

CITY OF HIGHLAND PARK

COMMERCIAL FILMING

APPLICATION



_____ \$50 Non-Refundable Fee payable
to The City of Highland Park
_____ Additional Fee may apply

DATE APPLICATION RECEIVED: _____

BY WHOM: _____

THE APPLICATION MUST BE COMPLETED AND RETURNED *NOT LESS THAN 5 BUSINESS DAYS*
PRIOR TO YOUR EVENT. RETURN APPLICATION TO:

HIGHLAND PARK POLICE DEPARTMENT
RECORDS DIVISION
1677 OLD DEERFIELD ROAD
HIGHLAND PARK, IL 60035

1. NAME OF APPLICANT:

2. ADDRESS OF APPLICANT:

3. TELEPHONE NUMBER OF APPLICANT:

4. ON-LOCATION CONTACT PERSON(S)

5. ON-LOCATION CONTACT PHONE NUMBER(S)

6. NAME OF FILM: _____
7. PROPOSED DATE(S) OF FILMING: _____
8. CONTINGENCY DATE(S): _____
9. PRECISE TIMES OF FILMING – START _____ END _____
10. LOCATION(S) OF FILMING (enclose map):

11. GENERAL DESCRIPTION OF TYPE AND CONTENT OF FILM:

12. ESTIMATED NUMBER OF EMPLOYED PERSONNEL:

13. LIST NUMBER AND SIZES OF ALL VEHICLES:

14. LIST PROPOSED PARKING AREAS FOR VEHICLE AND EQUIPMENT:

15. LIST ANY AND ALL CITY PERSONNEL OR RESOURCES REQUESTED:

16. LIST TYPE AND EXTENT OF ARTIFICIAL LIGHTING:

17. DESCRIBE TYPE AND EXTENT OF PROJECTED NOISE AND SOUND EMISSIONS GENERATED BY THE PROPOSED FILMING:

18. DESCRIBE METHODS AND PROCEDURES FOR MEDICAL TREATMENT:

19. WILL STREET CLOSURES BE NECESSARY:

20. IF PROPOSED FILMING IS CONDUCTED IN WHOLE OR PART ON PRIVATE PROPERTY, WRITTEN APPROVAL OF THE OWNER(S) MUST BE SUBMITTED WITH APPLICATION?

21. IS A NOTICE TO NEIGHBORS CERTIFICATE (999.060) INCLUDING DATE(S) AND TIME(S) OF FILMING ATTACHED?

YES _____ NO _____

HAS NOTICE BEEN MADE TO ADDITIONAL INDIVIDUALS?

YES _____ NO _____

22. IS THE ADMINISTRATIVE PROCESSING FEE ENCLOSED?

YES _____ NO _____

23. IS PERFORMANCE BOND ATTACHED OR FORTHCOMING?

YES _____ NO _____

24. DESCRIBE FOOD SERVICE:

25. DESCRIBE HEALTH & SANITATION:

26. SUBMIT A LIST OF ALL PROPERTY OWNERS SERVED NOTICE.

27. IS A LETTER OF AGREEMENT HOLDING THE CITY OF HIGHLAND PARK HARMLESS ATTACHED?
YES: _____ NO: _____

28. THE SPONSORING AGENCY MUST PROVIDE THE CITY OF HIGHLAND PARK WITH A CERTIFICATE OF INSURANCE IN THE AMOUNT OF AT LEAST \$2,000,000.

IS DOCUMENT ATTACHED:
YES: _____ NO: _____

29. IS VISUAL DOCUMENTATION OF FILMING LOCATIONS FORTHCOMING (NOT LESS THAN 3 DAYS PRIOR TO COMMENCEMENT OF FILMING)?
YES: _____ NO: _____

30. I AGREE THAT ALL ANTICIPATED CITY EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES. I FURTHER AGREE TO COMPLY WITH ALL THE PROVISIONS OF CHAPTER 99 AND ALL ADDITIONAL SECTIONS OF THE CITY CODE DURING THE COURSE OF FILMING AND TO RESTORE ANY PUBLIC PROPERTY OR RIGHTS OF WAY UTILIZED DURING COMMERCIAL FILMING TO AS GOOD A CONDITION AS THEY WERE PRIOR TO THE COMMERCIAL FILMING.

SIGNATURE OF APPLICANT: _____

PRINT NAME OF APPLICANT: _____

DATE: _____

Property Owner Approval

I hereby certify that I am the owner of record (or where applicable, the occupant) located at _____, which will be used for commercial filming. I hereby waive any claim against the City of Highland Park arising out of or in connection with the issuance of the commercial filming permit, and will indemnify and hold harmless the City and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of such parties that I may incur as a result of or in connection with the commercial filming activities conducted pursuant to such permit.

Signature

Printed Name

Phone

Date

HOLD HARMLESS AGREEMENT

In consideration of the City of Highland Park ("**City**") granting

_____, residing at _____

("Applicant"), the temporary use of City property and services before, during and after

the _____ ("**Event**")¹ scheduled to occur on _____, 201__

between _____ a.m./ p.m. and _____ a.m./ p.m., at _____

("Location")², and other good and valuable consideration the sufficiency of which is

hereby acknowledged, the Applicant, hereby agrees to indemnify and hold harmless the

City and its officers, agents, servants, employees, attorneys, and officials from and

against all claims arising out of, connected with, or in any way related to the Event.

The Applicant has read and fully understands this Hold Harmless Agreement and executes it of his/her own free will and without and any reservation whatsoever.

Dated this ___ day of _____, 201__.

Applicant

Attest

¹ If necessary, please attach additional information regarding the Location.