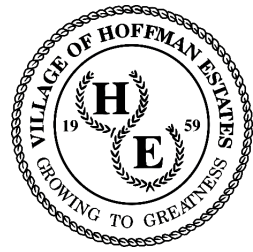


# Village of Hoffman Estates Administrative Procedures for Commercial Filming



Thank you for choosing Hoffman Estates as the location of your commercial filming project. The Village's policies and requirements are included below. Please refer any questions to the Office of the Village Manager at 847-781-2600.

## I. Who Needs a Permit

The Village of Hoffman Estates issues permits for the purposes of filming on the public way (Village streets, sidewalks and other Village-owned property). If you intend to occupy the public way with equipment and/or vehicles, or if you need to block pedestrian or vehicular traffic, then a permit is required.

Small portable productions that do not impede the public (news crews, documentaries, b-roll, etc.) often do not require permits. Any filming that causes blockage of the public street will require a permit.

## II. Purpose

These guidelines apply to requests for commercial use of streets, rights-of-way, public buildings, equipment and personnel in the filming of movies, TV shows, commercials and related activities.

The Village may authorize the use of any street, right-of way, public building, equipment or personnel for commercial uses in the filming or recording of movies, television programs, commercials, or training films and related activities. In conjunction with these uses, the Village may require that any or all of the conditions and/or remuneration as specified in this application be met.

The applicant agrees that the Village of Hoffman Estates 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 Hoffman Estates reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be hazardous to the public health, safety and welfare. The applicant agrees to comply with all applicable Village ordinances and regulations.

The applicant agrees to allow the respective Village departments (i.e., Police, Fire, Development Services, Public Works) to inspect all structures, devices and equipment to be used in connection with the filming and or recording.

The applicant 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 applicant shall be required to contact any or all property owner(s) and residents in the affected neighborhood, as defined by boundaries set by the Village. The applicant shall provide a short description of the proposed project, along with the proposed filming schedule, to the affected property owners or residents. The applicant shall provide a report to the Village noting any owner or resident response, along with the addresses and phone numbers of all property owners. This completed report must be delivered to the Village prior to approval for filming.

# Village of Hoffman Estates

## Administrative Procedures for Commercial Filming



### **III. Fees and Deposits**

The Village of Hoffman Estates requires the following fees and deposits for commercial filming or recording:

1. Permit fee of \$500, made payable to the "Village of Hoffman Estates," due at permit issuance.
2. Daily fee of \$250 per day, made payable to the "Village of Hoffman Estates," due at permit issuance.
3. Security deposit, due prior to commencement of filming; the amount of this security deposit will be determined by the Village based on the scope of the project.

The applicant 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 proposed parking and staging locations. Such locations must be specifically approved by the Village in order to maintain traffic safety and comply with local ordinances.

Any commercial producer who desires to undertake a commercial film or tape production within the Village of Hoffman Estates will be required to complete and return this packet to the Village a minimum of 14 business days in advance of the first desired production date.

### **IV. Proof of Property Owner Approval**

Any filming on private property (homes, office buildings, businesses, etc.) must be approved by the property owner or management. A letter from the property owner or management indicating this approval must be provided to the Village.

### **V. Days and Hours of Operation**

Filming and prep work cannot start before 7:00 am and all filming and clean up needs to be completed no later than 10:00 pm. There are no filming permits granted on Sundays.

### **VI. Use of Village Personnel/Equipment**

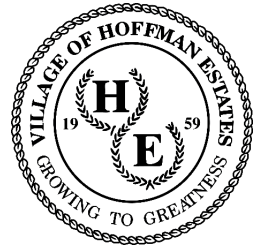
The producer agrees to pay for the costs of any Police, Fire, Development Services, Public Works or other Village/personnel or equipment assigned to the project by the Village or the production company at the Village's established overtime rates (to be provided to producer in advance of project). Checks should be made payable to the "Village of Hoffman Estates." In lieu of Village employees, the production company may hire a private firm to provide security. Such

### **VII. Certificate of Insurance/ Declaration Page**

The applicant shall attach a certificate of insurance, naming the Village of Hoffman Estates and its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives as additional insured. Coverage is required in the following amounts:

- Commercial General Liability: Minimum \$1,000,000 per occurrence; \$3,000,000 aggregate
- Motor Vehicle Insurance: Combined single limit per occurrence; minimum \$1,000,000

**Village of Hoffman Estates  
Administrative Procedures for Commercial Filming**



- Worker's Compensation: Waiver of subrogation in favor of the Village of Hoffman Estates; statutory limits and Employers' Liability limit of \$1,000,000 per accident.

The Village of Hoffman Estates, its corporate authorities, elected officials, officers, boards, commissions, attorneys, employees and agents will be made additional insureds with respect to any and all claims that arise out of or are in any way related to the operations of the filmmaker while present in the Village of Hoffman Estates. The Applicant shall also provide a Declaration of Coverage page and Additional Insured Endorsement affirming coverage. The producer shall also attach proof that the appropriate Worker's Compensation and Employers' Liability insurance have been provided for the employees of the filming company. The Village will receive a minimum of 30 days' notice of any change or cancellation of the insurance policies required herein.

**VIII. Hold Harmless Agreement**

The producer shall sign the Hold Harmless Agreement in the application packet, 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.

**IX. Miscellaneous**

Any other circumstances, conditions, or anticipated needs not covered in this administrative procedure document shall be noted in the application.

**X. Approval**

The producer or representative shall sign this copy of the administrative procedures for commercial filming/recording and the application, and upon favorable consideration of the application, shall enter into an agreement with the Village subject to the aforementioned terms. The agreement must be signed by the Village Manager or the Village Manager's designee prior to any production activity taking place. A signed copy will be returned to the producer or representative.

