

# FILM PERMIT APPLICATION

DATE APPLICATION RECEIVED: \_\_\_\_\_

In order for the application to be processed, a non-refundable \$10 fee receipt must be attached.

Film Title: \_\_\_\_\_

Film Sponsor: \_\_\_\_\_

Film Sponsor's Primary Event Contact: \_\_\_\_\_  
(Last) (First)

Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

On Site Phone During Event: \_\_\_\_\_ Email: \_\_\_\_\_

Film Sponsor's Secondary Event Contact: \_\_\_\_\_  
(Last) (First)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## SUMMARY OF FILM

Film Description: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Film Details (please include a map if necessary):

(Location) (Date) (Beginning Time) (Ending Time)

(Location) (Date) (Beginning Time) (Ending Time)

(Location) (Date) (Beginning Time) (Ending Time)

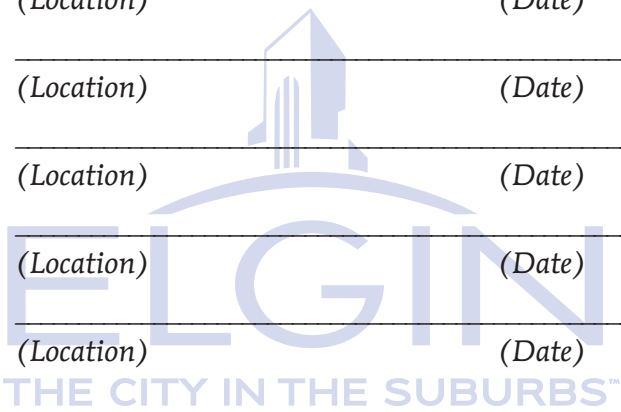
(Location) (Date) (Beginning Time) (Ending Time)

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(Location) (Date) (Beginning Time) (Ending Time)



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For any inquiries on this portion of the application, please refer back to the General Information portion of the Special Events Planning Guide.

### COMMUNITY DEVELOPMENT

Do you plan on using a tent(s) at your film location? Yes      No

\*\*\*If so please attach the Tent/Sign application and answer the following:

- Did you read the Tent Requirements in the General Information Section? Yes      No
- Do you plan on having a fire extinguisher for every tent structure? Yes      No

### FIRE DEPARTMENT

Do you plan on having fireworks/pyrotechnics at your film location? Yes      No

\*\*\*If so, additional paperwork is required. Please contact (847) 931-6190

Do you have a first aid area? Yes      No

### LAND MANAGEMENT DEPARTMENT

Do you need a water hook-up at your film location? (This does not include a hose) Yes      No

• If so, please indicate what it will be used for: \_\_\_\_\_

Do you plan on needing electric at your film location? Yes      No

• If so, please indicate the following:

What it will be used for: \_\_\_\_\_

Power Needs: \_\_\_\_\_

Do you plan on using a generator at your film location? Yes      No

• If so, please indicate what kind and from what supplier: \_\_\_\_\_

### Parks and Recreation Department

Do you want to hold your film on city property? Yes      No

The sponsor must provide the department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.



**FILM PERMIT APPLICATION**

**POLICE DEPARTMENT**

Do you plan on having music/amplification at your film location? Yes No  
 • If so, did you read the sound requirements in the general information section? Yes No  
 Do you plan on serving alcohol? Yes No  
**\*\*\* If so please attach the Liquor License application. To obtain a Liquor License, please contact the City Clerk's Office at (847) 931-5660 at least 60 days prior to the film.**  
 Do you plan on hiring outside security? Yes No  
**\*\*\* If so please indicate the security company name: \_\_\_\_\_**  
**\*\*\* If so, please specify how many and at what locations: \_\_\_\_\_**  
 Do you plan on requiring a minimum ticket purchase at the entry points in order to enter the film location grounds? Yes No  
**\*\*\* If so, what is the amount and is it per person or per family? \_\_\_\_\_**  
 Do you plan on city street or parking lot closures? Yes No  
**\*\*\* If so please attach the Street/Parking Lot Closure application.**  
  
**\*\*\* Any City Street/City Parking lot Closure will only be approved if notices to the residents and businesses are sent, a press release is sent to the media, and signs to the public are posted. Please attach a sample of each to the Street/Parking Lot Closure application.**

**PUBLIC WORKS DEPARTMENT**

Do you plan on having portable restrooms and sinks at your film location? Yes No  
**\*\*\*If so, please indicate the number of each:**  
 Regular Port-o-lets: \_\_\_\_\_ Handicapped Port-o-lets: \_\_\_\_\_ Hand Washing Sinks: \_\_\_\_\_  
 Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Scheduled Delivery Date: \_\_\_\_\_ Scheduled Pick-up Date: \_\_\_\_\_  
 Do you plan on having fencing and/or barricades at your film location? Yes No  
 Who is your fencing supplier? \_\_\_\_\_  
*(please refer to the general information guide for all fencing requirements)*  
**\*\*\* If this is on city property, please initial that someone from the event sponsor's organization will be there when fencing is dropped off, set up, and picked up. \_\_\_\_\_**

Please sign below stating that all of the above referenced City ordinances and policies have been read, agreed to, and will be followed by the film sponsor in accordance with the proposed special event.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(without a proper signature the application is incomplete and will not be considered)*

