



COMMERCIAL FILMING PERMIT GUIDELINES

Any Producer who expresses interest in completing a commercial filming project is required to attend a pre-application meeting with the City of Lake Forest **25 business days** prior to the start date of the proposed project. The application is due approximately **15 business days** prior to the start date of the project, accompanied by the application fee cost and permit fee associated with the classification of filming, specified in this application.

- CERTIFICATE OF INSURANCE** - Required in the minimum general aggregate amount of \$1,000,000 including: Bodily injury and property damage with a \$5 million umbrella and Automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage, naming the City of Lake Forest as an additional insured.
- SITE PLAN** – Full site plan reflecting ALL proposed areas of use including, but not limited to filming location, parking, staging and support services.
- STREET CLOSURE REQUESTS** – Required at time of application. Proposed closure(s) require review and approval of City Staff, and in some instances, may require City Council approval.
- PARKING PLAN** - Should be included in the application and is subject to modification, pending review and approval of City. This also includes a List of all equipment and vehicles proposed for use on the filming site or at staging areas including, but not limited to, light poles, power generators, trailers, trucks and props. Details must be provided on the number and size of each piece of equipment and each vehicle.
- PRODUCTION SCHEDULE** – This includes but is not limited to all set-up activity dates and times, filming dates and times, and any time period for clean up or restoration efforts.
- ADDITIONAL STAFF** - List of total people involved in filming activities, including, but not limited to, all production crew members, staff and filming subjects. Information shall be provided to detail where the parties will be staged, how they will be transported and the location of activities.
- LIST OF REQUESTED CITY SUPPORT** - This includes any usage of facilities, equipment, rights-of-way and personnel. Description of areas public property proposed for use and details of proposed restrictions to public use and the duration of proposed impacts.
- ADDITIONAL INFORMATION REQUESTED BY THE CITY** - Any and all other materials that may be deemed necessary by the City in order to fully understand and further evaluate the filming approval request such as a written notification addressing neighborhoods impacted by filming, as well as additional properties.



Type of Filming Permits and Fees

- **Class A Filming Permit** - Defined as any commercial filming activity that requires any one of the following: (1) the complete closure of a public road or pedestrian walkway for any period of time; (2) City personnel support in excess of twelve (12) hours; or (3) disruption or interruption of public use of a public building, property or facility during regular operating hours.
 - \$150 non-refundable application fee
 - \$475 permit fee
 - \$1,000 refundable security deposit
 - Certificate of Insurance \$1,000,000 general aggregate, naming The City of Lake Forest as additional insured
- **Class B Filming Permit** - Defined as any commercial filming activity that requires any one of the following: (1) the partial closure of a public road or pedestrian walkway, where public use is restricted, but not completely obstructed, for any period of time; (2) partial use of a public building, property or facility that does not require a closure to the public; or (3) City personnel support of twelve (12) hours or less.
 - \$100 non-refundable application fee
 - \$375 permit fee
 - \$500 refundable security deposit
 - Certificate of Insurance \$1,000,000 general aggregate, naming The City of Lake Forest as additional insured
- **Class C Filming Permit** - Defined as any commercial filming activity that (1) does not require the closure or limitation on the use of any public roads, pedestrian walkways, or use of public property, facilities and/or buildings; and (2) does not require the use of any City personnel or services.
 - \$50 non-refundable application fee
 - \$125 permit fee
 - Certificate of Insurance \$1,000,000 general aggregate, naming The City of Lake Forest as additional insured

Cancellation Policy - Cancellations occurring on or before the film date will charged as follows:

- Five or more business days – No Penalty
- Three or four business days – 50% of the agreed upon cost of permits and personnel
- Less than three business days –100% of the agreed upon cost of permits and personnel



Fees for Use of City Facilities, Properties, Rights-of-Way

- Prior to the issuance of a permit authorizing a filming activity that will utilize one or more City facilities, properties or rights-of-way fees for use shall be paid in an amount as established in the Fee Schedule as approved by the City Council on an annual basis.

Additional Personnel

- At the City Manager's discretion, additional City personnel may be required for public safety or to mitigate congestion or neighborhood impacts resulting from the filming activity. If additional city personnel is requested, Police presence requires a three (3) hour minimum, and Fire presence requires a two (2) hour minimum. The applicant will be required to reimburse the City for any costs associated with the provision of additional City personnel.

General Permit Conditions

- If the proposed filming event meets the requirements of a Class A film permit, the current timeline is subject to change due to approval from the City Council for a total road closure;
- Each filming event, inclusive of set up, filming activity and restoration of the site is limited to no more than five (5) days;
- Up to three (3) filming events are permitted at a specific property during any twelve (12) month period with filming activity occurring at least sixty (60) days apart;
- Filming is limited to the following hours: Monday thru Friday 7:00 a.m. to 8:00 p.m. and Saturday, Sunday and holidays 8:00 a.m. to 6:00 p.m.



Commercial Film Application

Name of Production Company: _____

Address, City, State and Zip Code: _____

Project Producer: _____

Phone Number: _____ Email: _____

Director: _____

Phone Number: _____ Email: _____

Location Manager: _____

Phone Number: _____ Email: _____

Illinois Film Office representative: _____

Phone Number: _____ Email: _____

Type of Production (Select All that Apply)

Commercial Feature Film Television Series Photo Shoot

Interior Only Exterior Only Interior and Exterior

Synopsis of Script and Content of Production



Production Schedule - Dates / Times to Include Rain Dates for the Following Activities:

- Setup:

- Filming:

- Cleanup:

Areas Proposed for Use:

- Public Property - Detail any street / sidewalk closures, obstruction of businesses, buildings, or access to parks/open space

- Private Property – Provide contact information for property owner and signed approval from owner authorizing use of property



Number of People Involved with the Production Including Cast, Crew, Extras / On Site During the Following Activities:

- Setup:

- Filming:

- Cleanup:

Vehicles On Site/Off Site (Provide Detailed Site Plan of all Proposed Staging, Parking Areas, and Dates/Times of Use)

- Number of Vehicles

- Types of Vehicles



- Dimension(s) of Vehicles

- Purpose of each Vehicle (Actively used in Shoot, Used for Support Services during Filming – Make up, Catering, Other) Parked – used to Transport Cast / Crew or Equipment

- Location(s) Where Vehicles will be Parked to Include Date(s) & Timeframe(s)

Props / Equipment to be Used for Production:

- Describe any Construction of Platforms, Stages, Buildings, Back Drops of other Structures, Provide Construction Plans for Review



- Describe Changes Proposed to Storefronts, Buildings, Signage, Streetlights, etc.

- Describe How any Structures will be Installed (Stakes, Barrels, Other)

Stakes
Barrels
Other (please describe below)

- Barricades / Other Barricade Structure

- Generators / Electric Cords / Cables

- Lights / Lighting Equipment



- Fireworks / Other Effects

Anticipated Need for the Following:

- City Personnel

- Equipment

- Property:



HOLD HARMLESS AGREEMENT

The producer shall sign the following Hold Harmless Agreement holding the City harmless from any claim 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 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 City of Lake Forest, and that I and my firm will indemnify and hold harmless The City of Lake Forest 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: _____