



FILMING PROTOCOL AT HHT PARTNER SITES

This document outlines the film shoot protocols and guidelines set forth by the NYC Department of Parks & Recreation (NYC Parks) and the Historic House Trust of New York City (HHT), based on the Mayor's Office of Media & Entertainment (MOME) guidelines for film crews. These guidelines have been set to maintain accessibility to the public with minimal impact to the park grounds and the historic house site. We ask that you please adhere to them and share them with your staff.

- Any use of NYC property requires a permit.
- In the case of film shoots, photoshoots, and related uses (such as staging or parking/shuttling) in NYC's parks, and its roads, paths, and facilities, interested parties must first request approval from NYC Parks.
- All film shoot requests are to be made through the NYC Parks Permit application process. There are no exceptions. Please refer all inquiries to the Parks Department website, <https://www.nycgovparks.org/permits/film-and-photo-guidelines>.
- Once the application is reviewed, NYC Parks and HHT will determine if the parameters are allowable and work with you to set-up a site meeting to determine if a film/photoshoot request can be executed safely and properly without damage to park property and with little or no disruption to public use.
- In general, NYC Parks does not allow staging or shuttling operations in the park unless the crew is filming within the Park's boundaries. Also, NYC Parks does not typically permit shoots during the busy seasons, generally from Memorial Day to Labor Day, or on weekends or holidays.
- Once a permit application is received for a film shoot, NYC Parks and HHT aims to respond and process each request within five business days, however this may vary pending staff and resource availability. NYC Parks will require a site visit.
- Upon receipt of final approval from NYC Parks, film shoot companies are then required to obtain a permit from the Mayor's Office of Media & Entertainment (MOME). We also must ensure they have the proper insurance and all additionally insured parties are written into the certificate.