





847-931-6770 

specialevents@cityofelgin.org 

cityofelgin.org/specialeventspermit 

150 Dexter Court, Elgin, IL, 60120 

F I L M P E R M I T A P P L I C A T I O N

If you intend to do any sort of filming on public property, this application is for you.

WHAT YOU SHOULD KNOW

- ▶ Your permit fee and any additional charges will be determined after submission of all documentation.
- ▶ Additional permit applications and documentation may be required.
- ▶ Additional documents that you will need to submit with your application:
 - ▶ Certificate of Insurance
 - ▶ Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
 - ▶ A sample press release and notice to residents/businesses.
- ▶ Completed application must be submitted to the Special Event Coordinator no less than 30 days before your event. Submission of an application does not guarantee approval.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall Attn: Special Events, 150

APPLICANT INFORMATION

This will be our city staff's contact person during the application process, and where all correspondence will be sent during this permit process.

PRIMARY CONTACT FULL NAME

PRIMARY CONTACT PHONE NUMBER

ADDRESS (STREET, CITY, STATE, ZIP)

ONSITE PHONE DURING FILMING EVENT

PRIMARY CONTACT EMAIL ADDRESS

SECONDARY CONTACT EMAIL ADDRESS

SECONDARY CONTACT FULL NAME

SECONDARY CONTACT PHONE NUMBER

F I L M S U M M A R Y

FILM TITLE

FILM SPONSOR

FILM DESCRIPTION

FILM DETAILS *Please include a map if necessary.*

LOCATION	DATE	BEGINNING TIME	ENDING TIME
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LOCATION	DATE	BEGINNING TIME	ENDING TIME
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LOCATION	DATE	BEGINNING TIME	ENDING TIME
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LOCATION	DATE	BEGINNING TIME	ENDING TIME
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P O L I C E D E P A R T M E N T

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR FILM LOCATION? Yes No

If so, did you read the sound requirements in the additional requirements section? Yes No

DO YOU PLAN ON HIRING OUTSIDE SECURITY? Yes No

SECURITY COMPANY NAME

AMOUNT OF HIRED SECURITY

POSTED LOCATIONS FOR SECURITY

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.

COMMUNITY DEVELOPMENT

DO YOU PLAN ON USING TENTS OVER 10'X10' AT YOUR FILMING LOCATION?

Yes

No

If so, If so please attach the Tent Permit 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 OVER 700 SQ FEET?

Yes

No

LAND MANAGEMENT DEPARTMENT

DO YOU NEED A WATER HOOKUP AT YOUR FILM LOCATION?

Yes

No

Describe your water hook-up needs below. Note: This does not include a hose. Any event sponsor who needs a water hook-up must arrange for one at least 30 days in advance of the event. Water meters must be rented from the water dept.

DO YOU PLAN ON USING ELECTRIC AT YOUR FILM LOCATION?

Yes

No

If so, please indicate what it will be used for, and your power needs:

DO YOU PLAN ON USING A GENERATOR AT YOUR FILM LOCATION?

Yes

No

If so, please indicate what kind and what supplier:

ADDITIONAL REQUIREMENTS

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.

PUBLIC WORKS DEPARTMENT

DO YOU PLAN ON HAVING PORTABLE RESTROOMS AND SINKS AT YOUR EVENT?

Yes

No

If so, please indicate number of each and provider information:

REGULAR PORT-O-LETS

ACCESSIBLE PORT-O-LETS

HAND WASHING SINKS

SERVICE PROVIDER

SERVICE PROVIDER PHONE NUMBER

DELIVERY DATE

PICK-UP DATE

DO YOU PLAN ON PROVIDING (A) DUMPSTER(S)?

Yes

No

NUMBER OF DUMPSTERS

SIZE OF DUMPSTERS

DELIVERY DATE

PICK-UP DATE

SERVICE PROVIDER

PHONE NUMBER

LOCATION(S) OF DUMPSTERS

If this is on city property, please initial that someone from the event sponsor's organization will be there when dumpster(s) are dropped off, set up, and picked up. _____

FENCING SUPPLIER COMPANY NAME

Fencing is required at the cost of the sponsor for security purposes based on traffic patterns, site location, past history and general safety unless authorized by the Chief of Police.

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. _____

APPLICANT SIGNATURE

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.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)