



## Village of Glen Ellyn Film Permit Application

The Film Permit Application must be submitted at least **Ten (10) Business Days** prior to the event date in order to ensure sufficient time for processing. Please contact the Administration Department at 630-469-5000, or refer to the Film Permit Application Guidelines at [www.glenellyn.org](http://www.glenellyn.org) for more information. The film permit processing fee is \$150.00 and applications turned in late (less than 10 days) will be charged a late fee of \$75.00.

### EVENT INFORMATION

<b>Type of Event</b>	<input type="checkbox"/> Film <input type="checkbox"/> TV <input type="checkbox"/> Commercial <input type="checkbox"/> Photo Shoot  <input type="checkbox"/> Other (please specify): _____				
<b>Event Date(s)</b>		<b>Time</b>		<b>Road Closure*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Event Date(s)</b>		<b>Time</b>		<b>Road Closure*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Event Date(s)</b>		<b>Time</b>		<b>Road Closure*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Location of Event</b>					
<b>Interior Location</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Exterior Location</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>On Public Property*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Describe the Event</b> Please describe your event in detail. Include the number of crew members that will be present and proposed staff parking locations. Also include the number of production vehicles that will be present during the event.					

### EVENT ORGANIZER INFORMATION

<b>Name (First/Last)</b>					
<b>Business Name</b>					
<b>Address</b>				<b>Apt./Unit</b>	
<b>City</b>			<b>State</b>	<b>Zip Code</b>	
<b>Business Phone</b>			<b>Cell Phone</b>		
<b>E-mail Address</b>					
<b>On Site Contact Name</b>					
<b>On Site Phone</b>					

Applications that are complete and submitted to the Village along with any necessary submittals will be processed by Village staff. Incomplete applications will be held for processing until it is complete. Please return your completed Film Permit Application to:

**By Mail/Drop Off:** Village of Glen Ellyn, Administration Department, 535 Duane Street Glen Ellyn, IL 60137

**By Email:** [events@glenellyninfo.org](mailto:events@glenellyninfo.org)

#### Hold Harmless/Waiver of Liability

I, \_\_\_\_\_ (event applicant/organizer) hereby agree to hold the Village of Glen Ellyn, 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 specified in the film production permit or arising out of or in connection with the film production authorized under the requested permit.

Applicant Signature : \_\_\_\_\_ Date : \_\_\_\_\_

\*Additional fees may apply



# Village of Glen Ellyn Commercial Filming Permit Application Guidelines

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## Overview and Purpose

Thank you for your interest in holding a Commercial Filming Production in the Village of Glen Ellyn. This packet contains information to assist you in organizing your commercial filming production and obtaining the approval. Commercial film permit applications must be submitted at least ten (10) days in advance of the event.

Submission of an application does not guarantee approval of the production request. The Village reserves the right to approve or deny requested productions. If you have questions regarding the Commercial Filming Permit Application process, please contact the Administration Department at 630-469-5000.

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## Commercial Filming Criteria and Process

### Commercial Film Eligibility

Commercial or non-residential outdoor productions that will take place on public or private property or which will take place in public right-of-ways (i.e. street, sidewalk, parking lot) fall under the scope of this policy.

The Village will provide limited support to public productions on a case-by-case basis and pending staff availability. This includes the availability of additional police services (if required) and public works services (i.e. road closures, street sweeping, barricade set up and rental, etc.). An organization that elects to have a production **will** be required to reimburse the Village 100 percent for any costs associated with providing Police or Public Works related services. An invoice will be sent to the sponsoring organization after the event has concluded indicating these costs.

### Location & Hours of Production

The limitation for the number of permits issued at a given location shall not exceed ten (10) days within a calendar year. Filming productions must have a specific location; random filming from Village streets is prohibited unless specifically authorized by the Village Manager. Filming production including time for set-up and restoration is limited to 7:00 A.M. through 7:00 P.M. Monday through Saturday, and 8:00 A.M. – 5:00 P.M. on Sunday.

