

**THE VILLAGE OF NORTHFIELD  
NORTHFIELD, ILLINOIS**

**ADMINISTRATIVE PROCEDURES FOR COMMERCIAL FILMING/TAPING**

**TO: Prospective Applicants**

**FROM: Village Manager**

Please review the following administrative procedures for commercial filming/taping in the Village of Northfield. This document, as well as the attached application, must be completed and returned to the Village Hall at least 72 hours prior to the desired film production date.

1. **PURPOSE**

The purpose of the directive is to provide guidelines for requests for film production work on private property as well as streets, rights-of-way, and public buildings, equipment and personnel.

The producer is required to submit a script and/or script board outlining the nature of the film. The Village Manager may authorize the use of any street, right-of-way, or public building, equipment or personnel for commercial uses in the filming or taping of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the Village Manager may require that any or all of the conditions and/or remuneration as specified on the application be met as a prerequisite to that use.

The producer agrees that the Village of Northfield shall have full control over the use of the public streets and buildings of the Village while being used, as well as control over the hours of production and the general location of the production. The Village of Northfield reserves the full and absolute right to prohibit all filming or to order cessation of filming if it is determined to be hazardous to the public health, safety and welfare. All film production work must also comply with the attached noise regulations.

The producer shall agree to allow the respective Village Departments (i.e., Police, Fire/Rescue, Community Development & Building) to inspect all structures and/or devices and equipment to be used in connection with the filming and taping.

The producer shall agree that the authorization granted pursuant to and in accordance with this application shall be for a specific time period to be determined by the Village.

The producer shall be required to talk with any or all property owner(s) in the affected neighborhood as defined by boundaries set by the Village Manager. The producer shall write a short description of the proposed project along with the filming schedule to distribute to any impacted property owners. A report noting all residents contacted, their addresses and any noted conversations must be provided by the applicant. This completed report must be delivered to the Office of the Village Manager prior to approval for filming.

The producer shall provide a report listing the number of vehicles and types of equipment to be used during the filming including their proposed hours of use and their proposed parking locations. Such locations will need to be specifically approved by the Village Manager so as to maintain traffic safety.

Any commercial producer who desires to undertake a commercial film or tape production within the Village of Northfield will be required to complete and return this packet to the Village Manager's Office a **minimum of 72 hours** in advance of the desired film production date.

1. **PERMIT AND FEE REQUIREMENT**

The producer agrees to obtain a permit from the Village Manager as defined in the following procedures and pay the non-refundable fee of \$250.00\* (per shoot).

2. **USE OF VILLAGE PERSONNEL/EQUIPMENT**

The producer agrees to pay for the costs of any Police/Fire-Rescue, Public Works, or other Village personnel assigned to the project (whether specifically requested by the producer or not) at the current duty rate. Remuneration rates for the use of any Village equipment will be established on a case by case basis. Checks should be made payable to the "Village of Northfield".

3. **USE OF VILLAGE PROPERTY\***

Depending upon the extent of the use of Village property, the following rate schedule shall apply:

- A. Partial or disruptive use (regular operating hours) of a public building  
\$1,500 per day\*
- B. Partial non-disruptive use of a public building  
\$550 per day\*
- C. Total closure of public street or right-of-way  
\$160 per hour\*
- D. Partial closure or obstruction of public street or right-of-way  
\$75 per hour\*

\*All fees are subject to change without notice. The most current fees are found in Appendix D, Article II, of the Northfield Village Code (attached).

**Please complete the attached application and enclose the permit fee.**

**APPLICATION FOR COMMERCIAL FILMING/TAPING  
IN THE VILLAGE OF NORTHFIELD  
NORTHFIELD, ILLINOIS**

\_\_\_\_\_  
(Date)

From: \_\_\_\_\_

This is the completed application to film \_\_\_\_\_  
in the Village of Northfield. (Title)

\_\_\_\_\_  
Name of Production Company Telephone Number

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Name of Producer Telephone Number\*

\_\_\_\_\_  
Name of Production Manager Telephone Number\*

\_\_\_\_\_  
Name of Location Coordinator (local contact person) Telephone Number\*

\_\_\_\_\_  
Name of Illinois Film Office Representative Telephone Number\*

Type of Production: (i.e., Commercial, Feature Film, Film Scene, Training Film, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Local Numbers (Not Company Numbers)  
Emergency contact number all times during film production**

Production Schedule (Give dates and times, including pre-production information):

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Allowances for weather or other conditions beyond the producer's control will be made after consultation with the Village Manager's Office.

Proposed location(s) or production (Please describe where public access will be restricted):

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Describe any alterations to property:

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Proposed location where vehicles will park and identify staging area:

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Please indicate location where crew will be fed if not at production area:

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General description of script or content of production (attach a copy of the script):

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Anticipated need of Village personnel, equipment, or property:

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Miscellaneous information:

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**CERTIFICATE OF INSURANCE**

When any public property is being utilized, the producer shall attach a certificate of insurance, naming the Village of Northfield as an additional insured, in the amount of \$10,000,000 general liability including bodily injury and property damage. The Village Manager, on consultation with the Village Attorney shall have the right to reduce the insurance requirement to not less than \$2,000,000. The Village of Northfield, its corporate authorities, elected officials, officers, boards, commissions, attorneys, employees and agents are made additional insureds under Policy No. \_\_\_\_\_ with respect to any and all claims which arise out of or are in any way related to the filming/taping while present in the Village of Northfield.

The producer shall also attach proof that the appropriate workers' compensation and employer's liability insurance have been provided for the employees of the filming company. Certificates Attached: \_\_\_\_\_

The producer shall sign the following Hold Harmless Agreement with the Village of Northfield holding the Village harmless from any claim that may arise from their use of designated public property, right-of-way, or equipment in conjunction with the permitted use:

*I certify that I represent the firm which will be performing the filming/taping at the locations specified on its permit application. I further certify that my firm will perform in accordance with the directions and specifications of the Village of Northfield, and that my firm will indemnify and hold harmless the Village of Northfield for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.*

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Producer's Signature

Title

Date

**APPROVAL**

The producer or representative shall sign this application, and upon favorable consideration of this application, shall enter into an agreement with the Village subject to the aforementioned terms. This agreement must be signed by the Village Manager or his designee prior to any production activity taking place. A signed copy will be returned to the producer or representative.

I have read, understand, and agree to abide by the terms and conditions outlined in the cover directive and Application.

Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Village Manager Date

**Please Return To: Village of Northfield  
361 Happ Road  
Northfield, IL 60093  
Attention: Village Manager**