



# VILLAGE OF WINNETKA

*Incorporated in 1869*

## Commercial Filming Permit Application

(01-11)

Police Case Number \_\_\_\_\_

Application Date \_\_\_\_\_

- The completed application must be submitted at least **fifteen (15) days** prior to commencement of filming.
- The following information 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 (See Page 2) must accompany the Application.
- ***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>***

### 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 and Employee's Liability Insurance.  
(WVC Section 5.20.050 F4)
- \_\_\_ Indemnification and Hold Harmless Agreement  
(WVC Section 5.20.050 F5)

**Village Fees:**

**Film Production Fees**

Application Fee (Submit with Application)	\$1000.00
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 events permits issued pursuant to Chapter 5.66 of the Village Code; and (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-12-2007 or resolution R-13-2007.

**Village Administration &**

**Finance Department**

Village Manager	\$300
Assistant to the Village Manager	\$250
Village Attorney	\$300
Department Head	\$250
Supervisory Personnel	\$150
Clerical/Support Staff	\$100

**Police Department**

Command Staff	\$200
Sergeants	\$150
Patrol Officers	\$125
Support Staff	\$100
Vehicles	\$30

**Fire Department**

Command Staff	\$200
Lieutenants	\$150
Fire Medics	\$125
Support Staff	\$100
Light Vehicles	\$40
Ambulance	\$80
Fire Truck / Engine	\$400

**Public Works Department**

Supervisory	\$150
Engineers	\$150
Maintenance Workers	\$100
Light Trucks	\$40
Medium Trucks	\$70
Heavy Trucks, (Refuse Trucks, Street Sweepers)	\$100

**Community Development**

Assistant Director	\$200
Planners, Architect	\$150
Inspectors	\$125
Clerical / Support Staff	\$100
Vehicles	\$30

**Water & Electric Department**

Deputy Director	\$200
Chief Engineer	\$200
Supervisory	\$150
Plant Operators	\$125
Linesmen	\$125
Clerical / Support Staff	\$100
Light Trucks	\$40
Medium Trucks	\$70
Heavy Trucks, Boom Trucks	\$100

**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 the 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 filming operation:**

Date(s) filming/movie making to be done: \_\_\_\_\_

Hours filming/movie making to be done: \_\_\_\_\_

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 the 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 Winnetka. Also describe the provisions made for parking of these vehicles on public or private property.

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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.

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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.

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

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

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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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**FOR OFFICE USE ONLY**

Date received by Police Department: \_\_\_\_\_

Chief of Police recommendation: \_\_\_\_\_

Fire Chief recommendation: \_\_\_\_\_

Director of Finance recommendation: \_\_\_\_\_

Director of Water & Electric recommendation: \_\_\_\_\_

Director of Public Works recommendation: \_\_\_\_\_

**VILLAGE MANAGER DETERMINATION**

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

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