

CITY SERVICES REQUEST FORM
(815) 772-5182 | gcamarano@whiteside.org |



NORTHWEST
ILLINOIS FILM OFFICE

PERMIT REFERENCE NUMBER: NWIFO- _____

1. NAME OF CITY: _____

2. TYPE: Film ___ TV ___ Commercial ___ Still ___ * Student ___ Music Video ___ Corporate Media ___ Web Series ___

3. FILMING DATES: _____

4. PROJECT TITLE: _____

5. COMPANY NAME: _____ * SCHOOL: _____

6. ADDRESS: _____

7. CITY, STATE ZIP: _____

8. CONTACT: _____ EMAIL: _____

9. OFFICE PHONE: _____ CELL: _____

10. LOCATION NAME & STREET ADDRESS: _____

11. PROJECT DESCRIPTION: _____

12. STREET CLOSURE: No ___ Intermittent ___ Full ___ Date/Time: _____

Area of Closure: _____

13. CITY SERVICES: We will coordinate the scheduling of all required City personnel listed below.

STREET: NO PARKING SIGNS-List streets to be used for filming and production vehicle staging (no crew cars). Per permit approval, these areas will be posted as "No Parking" zones. Be specific: include the exact street address, side of the street, and start/end time.

_____ # of Barricade Needed _____ # of "No Parking Signs" Needed

Start Date/Time: _____ End Date/Time: _____

POLICE: Amount Requested: SGT ___ Officers ___ Squads ___

Reporting Location: _____ Date/Time: _____

FIRE: Amount Requested: Firefighter/Paramedic ___

Reporting Location: _____ Date/Time: _____

AMBULANCE SERVICE: Amount Requested: Paramedic ___

Reporting Location: _____ Date/Time: _____

TOW TRUCK: Reporting Location: _____ Date/Time: _____

On-site Location Contact: _____ Cell: _____

SPECIAL EFFECTS/PYROTECHNICS: _____

(May require additional permitting and notification)

OTHER: _____

POLICE DEPARTMENT

Police supervision is necessary for any traffic control on city streets and/or use of special effects/firearms. Production must provide appropriate timecards and paperwork for compensation when hiring personnel. An invoice for requested squads will be emailed. The Police Department requires at least 48 hours prior notice for all requests (not including weekends and holidays). For filming on Monday, notice is required by noon the Friday prior. No exceptions will be made and late requests will be denied.

Police Personnel
Sergeants - \$45 per hour
Officers - \$40 per hour
Guaranteed 6 hours
Time & 1/2 after 8 hours
Equipment
Squad Car - \$150 per day - traffic control only, may not be used for picture

FIRE DEPARTMENT

Fire Department supervision is mandatory in the use of special effects, pyrotechnics, wet downs, stunts and any instance involving the concern of public safety. Production must provide appropriate timecards and paperwork for compensation when hiring personnel.

Fire Personnel
Firefighter/Paramedic -\$45 per hour
Guaranteed 6 hours
Time & 1/2 after 8 hours

STREET DEPARTMENT

The Northwest Illinois Film office will assist with scheduling Streets and Sanitation services.

Posting of "No Parking" Signs
\$25 per location

Tow Trucks for relocation -Contact Film Office for assistance. DO NOT CALL ON YOUR OWN.
\$50 per hour

Barricades
\$5 per day per barricade
Reimbursement fee for non-returned barricades- \$65 each

AMBULANCE SERVICE

Ambulance Services requires at least 6 month in advance to reserve. Production must provide appropriate timecards and paperwork for compensation when hiring personnel.

Ambulance Personnel
Paramedic -\$65 per hour
Guaranteed 6 hours
Time & 1/2 after 8 hours

***All Fees are subject to change. Contact Gary Camarano, Film Liaison at (815) 772-5182**



NORTHWEST ILLINOIS FILM OFFICE

PAYMENT FORM FOR CITY SERVICES

INVOICE # _____

Bill To		Send To	
Customer	[Customer Name] [Company]	Name of City	[Recipient Name] [Company]
Permit Reference #	NWIFO-	Address	[Address]
Address	[Address] [City, ST ZIP Code]	Phone	[City, ST ZIP Code] [Telephone]
Phone	[Telephone]		

Qty.	Description	Unit Price	Line Total
STREET			
	Barricades	\$5.00	
	Posting of "No Parking" Signs	\$25.00	
POLICE			
	SGT	\$45.00	
	Officers	\$40.00	
	Squads	\$150.00	
FIRE			
	Firefighter	\$45.00	
	Paramedic	\$45.00	
		Subtotal	

Thank you for your business!