Commerce

393 Main Street

Middletown CT 06457

860-347-6924

860-346-1043 facsimile

The Film Division of the Connecticut Commission on Culture & tourism

805 Brook Street, Building #4

Rocky Hill CT 06067

860-571-7130

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FILM PRODUCTION AGREEMENT

Applicant:

Contact:

Phone:

Date:

Times:

Location:

Notes on requirements (see attached listing for reference):

Both parties agree to the regulations and requirements of the Town of Chester as outlined in the "Film Production Agreement" and "Requirements for Film Production and/or Related Activities."

_____ signature _____ date

_____ typed name and position

_____ signature _____ date

Martin L. Heft, First Selectman