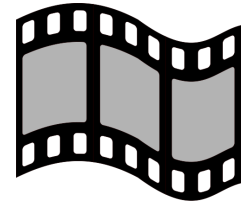


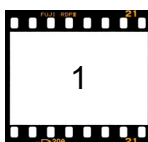


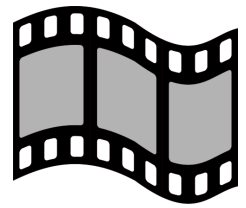
FILMING PERMIT APPLICATION



Guidelines:

- Film permit applications will be issued in the City of Joliet, City Clerk's Office: cojspecialevents@jolietcity.org
- Permits are required when filming takes place upon or impacts the public way (streets, sidewalks, alleys, etc.). In addition, permits are required when filming in City Parks. *NOTE: News crews, handheld interviews, documentaries, B-roll, and other low impact productions typically do not require a permit, as long as it does not interfere with vehicular or pedestrian traffic.*
- Permits are valid for specific locations, dates and times as requested in the application.
- Applications for permits must be submitted 30 days prior to the beginning of filming. Rush fees may apply for obtaining permits prior to 30 days. Processing time for films with pyrotechnics, closure of city streets or rerouting of public transportation may take longer so plan accordingly.
- There is a non-refundable \$125 application-filing fee for a film permit. Permits will incur a \$100 per day or \$250/week fee made payable to City of Joliet prior to granting the permit.
- A certificate of insurance naming the City of Joliet as an additional insured in the amount of \$1,000,000 general liability, and \$1,000,000 bodily injury, property damage and automobile liability, must be received with the permit application. (**Students and Filmmakers with budgets under \$50,000—Please contact the City of Joliet, Special Events regarding insurance needs.*)
- Uniformed Police Officers will be assigned to production at the expense of the production company during road closures and when the Chief of Police or his designee deems it advisable for public safety and convenience. The number of officers assigned will be determined by the police department based on the needs of the production to guarantee maximum safety and security of the public. *NOTE: All Road Closures will require a minimum of two Police Officers (3 Hour Minimum Shift).*
- Parking signs/meter covers can only be posted by the Police Department, at the expense of the production company
- The relocation of parked vehicles from permitted zones can only be performed by the City.
- Arrangements for overflow crew parking must be made in advance with the City of Joliet Police Department.
- Residential areas can be used for filming between 7:00 a.m.–10:00 p.m. Filming at any other time must receive prior approval from appropriate City and Police personnel.
- A minimum of 72 hours' notice is required to notify residents within a 2 block radius of the shooting location depending on the scope of the production. Notification fliers must include the production company, shooting times, parking or traffic restrictions, any special effects utilized (pyrotechnics, simulated gunfire, etc.) and the appropriate contact names and phone numbers for on-site personnel. A sample piece must be approved by the City Clerk's Office prior to mailing or canvassing.
- The production company shall not interfere with the normal activities of a neighborhood. Filming crews and equipment should not interfere with garbage collection, street sweeping, etc. and access to private property cannot be blocked unless permission is procured.
- All garbage must be cleaned up prior to leaving the location. Questions regarding these guidelines should be directed to Jessica Marsett, Special Events Coordinator 815-724-3780.





Instructions

1. This application must be submitted with \$125 application fee made payable to the City of Joliet and required insurance documents prior to approval. *Note: This is ONLY the application, a permit will be issued after approval.*
2. Please attach a certificate of insurance naming the City of Joliet as an additional insured in the amount of \$1,000,000 general liability, and \$1,000,000 bodily injury, property damage and automobile liability. (*Student filming and films with a total budget less than \$50,000—contact the City of Joliet City Clerk’s Office regarding your insurance requirements.)
3. Send completed applications (with insurance and payment) to City of Joliet Special Events, City Clerk’s Office, 150 West Jefferson Street, Joliet, Illinois 60432

Agreement

- The producer agrees to pay in full the cost of repair for any damage to public or private property as a result of production activities.
- The producer agrees to pay in full the costs, as appropriate, of any parking enforcement, police or fire department or other City personnel utilized in conjunction with the location shoot at the established rate, determined on a case-by-case basis.
- The producer agrees to obtain permits, when appropriate, from governmental institutions affected by the production.

Producer Signature: _____ Date: _____

Release and Hold Harmless

_____ (Permit Holder / Company Name) recognizes and acknowledges that there are certain risks associated with filming within the City of Joliet. By signing this application for a film permit, Permittee does hereby agree to assume the full and complete risk of any injuries, damage, or loss regardless of the type or severity, which anyone employed by or used as a volunteer by Permittee may sustain as a result of filming in the City of Joliet.

Permit Holder does hereby fully release and discharge the City of Joliet, its officers, agents and employees from any and all claims for injury, damage, or loss sustained by any of its employees or volunteers connected in any way to this filming in the City of Joliet.

Permit Holder further agrees to indemnify and hold harmless and defend the City of Joliet, its officers, agents and employees from any and all claims, including attorney’s fees, resulting from injury, damage or loss sustained by any of its employees or volunteers, or caused by them, and arising out of, or in any way connected or associated with, filming in the City of Joliet.

I, _____ (representative name) state that I am an authorized representative of the Permit Holder with the authority to execute this agreement. I have read and fully understand the above release and hold harmless agreement, and execute it on behalf of, and as the duly authorized representative of the Permit Holder.

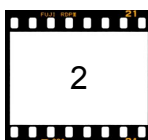
Signature of Representative

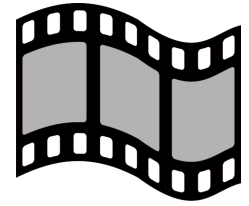
SUSCRIBED and SWORN to before me this

Date

_____ day of _____, 20_____

Notary Public (stamp seal adjacent)





Date of Application: _____

Project Title: _____

Project Type: Film TV Commercial Music Video Industrial Student*

Filming Timeline: _____ Estimated Number of Production Days: _____

Company Name: _____ Federal ID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Email: _____

Cell Phone: _____ On-Set Phone: _____

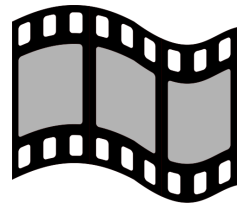
Producer Name: _____

Director Name: _____

SHOOTING SCHEDULE BY LOCATION *(Please attach additional sheet if necessary)*

| DATE | LOCATION <i>(List streets/sidewalks to be used for filming vehicle staging)</i> | START TIME | END TIME |
|-------------|--|-------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Describe Scenes *(Please attach additional sheet if necessary)*:



Will any of the following occur during filming?

Simulated Gunfire: Yes No Pyrotechnics: Yes No

Live Burn: Yes No Animal Use: Yes No

Child Actors: Yes No Aircraft Use: Yes No

Will you be using any of the following equipment?

Jib Arm: Yes No Dolly Track: Yes No

Tents: Yes No Generator: Yes No

Will your production require:

Temporary Street Closure: Yes No
(if Yes, attach a detailed Exhibit with Street locations, Dates and Times of requested closures)

Traffic Control: Yes No Date/Time Needed: _____

Pedestrian Control: Yes No Date/Time Needed: _____

*Please note that police must be present for road closures and traffic/pedestrian control;
The City Clerk's Office will coordinate with the appropriate department.*

Estimated Number of Cast & Crew: _____

Estimated Number of Vehicles:

Personal Cars: _____ Equipment Trucks: _____ Passenger Vans: _____

Camera Cars: _____ Picture Cars: _____ Motorhomes: _____

Dressing Rooms: _____

Other Vehicles (please describe): _____

Any other production information:
