

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 ("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:

- Film/photography for a commercial purpose.
- 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 or when FPCC is closed.
- 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.
- Film/Photography project or activity involves use of items not naturally found within the forest preserve such as generators, lighting, backdrops, prop weapons, and more.

Requirements for obtaining a permit:

1. All film and photography requests requiring a permit must have the following:
 - a. Submission of an application 2 weeks prior to requested shoot day 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. Automobile and workers' compensation insurance as applicable. Additional insurance may be required depending on the film/photography request.
 - c. Film script, equipment list & prop list with all items that will be used must be submitted with the 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 holders 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 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)
8. Permit holder must describe any anticipated disturbance of land, flora, or fauna.

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

Category	Official FPCC Representation Fee per hour	Application Fee	*Permit Fees per hour	Minimum Security Deposit	Set-Up/Tear- Down Fee per day	Sunrise/Sunset fee *filming before/after sunrise/sunset*
Still Photography	N/A	\$25	\$76	\$100	\$243	\$80
Student Film*	\$45/hour	\$25	Free	\$100	\$243	\$80
Low-Budget	\$45/hour	\$25	\$137	\$250	\$243	\$80
Commercial/ Television	\$45/hour	\$25	\$162	\$500	\$243	\$80
Feature Film	\$45/hour	\$25	\$216	\$1,000	\$243	\$80

**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 always be granted.
- 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 all pyrotechnic effects.
- d. 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 sounds in forest preserves, the film crew or company must post FPCC approved signs stating that filming is occurring, and gunfire sounds 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 always be leashed, except when 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/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. 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. Any damage that occurs while filming must be reported immediately to either the FPCC onsite contact or the permit assistant overseeing their film.
- b. If 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 and or have their security deposit withheld.
- c. Replacement or repair must be completed within seven working days after the damage is reported, unless otherwise authorized by the FPCC.

10. Prop Guns & Weapons

- a. Any use of prop guns or weapons must be approved by FPCC police and be inspected prior to filming.
- b. If the filming is a multi-day filming/photo shoot, FPCC police must inspect the weapon each day.
- c. Live rounds are prohibited.

11. FPCC Signage

- a. The use or alteration of any FPCC signage or logo during filming must be approved by the district and any request must be received at least 14 days prior to film date.

12. FPCC Gates

- a. It is not permitted to cut any gate or lock from any entrance of FPCC property. Violation of this rule may result in penalties up to and including banning from future usage of filming on FPCC property.

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.*

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

Section 2 – Filming/Photography Information

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

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

If yes, please explain/describe:

SET MONITORING: Will you be leaving staging area overnight? Yes No

If yes, please explain/describe and answer if you will have an representative monitoring staging area overnight? :

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:

SCENES: Will the scene(s) involve any nudity, pyrotechnics, action sequences and/or weapons? Yes No

If yes, please explain/describe:

PROP GUNS: Are you requesting the use of Prop Guns? Yes No

FOG MACHINES/FIREPITS: Are you requesting the use of fog machines or firepits? Yes No

If yes, please specify all chemicals and materials used in fog machine:

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

If yes, please explain/describe:

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

If yes, please explain/describe:

SIGNAGE: Are you requesting to use signage with FPCC logo? Yes No

If yes, please explain/describe:

DRONES: Will there be drones used 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:								
Portable Toilet										
Portable Sink										
Total Items		<table border="0"> <tr> <td>x</td> <td>\$10</td> <td>=</td> <td>\$</td> <td>+</td> <td>\$25</td> <td>=</td> <td>Special Use Fee Due:</td> </tr> </table>	x	\$10	=	\$	+	\$25	=	Special Use Fee Due:
x	\$10	=	\$	+	\$25	=	Special Use Fee Due:			

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

Signature of Applicant:	Date:
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