



Village of Winnetka
 510 Green Bay Road, Winnetka, IL 60093

Permit No.: _____ Application Date: _____
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Commercial Filming Permit Application

Instructions: Prior to submitting the following application, please contact the Winnetka Police Department at 847-501-6034 to review the filming request and application requirements.

The completed application must be submitted at least **fifteen (15) days prior** to commencement of filming to the *Chief of Police, Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093*.

A completed application includes the following **required attachments**:

- Notifications to Neighbors: Rights to Object (WVC Section 5.20.050 F1)
- Property Owners' Letters of Approval (WVC Section 5.20.050 F2)
- Certificate of Insurance (WVC Section 5.20.050 F3)
- Workers Compensation & Employee's Liability Insurance (WVC Section 5.20.050 F4)
- Indemnification and Hold Harmless Agreement (WVC Section 5.20.050 F5)

The application must be completed in full in order to process the application. False or incomplete information may cause the application to be denied. The application fee must accompany the application. For questions, contact the Police Department at 847-501-6034.

It is the applicant's responsibility to be compliant with Winnetka Village Code, Section 5.20. You may view the ordinance at: <http://www.amlegal.com/library/il/winnetka.shtml>

Village Fees:

Film Production Fees (non-refundable):

- Application Fee (submit with application): \$1,000.00
- Additional Application Processing Fee (per hour): \$250.00

Hourly Rates:

The following hourly rates shall be assessed for:

- i. All services provided in conjunction with film production and film production permits issued pursuant to Chapter 5.20 of the Village Code;
- ii. All services provided in conjunction with film special events and events subject to special event permits issued pursuant to Chapter 5.66 of the Village code;
- iii. All other non-standard services provided by Village personnel and all other uses of Village equipment not subject to specific fees set out in either this resolution R-36-2013 or R-37-2013.



Fee Schedule:

Department	Hourly Rate	Department	Hourly Rate
<u>Village Administration & Finance Department</u>		<u>Public Works Department</u>	
Village Manager	\$350	Supervisory	\$190
Assistant to the Village Manager	\$290	Engineers	\$190
Village Attorney	\$350	Maintenance Workers	\$140
Department Head	\$290	Light Trucks	\$60
Supervisory Personnel	\$190	Medium Trucks	\$90
Clerical / Support Staff	\$190	Heavy Trucks, Refuse Trucks, Street Sweepers	\$130
<u>Police Department</u>		<u>Community Development</u>	
Command Staff (Deputy Chief, Commanders)	\$240	Assistant Director	\$240
Sergeants	\$190	Planners, Architect	\$190
Patrol Officers	\$160	Inspectors	\$160
Support Staff	\$140	Clerical / Support Staff	\$140
Vehicles	\$50	Vehicles	\$50
<u>Fire Department</u>		<u>Water and Electric</u>	
Command Staff (Deputy Chief, Captains)	\$240	Deputy Director, Chief Engineer	\$240
Lieutenants	\$190	Supervisory	\$190
Fire Medics	\$160	Plant Operators	\$160
Support Staff	\$140	Linesmen	\$160
Light Vehicles	\$60	Clerical / Support Staff	\$130
Ambulance	\$110	Light Trucks	\$60
Fire Truck / Engine	\$460	Medium Trucks	\$90
		Heavy Trucks, Boom Trucks	\$130



Firm / Corporation / Association / Organization Information

Name: _____

Permanent Address: _____

Local Address: _____

Permanent Business Phone: _____ Local Business Phone: _____

Local Contact Person

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

Name: _____

Permanent Address: _____

Local Address: _____

Permanent Business Phone: _____ Local Business Phone: _____

Email Address: _____ Position / Title: _____

Filming Operation

Date(s) of filming: _____

Hours of filming: _____

Filming will be (check all that apply):
_____ Interior _____ Exterior
_____ Private Property _____ Public Property

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



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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 Winnetka. 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:



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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 Winnetka 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 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

Address of Notary



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**Commercial Film
 Property Owner Letter of Approval**

I hereby certify that I am the owner of record [or, where applicable, the occupant] of the property located at _____, which will be used for film production. I hereby waive any claim against the Village of Winnetka arising out of or in connection with the issuance of the film production permit and will indemnify and hold harmless the Village of Winnetka 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.

Commercial Film: _____

Date of Event: _____

 Signature

 Print Name

 Phone Number

 Date

State of Illinois)
) SS
 County of Cook)

Subscribed and sworn to by me
 this _____ day of _____, 20____

 Notary Public

[SEAL]