

Village of Lake Bluff

Village Hall
40 East Center Ave.
Lake Bluff, Illinois 60044

Filming Guidelines

Purpose

The purpose of this packet is to provide guidelines for requests to film TV shows, commercials, feature films and related activities in the Village of Lake Bluff, including the use of streets, rights-of-way, equipment and personnel.

The applicant agrees that the Village of Lake Bluff shall have full control over the use of the public streets and buildings of the Village while being used, as well as control over the hours of production and the general location of the production. The Village of Lake Bluff reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be hazardous to the public health, safety and welfare. The applicant shall agree to allow the respective Village Departments (i.e., Police, Fire) to inspect all structures and/or devices and equipment to be used in connection with the filming and taping. The applicant agrees that the authorization granted for this application shall be for a specific time period to be determined by the Village.

Any producer who desires to undertake a commercial film or tape production within the Village of Lake Bluff will be required to complete and return this packet. The proposed ordinance creating filming and videotaping regulations for the Village of Lake Bluff is attached.

The application must be accompanied by a \$1,000 application fee. This fee is for administrative expenses and is non-refundable.

Filming Requirements

Notice to Affected Property owners: For any production, the applicant shall circulate a notice to all property owners in the affected neighborhood as defined by boundaries set by the Village representative. The notice shall include a short description of the proposed project and the filming or taping schedule. **A copy of the notice shall be reviewed by the Village prior to circulation.** A report noting any

resident's reaction along with the addresses and phone numbers of all property owners must be provided by the applicant. This complete report must be delivered to the Village Administrator's officer a minimum of five (5) days in advance of the desired production date.

Notice and Report Attached: _____

On-Site Location Coordinator: For the duration of the production, the producer shall provide a permanent on-site location coordinator who shall act as liaison between the production company, Village, property owner(s) and Village residents and be available at the location particularly during the filming period

On-Site Location Coordinator Information:

Name: _____

Title: _____

On-Site Location Phone: _____

Office Phone: _____ Pager Number: _____

Security: The applicant must contact the Village of Lake Bluff Police Department as soon as filming location and schedules are known. The Village will review all plans for production and advise the applicant of the extent of the security that must be provided. All traffic protection and devices (signs, barricades, etc.) are to be provided the applicant.

Use of Village Personnel / Equipment: The producer agrees to pay for the costs of any Police, Fire, Public Works, or other village personnel assigned to the project (whether specifically requested by the producer or not) at a rate equal to the salary and benefits paid to the individual employee by the Village (this will include overtime pay as necessary). Remuneration rates for the use of any Village equipment shall be established on a case-by-case basis.

Police protection must be arranged through the Police Chief at 847-234-2151.

Fire Protection must be arranged through the Fire Chief at 847-234-5158.

(Cancellations must be made to the persons working the detail at least 36 hours before scheduled detail).

Use of Village Property: Depending upon the extent of the use of Village property, the producer agrees to reimburse the Village for inconveniences when using public property. The following is the rate schedule:

- * \$2,000 per day for disruptive use
- * \$1,000 per day for nondisruptive use
- * \$ 200 per hour for total closure of public street or right-of-way
- * \$ 100 per hour for partial closure or obstruction of public street or right-of-way

Restoration deposits are required for all cases where items in the public way are disturbed. Value is based on actual replacement cost of any items disturbed.

Village of Lake Bluff

APPLICATION

for Commercial Filming or Taping

_____ (Title of the commercial or program)

Name of Production Company _____

Local Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Name of Producer _____ Phone _____

Name of Production Manager _____ Phone _____

Name of Location Manager _____ Phone _____

Officer Phone _____ Home Phone _____ Pager _____

Illinois Film Office Representative _____

_____ Phone _____

Date of actual Filming in the Village _____

(Note: \$1,000 non-refundable application fee must accompany application)

Production Information

Type of production: (Please Circle)

Commercial Feature Film Television Training Film

Public Service

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

Identify any assembly or staging areas required for equipment personnel for site preparation or production:

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

Identify any public right(s)-of-way or public building(s) which are needed for use during production: _____

General description of production or synopsis of script: _____

Anticipated need for Village personnel and/or equipment

Dates Req.	Hours Req.	Personnel	Equipment

Alterations to Property: The Village requires all poroperty to be restored to its original condition immediately upon completion of production.

Describe any alterations to property: _____

Hours and Location: The Village reserves the right to regulate the hours of filming and taping and the gernal locations of the filming and taping. Filming during normal operating hours **(7:00 a.m. - 10:00 p.m.)** shall be so controlled so as to not cause a nuisance. Any potential

for excessive noise, smoke, light, vibration, etc. during the course of production shall be so identified.

Describe any potential for excessive noise, smoke, light, vibrations, etc. during the course of production: _____

No parking on all Village streets from 2:00 a.m. to 6:00 a.m. unless permission is granted by the Village.

Code of Conduct: A code of conduct is expected to be followed by all those associated with the filming and taping. Examples of what will be expected by the Village is attached.

Certificate of Insurance: The producer shall attach a certificate of insurance, naming the Village of Lake Bluff as an additional insured, in the amount of \$1,000,000 combined single limit and \$2,000,000 aggregate general liability, including bodily injury and property damage; and automobile liability including bodily injury and property damage. A \$2,000,000 umbrella policy may be substituted for general aggregate levels. The Village of Lake Bluff, its corporate authorities, elected officials, officers boards, commissions, attorneys, employees and agents are made additionally insured under Policy Number _____ with respect to any and all claims which arise out of or are in any way related to the operations of (the film maker) while present in the Village of Lake Bluff.

Certificates Attached: _____

HOLD HARMLESS AGREEMENT

The producer shall sign the following Hold Harmless Agreement with the Village of Lake Bluff holding the Village 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 this permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the Village of Lake Bluff, and that I and my firm will indemnify and hold harmless the Village of lake Bluff for and from any loss, damage, expense, claims and cost of every nature and kind arising our of or in connection with the filming/taping pursuant to this permit.

Signature and Title **Date**

LIABILITY

The applicant agrees to pay in full, promptly upon receipt of an invoice, the cost of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to the production.

APPROVAL

The producer or representative shall sign this application, and upon favorable consideration of this application, shall enter into an agreement with the Village subject to the aforementioned terms. This agreement must be signed by the Village Administrator or his designee prior to any production activity taking place. A signed copy will be returned to the producer or representative. Questions should be directed to: _____

Phone: _____

* * * * *

I have read, understand, and agree to abide by the terms and conditions outlined in the application.

Signed: _____

Please Print Name

Title: _____

Date: _____

Approved:

Village Administrator Date

or

Designee Date

PLEASE RETURN TO:

Village of Lake Bluff
40 East Center Avenue
Lake Bluff, IL 60044
847-234-0774