### Process

#### 1. Commercial Filming Application and Fee

The Commercial Filming Application is available online at [www.glenellyn.org](http://www.glenellyn.org) and is due to the

Village of Glen Ellyn, at a minimum, ten (10) days prior to the event. A \$150.00 administrative fee must be paid at the time of application submission. A \$75.00 late fee will be charged to the production organizer(s), if the commercial filming application is received less than ten (10) days prior to the production. Please make checks payable to the **Village of Glen Ellyn** and note the name of the production on the check.

A detailed site plan and proposed parking plan must be submitted with the application.

A completed application along with a production site plan and proposed parking plan may be mailed, dropped off or emailed to:

Village of Glen Ellyn  
ATTN: Commercial Filming Coordinator  
535 Duane Street Glen Ellyn, Illinois 60137  
Email: [events@glenellyninfo.org](mailto:events@glenellyninfo.org)

## **2. Commercial Filming Permit Application Review**

The Village shall review the Commercial Filming Permit Application and evaluate its impact on the Village and proposed use of Village-owned property, and note any changes that may be needed in order to approve the Commercial Filming. Submittal of an application does not guarantee approval.

## **3. Commercial Filming Approval**

If a Commercial Filming Permit is approved by the Village Manager or his/her designee, the application permit will be signed by the Village Manager and will also outline any additional requirements or submittals that may be needed prior to the event.

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# **Additional Commercial Filming Details**

## **Property Owner Letter of Approval**

The production organizer must provide the Village with a letter or statement of approval and consent from the owner(s), and when applicable, the lessee or lessees of the property to be used during the film production. The letter of approval must contain the following statement:

"I hereby certify that I am the owner of record (or, where applicable, the occupant) of the property located at (street address) which will be used for film production. I hereby waive any claim against the Village of Glen Ellyn arising out of or in connection with the issuance of the film production permit and will indemnify and hold harmless the Village of Glen Ellyn for and from any loss, damage, expense, claims, and costs of every nature and kind arising out of or in connection with the film production pursuant to said permit."

## **Street, Sidewalk and/or Parking Lot Closures**

Productions that require Village streets, sidewalks or Village-owned parking lots to be closed must be coordinated with the Public Works and Police Departments, and properly identified in the application and labeled on a detailed site plan. In order to provide access for emergency vehicles during a street closure, a designated traffic lane of fifteen (15) feet in width must remain unobstructed on either side of the street.

The Village of Glen Ellyn will assess all public right-of-ways prior to the production. Any damage that occurs during the event will be repaired by the Village and billed to the event organizer(s) for the repair work and any future production requests by the organization may be denied.

The production organizer must contact the Police Department and Public Works Department for events that will require parking reconfiguration and/or temporary signage to redirect parking or traffic as a result of street and/or parking lot closures. All traffic or parking reconfiguration needs must be communicated to the Police and Public Works Departments **no less** than seven (7) days prior to the event.

### **Use of Village Personnel**

The organizer or agency will be required to pay in full the direct costs of any Police, Public Works, or other Village personnel resulting from the film production. Such costs shall include costs of services specifically requested by the applicant and costs of services which, in the judgment of the Village Manager, is directly related to the film production. The Village reserves the right to assign additional Police personnel to the film production or film production location, where, in the opinion of the Chief of Police, such protection is warranted by the nature of the film production.

### **Resident and/or Business Notification**

For those productions that require street closures, or that may cause an unintended impact to Village businesses or residents, mailed or hand delivered notification must be provided to residences and businesses within two blocks in every direction of the production location **no less** than seven (7) days prior to the production date. Production organizers are responsible for communicating with the Village of Glen Ellyn to determine which parties are to be notified.

### **Certificate of Insurance**

Upon approval of a Commercial Filming Permit, an original Certificate of Insurance naming the Village of Glen Ellyn as an additional insured must be submitted. The Certificate of Insurance will be due at least seven (7) days prior to the production date and shall be issued by a company licensed in the State of Illinois, approved by the Village, and covering any and all liability. In addition, the production must be named on the Certificate of Insurance. The minimum coverage limit for a production is \$2,000,000 in the aggregate. The Village of Glen Ellyn reserves the right to change insurance requirements or request additional insurance for an event as deemed necessary by the Village.

### **Security Deposit**

Depending on the size and scope of the event, the Village Manager reserves the right to require the permit applicant to furnish a refundable security deposit. The amount of the deposit, if required, will be determined on a case by case basis.