

**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/Photography project or activity will be conducted during off peak FPCC hours of sunset to sunrise.
- Film/Photography project or activity involves the exclusive use of FPCC 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/Photography project or activity incurs additional costs to the FPCC 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 specified on FPCC map, a detailed description of request, dates and specified times of filming/photography and set up and tear down if applicable.
  - b. A Certificate of General Liability Insurance in the amount of \$1,000,000 naming the FPCC as additional insured with endorsement. Depending on film/photography request 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.
  - e. Permit holder must provide a description and weight of any cranes, cherry pickers, or scissor lifts 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 all 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/photography projects may require an FPCC police officer on site throughout the project, 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 of the filming/shooting will have.
7. The breakdown of fees for filming and photography is set out 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.**

Category	Official FPCC Representation (Hire back) Fee per hour	*Permit Fees per hour	Minimum Security Deposit
Still Photography	Not required	\$74	\$100
Student Film	\$45/hour	Free	\$100
Low-Budget	\$45/hour	\$134	\$250
Commercial/ Television	\$45/hour	\$158	\$500
Feature Film	\$45/hour	\$211	\$1,000

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

*\*An additional 80.00/hour fee will be added for filming during hours of sunset to sunrise.*

*\*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 that would impede public use without prior authorization from the FPCC.

### 2. Set Construction

- a. Sets may be constructed in grove designated 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 scaring forest 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 tethered or caged when not actually filming.
  - 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.
- b. 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.
- c. Large animals, such as bears, large cats, etc., are not permitted.
- d. Release of Animals—Release of animals or fish into FPCC holdings during or after filming is strictly prohibited.
- e. Animal handlers must have appropriate insurance and permits from the American Humane Association or Department of Fish and Wildlife, where required.
- f. Animal handlers must have appropriate/up-to-date insurance and permits from the American Humane Association or Illinois Department of Fish and Wildlife, where required.

#### **6. Geologic Features**

- a. All geologic features are protected. This includes 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 in the 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 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's 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. The official FPCC representation must immediately notify the Division Superintendent as soon as damage is observed.
- c. Replacement or repair must be completed within seven working days after the damage is reported, unless otherwise authorized by the 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 (If applicable):	Role at organization:		
Organization Address:	City:	State:	Zip Code:
Primary Phone:	Secondary Phone:		
Are you a Cook County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Section 2 – Filming/Photography Information

Name of Film/Photography Project:	
Event Day On-Site Contact (If different from applicant):	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 (crew, cast, contractors, etc.):	

**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.*

<b>1<sup>st</sup> Location Choice:</b>	Grove #	<input type="checkbox"/> Shelter	<input type="checkbox"/> No Shelter
<b>2<sup>nd</sup> Location Choice:</b>	Grove #	<input type="checkbox"/> Shelter	<input type="checkbox"/> No Shelter

**Section 2 (continued)**

<b>Date – 1<sup>st</sup> Choice:</b>	Time of Use: From	To
<b>Date – 2<sup>nd</sup> Choice:</b>	Time of Use: From	To
Are additional dates needed for set-up/tear down? <input type="checkbox"/> Yes (see below) <input type="checkbox"/> No		
<input type="checkbox"/> Set-Up Date(s):	Time of Use: From	To
<input type="checkbox"/> Tear-Down Date(s):	Time of Use: From	To

**Section 3– Filming/Photography Features**

**STREET CLOSURE:** Will you be requesting permission to close a street or other public way?  Yes  No  
*If yes, please explain/describe:*

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**STAGING AREA:** Do you need an area for serving a meal or an area for holding extras?  Yes  No  
*If yes, please explain/describe:*

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**VEHICLES:** Are you requesting permission to temporarily operate staff/supply vehicles on FPCC property (mobile trailer units/cranes/utility trucks)?  Yes  No  
*If yes, please explain/describe:*

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**SCENES:** Will the scene(s) involve any nudity, pyrotechnics, action sequences and/or weapons?  Yes  No  
*If yes, please explain/describe:*

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**EMERGENCY SERVICES:** Will fire and/or EMS assistance be onsite?  Yes  No  
*If yes, please explain/describe:*

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**LANDSCAPE:** Are you requesting the removal and/or trimming of natural landscape?  Yes  No  
*If yes, please explain/describe:*

**Section 4 – Special Use Items ( \$25 Special Use Application Fee and \$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?
Generator(s)		Used for:
On-Site Catering		List:
Other:		List:
Port-o-let		
Port-o-sink		
<b>Total Items</b>		<b>x \$10 = \$ + \$25 = Special Use Fee Due:</b>

**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 being filmed on FPCC property
- Signage Plan
- Certificate of Liability Insurance with Endorsement
- Students Only: Letter on school letterhead validating film/photo project
- Invoices for rented special use items

**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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