

	<p align="center">Regulations for Filming On Public Property in the Village of Flossmoor</p>	
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Introduction

Any filming conducted on public property within the corporate boundaries of the Village of Flossmoor must be approved by the Village Manager or their designee prior to the commencement of filming. Additionally, the Village Manager may, from time to time, authorize the use of any Village-owned public property, right-of-way, equipment, public building, parking areas, or Village personnel for 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 producer who desires to undertake a film production within the Village of Flossmoor requiring the use of any public property or Village personnel will be required to submit a written application to the Village Manager's Office a minimum of 14 business days in advance of the desired production date. A copy of the written application is attached and must be accompanied by a registration fee. The fee structure is as follows:

- Student Films: \$0
- Public Service Announcements/Non-profits: \$100
- Commercial Productions, TV and Feature: \$300

The Village will consider an expedited film production request 5-13 days before the desired production date. The expedited request must be accompanied by an additional \$500 fee if granted.

II. Certificate of Insurance

The producer shall supply a certificate of insurance, naming the Village of Flossmoor as an additional insured as a primary and non-contributory endorsement, in the amount of \$1,000,000 general liability, bodily injury, property damage, and automobile liability. Larger-scale commercial productions may be required to provide up to \$5,000,000 in general liability, bodily injury, property damage, and automobile liability. 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 Flossmoor, holding the Village of Flossmoor harmless from any claim that may arise from the production company's use of designated public property, right-of-way, public parking areas, equipment, or Village personnel in conjunction with the permitted use.

IV. Cost of Repair

The producer agrees to inform the Village of any damage to public or private property as a result of its production activities in Flossmoor and agrees to pay in full the costs of repair for said damage.

V. Use of Village Personnel or Resources

If the use of Village personnel or resources is required in conjunction with any authorized filming, the Village Manager or their designee shall submit to the applicant an invoice detailing any and all charges for such use. Payment must be made within 30 days of receipt of such invoice.

VI. Use of Village Facilities, Properties, or Right of Ways

If deemed necessary by the Village Manager, the producer agrees to reimburse the Village for the nuisance caused to the public when using public facilities, public parking areas, 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; Partial non-disruptive use of a public building \$750 per day;

B. Total closure of a public street or right-of-way \$150 per hour;

C. Partial closure of a public street, public parking area or right-of-way \$75 per hour;

D. Rental and labor costs associated with placing appropriate traffic control equipment at the location.

Any use of Village personnel will include a 5% surcharge based on the employee's rate of pay.

VII. Acquisition of Appropriate Permits and Permission from Affected Parties

The producer agrees to obtain, at their own expense, applicable permits, as may be required, from other governmental jurisdictions affected by the production or written permission from residents or businesses affected by the production. A copy of all applicable permits and permission letters shall accompany the attached application.

VIII. Notification of Neighbors; Right to Object.

The permit application shall be accompanied by proof that the applicant has notified all owners of record and occupants of all affected areas as described below. The notice shall be delivered to each address by personal service. The notice shall contain a written description of the proposed film production, including the proposed production schedule and the type of film production activities and film production equipment the applicant proposes to use. The notice shall also clearly state that the film production at any proposed location will be permitted only with the approval of the Village Manager unless the Village receives written objections to the film production from the owners or occupants of properties located within 300 feet of the proposed film production location. This notice shall also include contacts for the production so the permit holder can address concerns as they arise.

Affected areas shall include the blocks that are impacted by the filming through the total closure or partial closure of a public street, parking areas or right of way, along a block in each direction from the site of the production. For example, if filming were to occur on the 1349 block of Douglas Avenue that required no parking on the 1349 and 1350 blocks of Douglas, then the following would be considered the affected area needing to be notified:

- 1406, 1350, 1403, 1346 and 1349 blocks of Douglas
- One block east and west of Douglas on the 1400 blocks of Lawrence Crescent and Berry Lane Avenues

This structure is to ensure that the blocks immediately impacted by the proposed filming will be notified and given an opportunity to opine on their concerns, if any.

The notice shall clearly state that the owner of record and occupants within 300 feet of the place of filming

Filming

have a right to object to the application in writing to the Village Manager within two (2) calendar days from receipt of the notice. The Village, after reviewing any objections, reserves the authority to deny or approve a filming request.

Attachment: Filming Application



FLOSSMOOR

Welcoming. Beautiful. Connected.

Village of Flossmoor
Village Manager's Office
2800 Flossmoor Road
Flossmoor IL, 60422
708-798-2300
www.flossmoor.org

Filming Application

Any producer who desires to undertake a film or tape production within the Village of Flossmoor must submit a written application to the Village Manager's Office in advance of the production date, as outlined in the application regulations. Applications must be accompanied by a fee if required.

Name of Production Company	
Address, City, State, and Zip Code	Email Address
Telephone Number	Fax Number
Project Producer	Telephone Number
Director	Telephone Number
Location Manager	Telephone Number
Type of Production (commercial, feature film, film scene, training film, other)	
Date(s) of Production	Time(s) of Production
Proposed Location(s) of Production	

Please submit the following requirements with this application:

- Complete production schedule, including times and dates
- General description of the script or content of the production and action sequence
- Anticipated need of Village personnel, equipment, property, security or right-of-way
- Certificate of insurance naming the Village of Flossmoor an additional insured using a primary, non-contributory endorsement in the amount of \$1,000,000 - \$5,000,000 general aggregate
- Hold Harmless Agreement
- Copies of letters or permits granting permission for the use of private property
- Proof that notice has been provided to property owners within the affected area as defined by the Village
- Other information as deemed necessary

This is only an application and does not constitute permission for the above activities. The Village must approve the application before filming can begin.