



INTERNAL USE ONLY

Permit Administrator:

Permit #:

Received:

All applicants must be 21 years of age and must have a valid U.S. Driver's License or State Identification to apply.

PLEASE NOTE ALL PERMIT FEES ARE NON-REFUNDABLE. PLEASE TYPE OR PRINT CLEARLY.

ALL QUESTIONS MUST BE ANSWERED, INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

When requesting a permit for filming and photography within the Forest Preserves of Cook County (referred to as "FPCC") patrons shall be mindful of the FPCC's mission:

"To acquire, restore and manage lands for the purpose of protecting and preserving public open space with its natural wonders, significant prairies, forests, wetlands, rivers, streams and other landscapes with all of its associated wildlife, in a natural state for the education, pleasure and recreation of the public now and in the future."

When to obtain a permit:

- ◆ Location(s) requested where or when members of the public are generally not allowed.
- ◆ Film/Photo activity involves the exclusive use of District property, models or props that are not a part of the location's natural or cultural resources or administrative facilities, equipment that requires mechanical transport, or equipment that requires an external power source other than a battery pack.
- ◆ Film/photo activity incurs additional costs to the District such as, but not limited to, administrative costs to manage and oversee the permitted activity to avoid unacceptable impact and impairment to resources or values; or to minimize health and safety risks to the visiting public.

Requirements for obtaining a permit:

1. All film and photography requests requiring a permit must have the following:
 - a. Submission of an application detailing desired location, number of filming/shooting days, time of filming/shooting day, and load-in/ load-out times.
 - b. A Certificate of General Liability Insurance in the amount of \$1,000,000 naming the FPCC as the additional insured with endorsement. Depending on film/photography request, the amount required for insurance may change.
 - c. Film script, equipment list and prop list must be submitted with application.
 - d. Permit holder must provide the approximate number and type of vehicles that will be present during filming/shooting prior to the permit being issued.
2. Student film and photography requests must include a letter on letterhead from the school/university validating the film/shooting project, film script, equipment list and prop list.
3. A "Filming" sign must be posted on site in order to inform authorities and other visitors. This sign must be submitted in advance for FPCC approval.
4. For most locations, the filming crew is responsible for all utilities (portable toilets, electricity, water, etc.) and applicable fees.
5. Unless otherwise determined by FPCC, all film projects may require an FPCC police officer on site throughout the shoot, and/or require an FPCC representative. The cost for FPCC police officer(s) (see chart below) must be covered by the permit holder.



6. Security deposit amount may vary based on the potential impact on the area that the filming/shooting will have.
7. The breakdown of fees for filming and photography is listed below (photography may not require official FPCC representation and/or a FPCC police officer)

Permit fees, official FPCC representation fees and Police Officer fees commence at load-in and end at load-out.

<u>Category</u>	<u>Official FPCC Representation (Hire back) Fee per Hour</u>	<u>*Permit Fees per Hour</u>	<u>Minimum Security Deposit</u>
Still Photography	Not required	\$70	\$100
Student Film	\$45/hour	Free	\$100
Low-Budget	\$45/hour	\$125	\$250
Commercial/ Television	\$45/hour	\$150	\$500
Feature Film	\$45/hour	\$200	\$1,000

±A \$25 application fee will be accessed to all applications.

****An additional 10% will be added for non-residents of Cook County.***

General Guidelines

1. Vehicle Operation

- a. Emergency access must be granted at all times.
- b. Overnight storage of vehicles is not permitted without prior authorization from the FPCC.
- c. Film crews and companies may not use more than three-fourths of any day use parking lot, nor utilize parking capacity so as to impede public use without prior authorization from the FPCC.

2. Set Construction

- a. Sets may be constructed in designated grove areas only, unless otherwise authorized by the FPCC prior to the permit being issued.

3. Fires

- a. Any fires or use of fire must be authorized in advance by the FPCC.
- b. The presence of a FPCC police officer is required.
- c. During periods of very high or extreme fire danger, all special effect fires, as well as smoking, may be prohibited.
- d. Fires may require a third party monitor, fire crew or a FPCC fire safety crew.

4. Pyrotechnics

- a. Pyrotechnic effects are permitted only with prior approval by the FPCC.
- b. All special effects must be approved in advance by the FPCC and included in the equipment list.
- c. A FPCC police officer must be present during any and all pyrotechnic effects.
- d. In order to protect against impacting wildlife, blank gunshots may be fired only singly or in short bursts where such wildlife is in proximity to the activity. An exception may be made in an area where sensitive wildlife is not present.
- e. When using gunfire in forest preserves, the film crew or company must post FPCC approved signs stating that filming is occurring and gunfire may be heard. Only water-based smoke machines may be used.

5. Animals

- a. All animals must be approved by FPCC.

- b. All animals must be tethered and/or caged when not being filmed.
 - i. Dogs must be leashed at all times, except when actually filming.
 - ii. During rehearsal, a trainer must be in the immediate vicinity of the dog, and maintain verbal control.
 - iii. Use of more than one dog may require additional trainers.
- c. Working animals may be unleashed during filming, provided that:
 - i. The trainer is in the immediate area;
 - ii. The animal is under control to the satisfaction of the official FPCC representation.
- d. Large animals, such as bears, large cats, etc., are not permitted.
- e. Release of Animals—Release of animals or fish into FPCC holdings during or after filming is strictly prohibited.
- f. Animal handlers must have appropriate insurance and permits from the American Humane Association or Illinois Department of Fish and Wildlife, where required.

6. Geologic Features

- a. All geologic features must be protected, including, but no limited to rocks, minerals and formations.
- b. No materials may be used which will in any way alter the formations.
- c. Any rocks needed with special color, texture or formation must be brought into, and then removed from the FPCC by the film crew or company.
- d. No devices may be driven into any rock or formation.

7. Plant Materials

- a. All plants are protected on the grounds of FPCC.
- b. No cutting of vegetation is allowed without prior permission of the FPCC.
- c. The importing of plant material is prohibited.

8. Clean-up

- a. All shooting locations, storage areas, etc., are to be cleared of *all* equipment, props and trash, and are to be returned to the original conditions to the satisfaction of the official FPCC representation.
- b. All clean-up is to be completed within the allotted permit times. Major sets are to be struck within twenty-four hours of completion of shooting.
- c. All garbage and debris must be removed from FPCC property and properly disposed of upon completion of each day's shooting.
- d. Major film companies (Commercial/Television and Feature Films) may be asked to furnish and use their own trash receptacles.
- e. It is the film crew and company's responsibility to notify contracting companies such as caterers of the FPCC's rule of "leaving no trace."

9. Damage to FPCC Property

- a. During filming, or upon completion, if any damage has been found to have been caused by the film crew or company, the responsible party will be required to repair or replace damaged items to the satisfaction of the FPCC.
- b. Replacement and/or repair must be completed within 3-5 calendar days after the damage is reported, unless otherwise authorized by FPCC.

Section 1 – Applicant Information

First & Last Name:		Date of Birth:	
Email Address:			
Applicant Address:	City:	State:	Zip Code:
Primary Phone:		Secondary Phone:	
Organization facilitating event (<i>If applicable</i>):		Role at organization:	
Organization Address:	City:	State:	Zip Code:

Section 2 – Filming/Photography Information

Name of Film/Photography Project:	
Event Day On-Site Contact (<i>If different from applicant</i>):	Cell Phone:
Please select one of the following categories: <input type="checkbox"/> Photography <input type="checkbox"/> Student Film <input type="checkbox"/> Low Budget <input type="checkbox"/> Commercial/T.V. <input type="checkbox"/> Feature Film <input type="checkbox"/> Commercial Photography	
Total number on set (<i>crew, cast, contractors, etc.</i>):	
Provide a detailed description of your request, as it relates to the FPCC. Additional documents and materials may be attached.	

LOCATION: *All applications must be submitted with a detailed site map/route detailing the nature of the request.*

1st Location Choice:	Grove #	<input type="checkbox"/> Shelter	<input type="checkbox"/> No Shelter
2nd Location Choice:	Grove #	<input type="checkbox"/> Shelter	<input type="checkbox"/> No Shelter
Date(s) – 1st Choice:	Time of Use: From:	To:	
Date(s) – 2nd Choice:	Time of Use: From:	To:	

Section 3 – Filming/Photography Features

SETUP/TEARDOWN: Are additional dates needed for set-up/tear down? Yes (*see below*) No

Set-Up Date(s): _____ Time of Use: From _____ To _____

Tear-Down Date(s): _____ Time of Use: From _____ To _____

STREET CLOSURE: Will you be requesting permission to close a street or other public way? Yes No

Description:

STAGING AREA: Do you need an area for serving a meal or an area for holding extras? Yes No

Description:

VEHICLES: Are you requesting permission to temporarily operate staff/supply vehicles on FPCC property? Yes No

Description:

SCENES: Will the scene(s) involve any nudity, pyrotechnics, action sequences and/or weapons?

Yes (*specify below*) No

Description:

EMERGENCY SERVICES: Will fire and/or EMS assistance be onsite? Yes No

Description:

LANDSCAPE: Are you requesting the removal and/or trimming of natural landscape? Yes No

Description:

Section 4 – Special Use Items (\$10 per item fees apply)

Will your event include any Special Use Items? Yes (*specify below*) No

Special Use Item	Qty.	Details
Amplified Equipment		Specify:
Canopy Tent (larger than 10x10)		Size?
Stages/platforms		
Generator(s)		Used for:
On-Site Catering		List:
Other		List:
Port-o-let		
Port-o-sink		

Total Items		x	\$10	=	\$	+		=	Special Use Fee Due:
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Section 5 – Security Deposit Refund

(Please complete – Failure to provide information will result in delay of refund processing.)

Payee:	Organization:	
Street Address:	Apt/Unit/Suite:	
City:	State:	Zip Code:

Section 6 – Requirements Checklist In order to efficiently process your request please submit the following items.

- Detailed site map (on FPCC map, if available)
- List of equipment/props
- Script of scenes taking place on FPCC property
- Signage Plan
- Certificate of Liability Insurance with Endorsement
- Students Only: Letter on school letterhead validating film/photo project

Waiver and Signature

By signing this Filming and Photography Permit Application, I acknowledge that I have read and agree to abide by all FPCC permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the FPCC, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any negligence or intentional misconduct by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization’s control in connection with this permit. My obligation to indemnify the FPCC shall survive the expiration of this permit.

I do solemnly swear that all answers given and statements made on this Application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

Signature of Applicant:	Date:
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