



NORTHWEST ILLINOIS FILM PERMIT APPLICATION

The Northwest Illinois Film Permit provides the City with important information about activities that may have an impact on right-of-way considerations as well as the City's ability to provide emergency services to the public. Filming requires Film Office approval through the Whiteside County Economic Development Department and may also require additional permits from other City departments.

It is the responsibility of applicants to conform to current laws and requirements and to ensure that the conduct of approved filming take place in an orderly fashion within the prescribed dates, times and locations, whether public or private, consistent with the representations made by the applicant in the approved application. Failure to comply with requirements established by City departments can result in a shutdown of the filming with possible legal ramifications. A location agreement, certificate of insurance, copy of script (to be returned once reviewed) and shooting schedule must be submitted along with the Film Permit Application of the Film Liaison.

Please contact us as far in advance as possible of any planned filming to get your Film Permit Application approved quickly and on time. While we require a minimum of three (3) days in advance of the film shooting date for approval of your film permit, you should call the Film Liaison as soon as you begin to set tentative dates for filming. Additional approvals from other City departments may be required and you should plan for ample time to secure those permits.

Permit Steps

1. Obtain liability insurance naming Whiteside County Economic Development Department as additionally insured. The Whiteside County Economic Development Department requires commercial general liability coverage with a minimum limit of \$1,000,000 (\$1 million) per occurrence and a \$2,000,000 (\$2 million) aggregate, with the City named as additionally insured.
2. Print and fill out the Film Permit Application.
3. Sign the Filming Location and Parking section on page 5 and any Letters of Notification applicable to residents or businesses on page 7.
4. Attach a script and scene description (if applicable), shooting schedule, list of signatures, addresses and phone numbers of surrounding businesses and/or residents.
5. Attach a map, description and scene sketch if requesting traffic control plan of the film site and/or route.
6. Call the Northwest Illinois Film Office at (815) 622-1106 or (815) 772-5182 to schedule a required meeting to have your application reviewed and considered for approval.
7. You may need to obtain additional permits as required for:
 - a. Sound Permit
 - b. Street Closure Permit
 - c. Facility Use Permit
 - d. Parade Permit
8. Once all necessary permit approvals and signatures are acquired, this application becomes a Film Permit.

Note: A copy of this application is retained by the Film Office to respond to all public inquiries.
The applicant shall retain the original signed permit at all times on-site during filming.

NORTHWEST ILLINOIS FILM OFFICE CONTACT:

Gary Camarano, Film Liaison
Whiteside County Economic Development Department
200 East Knox Street
Morrison, IL 61270
Office: (815) 772-5182
E-mail: gcamarano@whiteside.org



Date of Application: _____

New Application

Revised Application

FILM PERMIT APPLICATION

Gary Camarano, Film Liaison, (815) 772-5182

Permit #: NWIFO-_____

Project Title: _____ Email Address: _____

Production Company: _____

Office Address: _____ Office Fax Number: _____

Office Phone Number: _____

Location Manager: _____ Cell Number: _____

Assistant Location Manager: _____ Cell Number: _____

Film Location Address: _____

Interior

Exterior

From*: (Day, Date, Time) to (Day, Date, Time)

From: _____ to _____

**Filming dates/times must reflect the moment production will arrive at the filming location (i.e., set up) and the time the last production vehicle leaves).*

Location of Base Camp*:

**Base Camp cannot be on streets*

Provide a brief description of the scene below*:

**You may substitute a script*

Craft Service: _____ Cell Number: _____

Caterer*: _____ Cell Number: _____

**Proof of health permits may be required*

Special Effects: _____ Cell Number: _____

Federal Pyro Licensee: Yes No

Pyrotechnics Yes No

Contact Name: _____

Cell Number: _____



NORTHWEST ILLINOIS FILM PERMIT REQUIRED INFORMATION

Section 1: Fees

There is no fee for use of City property. Fees are charged for posting of temporary No Parking signs, use of Police/Fire Department/City vehicles/personnel/Ambulance services. Please refer to the City Services Form for rates, requirements and services available. Fees are subject to change. Inquire with Film Liaison.

