



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. **The Village will not accept film permit applications submitted within six (6) Business Days of the scheduled shoot.** The Commercial Film Permit processing fee is \$150.00. The processing fee must be submitted with a completed form before the application can be reviewed. A \$75 late fee will be applied to any applications submitted later than Ten (10) Business Days. Please contact the Administration Department at 630-469-5000, or refer to the Film Permit Application Guidelines at www.glenellyn.org for more information.

EVENT INFORMATION						
Type of Event	<input type="checkbox"/> Film <input type="checkbox"/> TV <input type="checkbox"/> Commercial <input type="checkbox"/> Photo Shoot <input type="checkbox"/> Other (please specify): _____					
Event Date(s)		Time		Road Closure*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Date(s)		Time		Road Closure*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Date(s)		Time		Road Closure*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location of Event						
Interior Location	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Exterior Location	Yes <input type="checkbox"/>	No <input type="checkbox"/>	On Public Property*
					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Describe the Event 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						
Name (First/Last)						
Business Name						
Address				Apt./Unit		
City			State		Zip Code	
Business Phone			Cell Phone			
E-mail Address						
On Site Contact Name						
On Site Phone						

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 and processing fee to:

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

By Email: events@glenellyninfo.org