



## COMMERCIAL FILMING PERMIT APPLICATION

This application must be completed in full and submitted with the Office of the Village Manager not less than five (5) days prior to the commencement of filming. False or incomplete information may cause the application to be denied. The non-refundable fee of \$100 must accompany the application. ***It is the Applicant's responsibility to be compliant with Deerfield Village Code, Chapter 14 article 3.*** Questions can be directed to Andrew Lichterman, Assistant Village Manager, at 847.719.7403.

### Firm/Corporation/Association/Organization Information

Name: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Permanent Business Phone #: \_\_\_\_\_ Local Business Phone #: \_\_\_\_\_

### Local Contact Person

Please complete the information for the person who shall be responsible for day-to-day operations of the film production and that will be the main point of contact with Village officials and employees.

Name: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Permanent Business Phone #: \_\_\_\_\_ Local Business Phone #: \_\_\_\_\_  
Position and/or Title: \_\_\_\_\_

### Please complete the information regarding the film operation:

Filming Address/Location: \_\_\_\_\_  
Date(s) of Filming: \_\_\_\_\_  
Hours of Filming: \_\_\_\_\_  
Total # of crew members that will be on-site \_\_\_\_\_

Filming will be:        \_\_\_\_\_ Interior                      \_\_\_\_\_ Exterior                      \_\_\_\_\_ Both  
Filming will be:        \_\_\_\_\_ Private Property                      \_\_\_\_\_ Public Property                      \_\_\_\_\_ Both

Identify the location of all public streets, public ways and public property which you propose to use for film production or for the location and/or storage of film production equipment or parking of vehicles.

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

Describe the amount and type of vehicles expected to be used and brought to the filming location, staging location or other locations in the Village of Deerfield. Also describe the provisions made for parking of these vehicles on public or private property.

---

---

---

---

Describe all public streets and public rights-of-way for which you request the imposition of restrictions on or the alteration of normal parking or vehicular or pedestrian traffic patterns, and the nature of such restrictions or alteration.

---

---

---

---

Describe the personnel and equipment you propose to have on the filming production location to provide emergency medical treatment for persons involved in the film production.

---

---

---

---

Describe the method and procedures to be used for the food service and health and sanitation on the film production location.

---

---

---

---

Describe the method and procedures for the removal of garbage and other waste from the film production location.

---

---

---

---

Describe any type of special effects expected or planned to be used in the production, including sound, pyrotechnics or other effects.

---

---

---

---

Describe the type of film production (e.g. commercial, feature film, film scene, training film, etc.) and type of film production equipment to be used.

---

---

---

---

Describe all Village resources you request to use.

---

---

---

---

Use of Village Facilities, Property, or Right-of-Way

- Total or disruptive use (during regular business hours) of a public building \$ 1500 per day
- Partial non-disruptive use of a public building \$750 per day
- Total closure of public street or right-of-way \$100 per hour
- Partial closure of public street or right-of-way \$50 per hour
- Rental and labor costs associated with placing appropriate traffic control equipment at the location

**Signature under Oath:**

I swear or affirm that all the information in this application is true and correct.

I further swear and affirm that I have read and will abide by the Deerfield Village Code provisions in effect and that I will submit such other information or documentation as the Chief of Police or the Village Manager may deem necessary to determine the identity of the applicant or to process the application.

I agree to pay the Village for all Village film production activity charges and agree to pay in full, promptly upon receipt of an invoice, the cost of repair for any and all damage to public property of any kind, resulting from or in connection with, the film production, and to restore such property to the condition it was in immediately prior to the film production.

I understand that this permit may be revoked for non-compliance with any of the above.

I further swear and affirm that I am authorized to act in behalf of the above named Firm/Corporation/Organization.

\_\_\_\_\_  
Signature of Applicant Authorized to Represent above Organization (Must be notarized)

Subscribed and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary [seal]

**FOR OFFICE USE ONLY**

VILLAGE MANAGER DETERMINATION

Permit:      Approved \_\_\_\_\_      Denied \_\_\_\_\_      Date: \_\_\_\_\_

Signature of Village Manager: \_\_\_\_\_

## Property Owner's Approval for Filming

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

Filming Company:

Filming Company Representative:

Filming Address:

.....

*I hereby certify that I am the owner of record of the property located at \_\_\_\_\_ Deerfield, IL 60015 which will be used for film production. I hereby waive any claim against the Village of Deerfield arising out of or in connection with the issuance of the film production permit and will indemnify and hold harmless the Village of Deerfield for and from any loss, damage, expense, claims and costs of every nature and kind that I may incur as a result of or in connection with the film production activities pursuant to said permit.*

Property Owners Name (print): \_\_\_\_\_

\_\_\_\_\_  
Signature of property owner (Must be notarized)

Subscribed and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary

[seal]

- Agree to Filming
- Disagree to Filming

.....

**\*\*Per Village Ordinance filming hours are from 7:30 a.m. – 7:00 p.m., Monday – Friday and 8:30 a.m. – 5:00 p.m., on Saturdays.**

## Commercial Film

### INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, an individual, or as the authorized agent of the sponsor of the Commercial Film, do hereby agree to defend and hold the Village of Deerfield, its officers, employees and agents, harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the public property, public right-of-way, public equipment or public personnel at, during or in conjunction with the Commercial Film described in the application for Commercial Film Permit submitted \_\_\_\_\_, 20\_\_\_\_\_.

Commercial Film: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

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

Subscribed and sworn to by me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

[SEAL]

## Code of Conduct

To Production Companies:

The Village of Deerfield asks that you please abide by the following guidelines to promote a beneficial relationship between your production crew and the Village of Deerfield.

To the Public:

If you think the production company is not adhering to the following Code of Conduct, please call the Office of the Village Manager at (847) 719-7400 or the Deerfield Police Department outside of normal business hours.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include: name of company, name of production, kind of production, (e.g. feature film, movie of the week, TV pilot, etc.), type of activity, duration (i.e., times, dates, and number of days), and company contact (first assistant director, unit production manager or location manager).

The Code of Conduct should be attached to the filming notification that is distributed to the neighborhood residences.

2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. Crew members shall wear identification/employee badges at all times while at the location.
4. The removal, moving, or towing of public vehicles is prohibited without the expression permission of the municipal jurisdiction or the owner of the vehicle.
5. Production vehicles should not park or block driveways without the express permission of the municipal jurisdiction or the driveway owner.
6. Cast and crew meals should be confined to the area designated in the location agreement or permit. Individuals must eat within their designated meal area, during scheduled crew meal times. All trash must be disposed of properly upon completion of the meal.
7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. Proper receptacles must be utilized for all disposal paper goods and utensils used during the course of the working day.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of a specified location unless otherwise stipulated by the location agreement or permit. All signs posted to direct the company to various locations should be removed at the conclusion of the filming and/or taping.
10. The company should keep noise levels as low as possible.
11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts should be worn at all times, unless otherwise directed.
12. Crew members should not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters, etc.).

13. No trespassing onto adjacent neighbors' or merchants' property is allowed; the Crew members must remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the company.
15. All catering, crafts service, construction, strike and personal trash must be removed from the specified location.
16. Designated smoking areas must be observed and cigarettes must be extinguished in appropriate containers.
18. The company should comply at all times with the provisions of the filming permit.
19. Cast and crew must refrain from the use of improper or lewd language within earshot of the general public