



United City of Yorkville

651 Prairie Pointe Drive

Yorkville, Illinois 60560

Telephone: 630-553-4350

Fax: 630-553-7575

Application for Commercial Film Permit

Title of Commercial/Film/Photo Shoot: _____

Type of production: Commercial Feature Film TV Training Film

Public Service Other

Contacts

Production Office: Name: _____

Address: _____

Phone: _____ Email: _____

Producer: Name: _____

Address: _____

Phone: _____ Email: _____

Location Manager: Name: _____

Address: _____

Phone: _____ Email: _____

Illinois Film Office Representative: _____

Production location and schedule (give dates and times and rain dates. Hours should include set-up and restoration):

Number of persons involved with the production, including cast and crew: _____

Anticipated need of City personnel, equipment or property: _____

Describe any areas in which public access will be restricted during production: _____

Describe alterations to property: _____

Synopsis of script and content of production: _____

Number and type of production vehicles to be used and location where vehicle will be parked: _____

Location where crew will be fed, if not a production location: _____

Hold Harmless Agreement

I certify that I represent the firm which will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the United City of Yorkville, and that I and my firm will indemnify and hold harmless the United City of Yorkville for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

Signed: _____

Title: _____

Date: _____

I have read, understand, and agree to abide by the terms and conditions outlined in the direction and this application.

Application completed by:

Name/Title: _____

Date: _____

Signature of Authorized Agent

Name: _____

Title: _____

Date: _____

----City Use----

Received: Date: _____ Fee Paid: _____

By: _____

APPROVED:

City Administrator

Date



United City of Yorkville

PROCEDURES AND STANDARDS FOR COMMERCIAL FILMING AND TAPING

The following guidelines establish the required procedures and standards for use of City streets, rights-of-way, and public buildings, and for use of City equipment and personnel, for the filming or taping of movies, television programs, commercials, or training films, and for related activities.

The City Administrator may authorize the use of any street, right-of-way, or public building, or the use of any City equipment or personnel, for the filming or taping of movies, television programs, commercials, or training films, or for related activities. The City Administrator may require compliance with any or all of the standards, and payment of the fees, specified herein as conditions on such authorization.

The following standards shall apply to filming and taping, as required by the City Administrator:

I. NOTICE TO AFFECTED PROPERTY OWNERS

Prior to any authorization hereunder for any filming or taping, the applicant shall notify all property owners in the affected neighborhood, as defined by the City Administrator but including at least all properties within 250 feet of each filming or taping location, about the filming or taping. The notice shall include a short description of the proposed project and the filming or taping schedule. The applicant shall file with the City a report noting any reaction received from any property owner and the addresses and telephone numbers of all property owners notified. Such report shall be delivered to the office of the City Administrator prior to any authorization hereunder for any filming or taping. No filming or taping shall be allowed in any location where more than one-third of the property owners within the affected neighborhood file written objections to such filming or taping with the City Administrator within five days after receipt of the notice provided hereunder.

II. CITY CONTROL

The City shall have, and every applicant hereunder shall acknowledge that the City has full control over the use of City streets and public buildings in the City.

III. RIGHT TO PROHIBIT OR HALT

The City Administrator shall have, and the City reserves, the right to prohibit all filming or to halt any filming in progress if such filming is determined by the City Administrator in his or her sole discretion to pose a threat to the public health, safety, or welfare.

IV. INSPECTIONS

The City Administrator may require, and every applicant hereunder shall agree to allow, appropriate City officials to inspect any structure or device or equipment used in connection with any filming or taping.

V. HOURS; LOCATION

The City Administrator may prescribe such rules, as he or she deems appropriate and necessary regulating the hours of filming and taping and the general locations of the filming and taping. No filming or taping shall be undertaken between 8:00 p.m. and 8:30 a.m. except with the prior approval of the City Administrator.

VI. SPECIFIC PERIODS

Every authorization granted pursuant to these guidelines shall be for specific dates and time periods established by the City Administrator. No filming or taping shall exceed 6 productions or 10 production days, whichever is less, in any one location in any calendar year, except with the prior approval of the City Administrator.

VII. REPORT ON VEHICLES AND EQUIPMENT

The applicant shall provide a report listing the number of vehicles and types of equipment to be used during the filming or taping, including the proposed hours of use and proposed parking locations. All such parking locations shall be reviewed and approved by the City Administrator prior to their use.

VIII. APPLICATION FEE

Every applicant hereunder shall sign the application form provided by the City and submit it to the City, together with a \$25 nonrefundable application fee, at least one week in advance of the desired date for commencement of any filming or taping. The City Administrator may waive this fee for non-profit organizations.

The City will require the filming company to pay a per week administrative/public land use fee of \$100.00. The fee will be paid in advance in an amount equal to 200% of the company's projected timetable for working in Yorkville. Upon completion of the filming, the balance of the unused fee will be returned. Payment must be made by check that will be cashed and cleared before filming begins.

IX. USE OF CITY EQUIPMENT AND PERSONNEL

The applicant will agree to pay for the costs of any Police, Public Works, or other City personnel assigned to the project (whether specifically requested by the producer or not). Remuneration rates for the use of City equipment, including Police squad cars, will be established based on the attached fee schedule. The applicant will agree to pay in full, promptly upon receipt of an invoice, the charges incurred.

The Police Chief has the authority to require additional police coverage if it is determined to be in the best interest for public safety. Off-duty police officers are to be paid one and one-half their hourly rate based on their rank.

X. USE OF CITY PROPERTY

The City Administrator may authorize the use of any street, right-of-way, or public building, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the City Administrator may require that any or all of the conditions and/or renumeration as specified on the application be met as a prerequisite to that use.

