

	Administrative Protocol Commercial Filming	Effective Date: 11/29/2012 Revision Date: 9/21/2018
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Introduction

Any commercial filming conducted within the corporate boundaries of the Village of Lincolnwood must be approved by the Village Manager prior to the commencement of filming. Additionally, the Village Manager may, from time to time, authorize the use of any Village owned public property, right-of-way, equipment, building, or personnel for commercial uses in the filming or taping of movies, TV programs, commercials or training films and related activities. In conjunction with these uses, the Village Manager may, in the interest of the public, require that any or all of the following conditions be met as a prerequisite to that use:

I. Application

Any commercial producer who desires to undertake a commercial film production within the Village of Lincolnwood will be required to submit a written application with the Village Manager's Office a minimum of 14 days in advance of the desired production date. A copy of the written application is attached and when submitted, must be accompanied by a \$100 fee.

II. Certificate of Insurance

The producer shall supply a certificate of insurance, naming the Village of Lincolnwood as an additional insured, in the amount of \$1,000,000 general liability; bodily injury, property damage and automobile liability. The producer shall also provide the appropriate worker's compensation and employer's liability insurance.

III. Hold Harmless Agreement

The producer shall sign a hold harmless agreement with the Village of Lincolnwood holding the Village of Lincolnwood harmless from any claim that may arise from the production company's use of designated public property, right-of-way, or equipment in conjunction with the permitted use.

IV. Cost of Repair

The producer agrees to inform the Village of any damage to public or private property as a result of its production activities in Lincolnwood and agrees to pay in full the costs of repair for said damage.

V. Use of Village Personnel or Resources

If the use of Village personnel or resources is required in conjunction with any commercial filming authorized by permit, the Village Manager or his/her designee shall submit to the applicant an invoice detailing any and all charges for such use within 30 days of receipt of such invoice.

VI. Use of Village Facilities, Properties, or Right of Ways

If deemed necessary by the Village Manager, the producer agrees to reimburse the Village for the nuisance caused the public when using public facilities, property, or right-of-way at the following rates:

A. Total or disruptive use (regular operating hours) of a public building \$1,500 per day;

- B. Partial non-disruptive use of a public building \$750 per day;
 - C. Total closure of a public street or right-of-way \$150 per hour;
 - D. Partial closure of a public street or right-of-way \$75 per hour;
 - E. Rental and labor costs associated with placing appropriate traffic control equipment at the location.
- Any use of Village personnel will include a 5% surcharge based on the employee's rate of pay.

VII. Acquisition of Appropriate Permits and Permission from Affected Parties

The producer agrees to obtain, at his or her own expense, applicable permits from other governmental jurisdictions affected by the production or written permission from private citizens or businesses affected by the production. A copy of all applicable permits and permission letters shall accompany the attached application.

VIII. Notification of Neighbors; Right to Object.

The permit application shall be accompanied by proof that the applicant has notified all owners of record and occupants of all property owners adjacent to the affected areas. The notice shall be delivered personally. The notice shall contain a written description of the proposed film production, including the proposed production schedule and the type of film production activities and film production equipment the applicant proposes to use. The notice shall clearly state that the owner of record and the property's occupants have a right to object to the application, in writing, to the Village Manager within five (5) calendar days from receipt of the notice. The notice shall also clearly state that the film production at any proposed location will be permitted only with the approval of the Village Manager unless the Village receives written objections to the film production from the owners or occupants of properties located within the specified area of the proposed film production location.

Affected areas shall include the blocks that are impacted by the commercial filming through the total closure or partial closure of a public street or right of way along with a block in each direction from the affected area. For example, if filming were to occur on the 6500 block of Knox Avenue that required no parking on the 6500 and 6600 blocks of Knox then the following would be considered the affected area needing to be notified:

- 6400, 6500, 6600, and 6700 blocks of Knox
- One block east and west of Knox on the 4600 blocks of North Shore, Albion, and Arthur Avenues

This structure is to ensure that the blocks immediately impacted by the proposed filming will be notified and given an opportunity to opine on their concerns, if any.

IX. Approval Agreement

Upon favorable consideration of the producer's application, the producer shall enter into an agreement with the Village drafted by the Village Attorney containing some or all of these provisions, and other provisions deemed necessary, to be signed by the Village Manager or his designee prior to any production activity taking place.

Attachment: Commercial Filming Application



Village of Lincolnwood
Village Manager's Office
6900 North Lincoln Avenue
Lincolnwood, IL 60712
847-673-1540
www.lincolnwoodil.org

Commercial Filming Application

Any producer who desires to undertake a film or tape production within the Village of Lincolnwood will be required to submit a written application to the Village Manager's Office a minimum of 10 days in advance of the production date. Applications must be accompanied by a \$100 non-refundable fee.

Name of Production Company	
Address, City, State, and Zip Code	Email Address
Telephone Number	Fax Number
Project Producer	Telephone Number
Director	Telephone Number
Location Manager	Telephone Number
Type of Production (commercial, feature film, film scene, training film, other)	
Date(s) of Production	Time(s) of Production
Proposed Location(s) of Production	

Please submit the following requirements with this application:

- Complete production schedule including times and dates
- General description of script or content of the production and action sequence
- Anticipated need of Village personnel, equipment, property, security or right-of-way
- Certificate of insurance naming the Village of Lincolnwood an additional insured in the amount of \$1,000,000 general aggregate
- Hold Harmless Agreement
- Copies of letters or permits granting permission for use of private property
- Proof that notice has been provided to property owners within the Affected Area as defined by the Village
- Other information as deemed necessary

This is only an application and does not constitute permission for the above activities. A final agreement must be signed by the Village and producer before filming is allowed to begin.