

Filming Application

Village of Wilmette

Wilmette, Illinois

A filming temporary use permit is required for all film production, defined as: any and all activities relating to the process of recording live action on film, magnetic tape, or any other medium for later commercial sale, use, or distribution as a movie, advertising commercial, video, film, or program, including the activities related to the mobilization, set-up, operation, dismantling, or storage of film production equipment, and site repair/restoration activities, as well as the gathering of persons related to the film production. **No filming permit is required for recording of news events or news features or filming for personal use such as weddings, reunions and parties.**

Permit Application Requirements

Applications must be filed a **MINIMUM of ten (10) business days**, excluding holidays, in advance of the proposed start of film production. No applications will be accepted for processing that are received less than the required ten (10) business days or, that fail to include all attachments required for application.

- \$75 non-refundable application processing fee
- Signed and notarized filming permit application form
- Certificate of Insurance (\$5,000,000.00 general liability)
- Indemnification and Hold Harmless Agreement
- Property Owner Approval Form
- Village of Wilmette Affidavit of Neighborhood Notice (submitted after delivery of notice)

Neighborhood Notice

Upon receiving the completed application for filming and confirming a minimum 10-day notice, Village staff will prepare a notice, to be distributed by the applicant, to property owners and/or occupants of the properties within a 500 foot radius of each separate proposed filming location. The Village reserves the right to require a greater area of notification, if warranted by the size or impact of the proposed film production. The neighborhood notice shall contain a written description of the proposed film location (s), including the proposed production schedule, type of film production activities and film production equipment to be used, and requested street closures and/or parking restrictions. Notice must be either hand delivered, or sent by first class mail, by the applicant, with service being deemed as of the day the notice is postmarked. **The applicant must submit to the Village of Wilmette a signed affidavit stating that written notice (provided by Village staff) has been given to all owners of record and/or occupants of all property situated within a five hundred (500) foot radius of each separate proposed film production location.**

Objections

Those owners or occupants entitled to notice under the ordinance shall have five (5) days from the date of service within which to submit to the Village, in writing, any objections to the proposed film production.

Permit Decisions

Permit applications for film production that will last (5) five days or less shall be evaluated by the Director of Community Development, who shall have the discretion to either deny or grant the permit, with or without additional conditions. If the Director of Community Development determines that the circumstances of the proposed film production warrant consideration by the Village Board of Trustees, then the Director of Community Development may prepare a report along with recommendations and refer the matter to the Village Board of Trustees for its decision. The Village Board shall have the discretion to either deny or grant the permit, with or without additional conditions. **All applications for film production lasting more than (5) days will automatically be referred to the Village Board of Trustees.**

Permit Fees

- | | |
|---|--|
| 1. Filming for (5) five days or less | \$325 |
| 2. Filming for more than (5) five days | \$550 |
| 3. Costs for use of Village personnel | 1.5 times the hourly pay rate for each Village employee, plus \$5.00/ hour |
| 4. Costs for total closure of public rights-of-way (including streets sidewalks and alleys) | \$75.00/hr. per block |
| 5. Costs for partial closure of public rights-of-way (including street, sidewalks and alleys) | \$50.00/hr. per block |
| 6. Public property escrow | \$1,000.00 |

The Village Manager shall have the discretion to waive the permit fees for film production that is to be conducted by students or not-for-profit organizations.

Permit Conditions

A. Film production, including setup and restoration, shall occur only between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and from 9:00 a.m. and 6:00 p.m. Saturday, Sunday and holidays. The Village Manager shall have the authority and discretion to allow film production to occur at times other than those stated herein.

B. The Village of Wilmette shall have the right, but not obligation, to inspect all structures, devices and/or film production equipment.

C. Permittee shall comply with any order deemed necessary by the Wilmette Police Department or Wilmette Fire Department for emergency access to provide for the protection of

the public health, safety, or welfare.

D. Permittee shall restore any public property used during film production to the condition it was in prior to the initiation of film production. Upon receipt of the invoice, Permittee shall pay in full promptly, the cost of repair for any and all damage to public property arising out of, or related to, the film production.

Use of Village Personnel and/or Village Equipment

The Permittee agrees to pay for the costs of any police, public works, fire or other Village personnel assigned to the project (whether or not specifically requested by the Permittee). Remuneration rates for the use of any Village equipment will be established on a case-by-case basis.

Please contact the Police Department directly, to hire an off-duty police officer.

Permit Expiration

Film production permits shall be valid only for the time stated in the permit. Upon written request by the Permittee, the Village shall have the discretion to extend the time period. Any extension may require additional neighborhood notice or other conditions deemed appropriate.

Permit Violations, Revocations and Penalties

Upon any violation of any permit term or condition, or any other village ordinance or state law, any permit may be revoked by the Village of Wilmette. Such revocation may be in addition to any citation issued or fine imposed for any such violation. Any person who violates a provision of the ordinance, or makes a false statement in obtaining a permit, or who violates a condition of the permit may be subject to a fine of not less than \$150.00, but not more than \$1,000.00. Each act of violation and each day on which a violation occurs shall constitute a separate offense.

APPLICATION FOR FILM PRODUCTION
IN THE VILLAGE OF WILMETTE
WILMETTE, ILLINOIS

Date: _____

Title of commercial or program: _____

Name of Local Production Office: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____ Fax: _____

Name of Producer: _____

Phone: _____

Name of Production Manager: _____

Phone: _____

Name of Location Manager: _____

Phone: _____ Email: _____ Fax: _____

Name of Illinois Film Office Representative: _____

Type of Production:

- | | | | |
|---------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Training Film | <input type="checkbox"/> Public Service | <input type="checkbox"/> Other |
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Still Photo | <input type="checkbox"/> Television | _____ |

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

Production Schedule (give dates and times): _____

- Hours of production shall include the necessary time for set-up of production and restoration.
- Allowances for weather or other conditions beyond producer's control will be made after consultation with the Village Manager's Office.

Description of scenes to be filmed: _____

Please provide a synopsis of the script or content of production: _____

Number and type of production vehicles: _____

Location where vehicles will park: _____

Please identify any assembly or staging areas required for equipment or personnel for site preparation or production: _____

Indicate the location where the crew will be fed if it is not at the production location:

Anticipated need of Village personnel, equipment, or property: _____

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

Describe any alterations to property (Note: the Village of Wilmette requires all property to be restored to its original condition immediately upon completion of production: _____

Miscellaneous information: _____

Certificate of Insurance Attached: Yes No

Hold Harmless Agreement

I certify that I represent the firm that will be performing the filming/taping at the location(s) specified on this permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the Village of Wilmette, and that I and my firm will indemnify and hold harmless the Village of Wilmette 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 cover directive and application:

Signature

Approved: _____

(Please Print Name)

Title

Village Manager

Director of Community Development Dept.

Date

Date

You may contact the Community Development Department at (847) 853-7529.

Please return this application to:

Wilmette Community Development Department
1200 Wilmette Avenue
Wilmette, IL 60091
Fax (847) 853-7701
comdev@wilmette.com

Approval of Property Owners

LOCATION 1: _____

Address of production: _____

Name of property owner: _____

Signature of property owner: _____

LOCATION 2: _____

Address of production: _____

Name of property owner: _____

Signature of property owner: _____

LOCATION 3: _____

Address of production: _____

Name of property owner: _____

Signature of property owner: _____