Depending upon the extent of the use of City property, the producer agrees to reimburse the City for inconveniences when using public property. Following is the rate schedule:

- A. Total or disruptive use (regular operating hours)
 - a. \$500 per day of a public building:
- B. Partial non-disruptive use of a public building
 - a. \$250 per day
- C. Total closure of public street or right-of-way
 - a. \$50 per hour
- D. Partial closure or obstruction of public street
 - a. \$25 per hour or right-of-way:
- E. On-site City Police or Community Service
 - a. \$50 per hour per officer
- F. Squad Car
 - a. \$100 per day for traffic control (not picture)
- G. Posting of "No Parking" signs
 - a. No charge
- H. Barricades
 - a. \$5 per day per barricade
- I. Other City vehicles (street sweepers, maintenance vehicles, etc.)
 - a. \$100 per day per vehicle, subject to availability

The applicant agrees that the City of Yorkville shall have full control over the use of the public streets and buildings of the City while being used, as well as control over the hours of production and the general location of the production. The City reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be hazardous to the public health, safety and welfare.

XI. CERTIFICATE OF INSURANCE

The producer shall attach a certificate of insurance, naming the City of Yorkville as an additional insured. Minimum General Aggregate shall be no less than \$2,000,000, business automobile liability (if applicable) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. The producer shall also attach proof that the appropriate worker's compensation and employer's liability insurance have been provided for the employees of the filming company.

XII. HOLD HARMLESS AGREEMENT

The producer shall sign the following hold harmless agreement with the City of Yorkville holding the City harmless from any claims that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use.

I certify that I represent the firm that will be performing the filming/taping at the locations specified on the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the City of Yorkville, and that I and my firm will indemnify and hold harmless the City of Yorkville for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

The applicant shall comply with all of the procedures and standards established in the City’s Guidelines for Filming, as interpreted and applied by the City Administrator.

Without limiting the foregoing, the applicant shall pay all fees assessed by the City Administrator pursuant to the Guidelines and shall reimburse the City for all costs and expenses incurred by the City related to any filming or taping activity undertaken by the applicant. The producer or representative shall sign this application and shall submit it to the City Administrator or his designee, for consideration prior to any production activity taking place. The City Administrator or his designee shall sign this application only on favorable consideration of the terms herein. If approval is given, a signed copy will be given to the producer or representative.

I have read, understand, and agree to abide by the terms and conditions outlined in this procedures and standards policy, and acknowledge this by my initialing each section below:

- I. Notice to Affected Property Owners
- II. City Control
- III. Right to Prohibit or Halt
- IV. Inspections
- V. Hours; Location
- VI. Specific Periods
- VII. Report on Vehicles and Equipment
- VIII. Application Fee
- IX. Use of City Equipment and Personnel
- X. Use of City Property
- XI. Certificate of Insurance
- XII. Hold Harmless Agreement

I, _____, (authorized agent of the applicant) have read and agree to adhere to these sections of the attached Procedures and Standards for Commercial Filming and Taping agreement, with the exception of any noted modifications approved by the City Administrator (listed below). I also understand that the flow of traffic will not be impeded upon during peak travel times (rush hour) by any actions associated with the filming process. These peak travel times include but are not limited to 6:30 a.m. to 8:30 a.m. and 4:30 p.m. to 6:00 p.m. every weekday. It will be at the City Police Officer’s discretion, during these and other times, to allow for reasonable accommodations for the filming crew.

APPROVED EXCEPTIONS/MODIFICATIONS:

1. Section V. HOURS; LOCATION –

(a) Applicant will be permitted to start work no earlier than TIME a.m. on any weekday and TIME a.m. on any weekend in the residential areas surrounding the property referred to as NAME.

(b) Applicant will be permitted to start work no earlier than TIME a.m. on any weekday or TIME a.m. on any weekend in the areas surrounding the properties on NAME.

2. Section IX. USE OF CITY EQUIPMENT AND PERSONNEL –

City will provide, at no cost to the applicant, at least one on-site Community Service Officer during the film work times (TIME - TIME). However, if these times of work are significantly altered, then it is at the City's discretion to add additional Officers (cost to be borne by applicant) at the prescribed rates noted in the Yorkville Procedures and Standards.

Application completed by: Name/Title: _____ Date: _____

Signature of Authorized Agent: Name: _____ Title: _____

----City Use----

Received Date: _____ By: _____

APPROVED:

Dates of work: _____

City Administrator

Date

**SAMPLE LEAFLET
(on company letterhead)**

November 5, 2010

Dear Neighbors and Businesses:

Lansford Productions is currently preparing to film scenes in your neighborhood for the upcoming television series, **“The Life and Times of Ed Balfour”**. The production company will be shooting two exterior scenes at **110 E. Main Street**.

We are scheduled to film **on Monday, November 11th**. Besides the filming date, we will be in your neighborhood to prep and set dress the house. This will take place on November 8th through the 10th. We are working with the United City of Yorkville Public Works and Police Departments to permit and clear the streets around this location.

There will be “No Parking” signs in effect from 3 am – 7 pm Monday, November 11th, and will be posted in the following areas:

**Both sides of E Main St from State St to Bruell St
Both sides of Bruell St from E Main to Adrian St**

On November 8th – 10th, we will have the 4 spaces in front of 110 E Main St posted for the set dressing trucks.

We understand that this may cause an inconvenience, but we appreciate your cooperation. If you have any special needs or concerns, please do not hesitate to call us at **630-555- 5555**.

Thank you for your time and cooperation.

Sincerely,
Carl Lansford
Location Manager
630-555-5555

**** All leaflets should be dated, on company letterhead and include the following:**

**Name of project
Location of filming
Prep/filming/wrap dates
Times/streets to be posted
Production company phone number and contact names**