

# **Administrative Procedures**

## **Commercial Filming/Taping in the Village of Skokie**

The Village Manager may, from time to time, authorize the use of any Village owned public property, right-of-way, equipment, building or personnel for commercial uses in the filming or taping of movies, TV programs, commercials or training films and related activities.

In conjunction with these uses, the Village Manager may, in the interest of the public, require that any or all of the following conditions be met as a prerequisite to that use:

### **I. APPLICATION**

Any commercial producer who desires to undertake a commercial film or tape production within the Village of Skokie will be required to submit a written application with the Public Information Division of the Village Manager's Office a minimum of 14 days in advance of the desired production date. The written application will contain the following information and must be accompanied by a \$100 fee.

- A. Current name, address and phone number of the production company proposing to film or tape in Skokie.
- B. Name and telephone number of project producer, director and location manager.
- C. Type of production, e.g., commercial, feature film, film scene, training film, etc.
- D. Complete production schedule including dates and times.  
(Allowances for weather or other conditions beyond the Producer's control will be made after consultation with the Manager's Office).
- E. Proposed location or locations of production.
- F. General description of the script or content of the production and action sequence.
- G. Anticipated need of Village personnel, equipment, property, security or right-of-way.
- H. Other information as deemed necessary.

### **II. CERTIFICATE OF INSURANCE**

The producer shall supply a certificate of insurance, naming the Village of Skokie as an additional insured, in the amount of \$1,000,000 general liability; bodily injury, property damage and automobile liability in the amount of \$1,000,000. The producer shall also provide the appropriate worker's compensation and employer's liability insurance.

### **III. HOLD HARMLESS AGREEMENT**

The producer shall sign a hold harmless agreement with the Village of Skokie holding the Village of Skokie harmless from any claim that may arise from the production company's use of designated public property, right-of-way, or equipment in conjunction with the permitted use.

### **IV. COST OF REPAIR**

The producer agrees to pay in full the costs of repair for **any** damage to public or private property as a result of its production activities in Skokie.

### **V. USE OF VILLAGE PERSONNEL**

The producer agrees to pay in full the costs of any police department, fire department or other Village personnel utilized in conjunction with the location shoot at the current established rate. Remuneration rates for the use of any Village equipment or vehicles will be established on a case-by-case basis.

Cancellations of commercial filming shoots requiring the use of Village of Skokie Special Detail or Hireback Personnel (Police, Fire, Public Works) will be assessed at the following rates.

Cancellations occurring on the shoot date or before will be assessed at the following rate:

- 4 - business days or more notice – no penalty
- 3 - business days notice – 50% of the agreed upon cost of personnel
- 2 - business days notice – 75% of the agreed upon cost of personnel
- Less than 2 business days – 100% of the agreed upon cost of personnel

### **VI. USE OF VILLAGE FACILITIES, PROPERTY, OR RIGHT-OF-WAY**

The producer agrees to reimburse the Village for inconvenience caused the public when using public facilities, property, or right-of-way at the following rates:

- A. Total or disruptive use (regular operating hours) of a public building \$1,500 per day;
- B. Partial non-disruptive use of a public building \$750 per day;
- C. Use of the Skokie Fire Training Tower: \$250 for half-day rental, \$500 for full day
- D. Total closure of public street or right-of-way \$100 per hour;
- E. Partial closure of public street or right-of-way \$50 per hour;
- F. Rental and labor costs associated with placing appropriate traffic control equipment at the location.

## **VII. ACQUISITION OF APPROPRIATE PERMITS/PERMISSION FROM AFFECTED PARTIES**

The producer agrees to obtain, at his/her own expense, applicable permits from other governmental jurisdictions affected by the production or written permission from private citizens or businesses affected by the production. A copy of all applicable permits/permission letters shall accompany this application.

## **VIII. APPROVAL-AGREEMENT**

Upon favorable consideration of the producer's application, the producer shall enter into an agreement with the Village, containing some or all of these provisions, and other provisions deemed necessary, to be signed by the Village Manager or his designee prior to any production activity taking place.

**APPLICATION FOR COMMERCIAL FILMING OR TAPING  
IN THE VILLAGE OF SKOKIE**

**ON: [Date(s)] \_\_\_\_\_**

A. Production company's name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

B. Producer's name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

C. Type of production (commercial, feature film, film scene, etc.):

D. Proposed location or locations:

E. Complete production schedule (includes dates, times and specific locations):

F. Attach script or content of production.

G. Description of action sequence:

H. Anticipated need or use of Village personnel, equipment, property or right-of-way. Please be specific. (Security and traffic control will be approved by the Skokie Police Department.)

I. Please attach a certificate of insurance naming the Village of Skokie as an additional insured in the amount of \$1,000,000 general liability and \$1,000,000 bodily injury.

J. Please attach required permits from other agencies affected (State, County, etc.)

**Remuneration for Repair:** The producer agrees to pay in full the cost of repair for any damage to public or private property as a result of production activities.

**Proper Notification:** The producer agrees to obtain appropriate permits or statements of permission from governmental institutions, businesses or private citizens affected by the production.

**THIS IS ONLY AN APPLICATION AND DOES NOT CONSTITUTE PERMISSION FOR THE ABOVE ACTIVITIES. A FINAL AGREEMENT MUST BE SIGNED BY THE VILLAGE AND PRODUCER BEFORE FILMING IS ALLOWED TO BEGIN.**

**Return to:** Natalie M.K. Marquez  
ATTN: Manager's Office  
Village of Skokie  
5127 Oakton St.  
Skokie, IL 60077

847/933-8219