



VILLAGE OF GLENCOE

VILLAGE MANAGER'S OFFICE

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www.villageofglencoe.org

Last Updated: December 6, 2018

Commercial Filming/Taping Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

Section A: Company Information

Name of Production Company: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____

Section B: Production/Staff Information

Name of Producer: _____

Phone Number: _____

Name of Director: _____

Phone Number: _____

Type of production: (i.e., commercial, feature film, film scene, training film, etc.):

Production schedule (dates and times): _____

Allowances for weather or other conditions beyond producer's control will be made after consultation with the Village Manager's office.

Proposed location(s) of production: _____

General description of script or content of production as well as any special effects:

Anticipated need for Village personnel, equipment, and/or property: _____

How many days and what hours will the company be in Village/building/site?

Will there be an advance group coming in to prepare the site for the film crew?

How many people do you expect to be involved with the production?

Is an assembly or staging area required for equipment or personnel? _____

Where will the production vehicles park? _____

Will an external power source be used for lighting, or will access be required to an internal source?

Will there be alterations to the property? _____

Will any areas be closed off to the public? _____

Where will the cast and crew be provided meals? _____

What is the best point of access for the filmmakers and their equipment? _____

How soon will things be restored if necessary? _____

Section C: Insurance Information

If deemed necessary by the Village Manager, the applicant shall attach a certificate of insurance, naming the Village of Glencoe and its corporate authorities, officers, officials, boards, commission, employees, attorneys, agents, and representatives as additional insured, in the amount of \$2,000,000 general liability, including bodily injury and property damages, and automobile liability (if applicable) in the amount of \$2,000,000 including bodily injury and property damage. Such certificate shall include the following language: "The Village of Glencoe, its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives are made additional insureds with respect to any and all claims which arise out of, or are in any way related to, the operations of [the film maker] while present in the Village of Glencoe."

The applicant shall also attach proof that the appropriate worker's compensation and employer's liability insurance have been provided for the employees of the filming company.

Certificate attached _____
(Initials)

Section D: Property Owner Information

The applicant shall provide a short written description of and schedule for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by boundaries set by the Village Manager). The applicant will also attach the Code of Conduct to the written description. The applicant shall communicate with owners and residents of all such property and submit as part of this application a report noting any owner or resident reaction along with the addresses and phone numbers of all such property owners and residents.

Report attached _____
(Initials)

Section D: Hold Harmless Agreement

The applicant shall sign the Hold Harmless Agreement with the Village of Glencoe holding the Village harmless of any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use.

I certify that I represent _____ (“The Company”) that will be performing the filming or taping at the locations specified on this permit application. I further certify that the company will perform in accordance with the directions and specifications of the Village of Glencoe, and that, to the fullest extent permitted by law, the Company agrees to defend, indemnify and hold harmless the municipality, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part of in consequence of the performance of this work by the Company, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the Company shall, at its own expense, appear, defend and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the Company shall, at its own expense, satisfy and discharge the same.

The Company expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Company, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the municipality, its officials, agents and employees as herein provided.

The Company further agrees that to the extent that money is due the Company by virtue of this contract as shall be considered necessary in the judgment of the municipality, may be retained by the municipality to protect itself against said loss until such claims, suites, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the municipality.

Signed: _____

Title

Date

The producer or representative shall sign this application and upon favorable consideration of this application, the Village shall issue a permit for the production activity subject to the aforesaid conditions and any others as may be reasonably required by the Village.

I have read, understand, and agree to abide by the terms and conditions outlined in this application.

Signed: _____

(print name)

Title

Date

Approved:

Village Manager

Date