Section 2: General Information

1. Applicant/Production Company: _____
2. On-Site Contact: _____
3. Mailing Address: _____ City/State/Zip: _____
4. Work Phone: _____ Cell Phone: _____
5. Fax: _____ E-mail: _____
6. Producer (if different from applicant): _____
7. Cell Phone: _____ E-mail: _____
8. Organization Type: Corporation Non-Profit for Profit
 Government Student Other _____
9. Insurance Provider: _____
10. Policy Number: _____
11. Copy of Insurance Attached Yes No
12. Naming Northwest Illinois as additional insured: Yes No
13. Attach copy of Shooting Script, Shooting Schedule, Location Breakdown, and Cast/Crew List: Yes No
14. Daily Call Sheet to be e-mailed to Film Office.

Section 3: Filming Description

Film Title or Project: _____

Production Type: Still Film Video Multimedia Other

Classification: Feature Short Commercial Television

Music Video Documentary Educational Student

Other _____



Section 4: Filming Location and Parking*

**Must be completed for each location*

Physical Address: _____

Type of Structure: _____

Prep dates: _____

Shoot dates: _____

List Sheet(s) affected by filming and proposed closures:

Identify any special parking and traffic circulation requirements (e.g. road closures, detours, parking layouts). Provide additional details as necessary.

Equipment and vehicle descriptions (include type, size, and quantity):

Sanitation and location facilities:

RVs and Hook-up facilities:

Trucks/Cars:

Generators:

Attach drawing showing parking of equipment/crew vehicles



Summarize sets and structures to be altered/erected:

Summarize any special effects planned*: (pyrotechnics, explosions, weapons firing, car crashes, etc.)

*Attach copies of ATF/Explosives Licenses:

Summarize the planned use of vehicles, aircraft, drones, helicopters, hot air balloons, etc.

Summarize the use of animals:

List any Northwest Illinois properties wanting to use:

Signature of Production Representative

Telephone contact: _____

Date Signed

Gary Camarano, Film Liaison

Date Signed

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LETTERS OF NOTIFICATION

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and to describe the filming activities.

All letters of notification must be forwarded to the Northwest Illinois Film Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be received by the resident/business at least 48 hours in advance of filming.

Please use the following checklist to ensure that your letter includes all relevant details.

1. Letter is on production company letterhead.
2. Production company name, working title and type of production are listed.
3. Name, title, and phone numbers of the location manager, assistant location manager are provided.
 - a. You must also include Gary Camarano, Whiteside County Economic Development Department, (815) 772-5182, and Janell Loos, City of Rock Falls Director of Tourism, (815) 622-1106
4. Duration of filming is given (dates and times).
5. Date(s) and time of day that production vehicles will arrive at location as well as wrap time and day must be included.
6. Street dressing, gunfire, and/or special effects must be included.
7. Specifics regarding proposed alternate parking arrangements for permit parkers have been included.
 - a. It is up to the production company to find alternative parking arrangements suitable to the residents.
8. Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we require a letter that provides residents, businesses, and other organizations in affected areas information concerning the type of activity that is planned related to the filming, and that they be assured that the production company is committed to making this a positive experience for all concerned. We expect that due respect and consideration will be extended to all residents in the areas in question.

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NORTHWEST
ILLINOIS FILM OFFICE

Dear Resident,

We are planning to film scenes of _____

at _____

Proposed date(s): _____ Hours: from _____ to _____

Descriptions of scenes and parking: _____

We have applied for the necessary permit(s) and maintain all legally required liability insurance. If a permit is granted, all personnel required to ensure public safety will be on location. We agree to abide by all City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will not arrive earlier or vacate the neighborhood later than the specified time.

Thank you, in advance, for your cooperation and hospitality while we are filming in your neighborhood.

If you have any questions or concerns regarding this request, please contact us as the production office or by cell phone. Please do not hesitate to call.

You may also contact:
Gary Camarano, Film Liaison
Whiteside County Economic Development
200 E. Knox Street
Morrison, IL 61270
815) 772-5182
E-mail: gcamarano@whiteside.org

Production Company

Production Office Phone Number

Production Representative

- I HAVE NO CONCERNS regarding the proposed activities.
- I HAVE NO CONCERNS but prefer not to sign my name
- MY CONCERNS regarding the proposed filming activities are: _____

Resident/Owner Signature

Date

In multiple unit buildings, managers may sign on behalf of tenants as follows:

Total # of tenants in the building: _____

Addresses signed for: _____

I, as manager of the above buildings, have notified all of the tenants and know of no substantial obligation to the proposed filming activity - I am signing on the tenants' behalf.

Manager Signature

Phone

Date