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I have read, understand, and agree to abide by the terms and conditions outlined in these administrative procedures and the application.

Signed: \_\_\_\_\_

Approved: \_\_\_\_\_

Village Manager

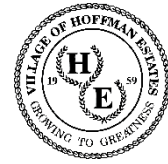
\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Application for Commercial Filming Permit  
Village of Hoffman Estates, IL



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

Name of Production: \_\_\_\_\_

I. Background

1. Contact Information:

Name of Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Producer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Location Coordinator (if such person does not reside within fifty [50] miles of the Village of Hoffman Estates, identify Illinois Film Office representative as well):

Name of Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Type of production: (i.e., commercial, feature film, film scene, training film, etc.):

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

3. Production schedule (dates and times):

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

4. Proposed location(s) of production:

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5. General description of script or content of production:

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6. Proposed rating of production (e.g., PG, PG-13, R):

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7. Special effects, lighting or pyrotechnics:

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8. Anticipated need for Village personnel, equipment, and/or property:

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9. How many days and what hours will the company be in Village/building site?

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10. Will there be an advance group coming in to prepare the site for the film crew? If so, when?

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11. How many people do you expect to be involved with the production?

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12. Is an assembly or staging area required for equipment or personnel?

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13. Where will the production vehicles park?

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14. Will an external power source be used for lighting, or will access be required to an internal source?

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15. Will there be alterations to the property?

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16. Will any areas be closed to the public? If so, please specify.

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17. What is the best point of access for the filmmakers and their equipment?

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18. How soon will things be restored if necessary?

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II. Insurance

The applicant shall attach a certificate of insurance, naming the Village of Hoffman Estates and its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives as additional insured. Coverage is required in the following amounts:

- Commercial General Liability: Minimum \$1,000,000 per occurrence; \$3,000,000 aggregate
- Motor Vehicle Insurance: Combined single limit per occurrence; minimum \$1,000,000
- Worker's Compensation: Waiver of subrogation in favor of the Village of Hoffman Estates; statutory limits and Employers' Liability limit of \$1,000,000 per accident.

Such certificate shall include the following language: "The Village of Hoffman Estates, its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives are made additional insureds with respect to any claims which arise out of, or are in any way related to, the operations of [the film maker] while present in the Village of Hoffman Estates."

The applicant shall also attach proof that the appropriate Worker's Compensation and Employers' Liability insurance have been provided for the employees of the filming company. The Village will receive a minimum of 30 days' notice of any change or cancellation of the insurance policies required herein.

The Applicant shall also provide a Declaration of Coverage page affirming all required coverages.

Certificate and Declaration of Coverage Page attached \_\_\_\_\_  
(Initials)

III. Discussion with Property Owners

The applicant shall provide a short written description of and schedule for the proposed production to the owners and residents of each property in the affected neighborhood (as defined by boundaries set by the Village). The applicant shall communicate with owners and residents of all such property and submit as part of this application a report noting any property owner or resident response, along with the addresses and phone numbers of all such property owners and residents.

Report attached \_\_\_\_\_  
(Initials)

IV. Hold Harmless Agreement

The applicant shall sign the Hold Harmless Agreement with the Village of Hoffman Estates holding the Village harmless of 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 Company") that will be performing the filming or recording at the locations specified of this permit application. I further certify that the company will perform in accordance with the directions and specifications of the Village of Hoffman Estates, and that, to the fullest extent permitted by law, the Company agrees to defend, indemnify and hold harmless the municipality, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the municipality, its officials, agents and employees, arising in whole or in part of in consequence of the performance of this work by the Company, its employees, or subcontractors, or which may in anywise result therefore, except that solely caused by the municipality, its agents or employees, the Company shall, at its own expense, appear, defend and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such

action, the Company shall, at its own expense, satisfy and discharge the same.

The Company expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Company, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the municipality, its officials, agents and employees as herein provided.

The Company further agrees that to the extent that money is due the Company by virtue of this contract as shall be considered necessary in the judgment of the municipality, may be retained by the municipality to protect itself against said loss until such claims, suites, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the municipality.

Signed: \_\_\_\_\_

\_\_\_\_\_  
Title Date

V. Miscellaneous

Specify any other circumstances, conditions, or anticipated needs not covered in this application:

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

The producer or representative shall sign this application and upon favorable consideration of this application, the Village shall issue a permit for the production activity subject to the aforesaid conditions and any others as may be reasonably required by the Village.

I have read, understand, and agree to abide by the terms and conditions outlined in this application.

Signed: \_\_\_\_\_

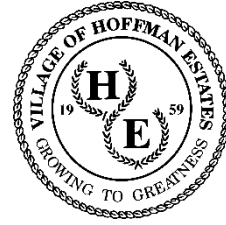
\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Title Date

Approved:

\_\_\_\_\_  
Village Manager Date





## Commercial Filming Permit Checklist

- Participate in a production planning meeting (in person or virtual) with staff to determine the feasibility of the proposed project.
- Complete Filming Permit Application.
- Acquire all traffic protection devices (sign, barricades). These must be provided by the permit holder.
- Provide insurance certificate naming the Village of Hoffman Estates as additionally insured. See Administrative Procedures and Application for coverage requirements. Email to [suzanne.ostrovsky@hoffmanestates.org](mailto:suzanne.ostrovsky@hoffmanestates.org).
- Provide proof of subject property owner/management approval, if applicable.
- Submit application fee and any required deposit, as designated by the Village. Checks should be made payable to the Village of Hoffman Estates and delivered to Suzanne Ostrovsky in the General Government Department.
- Notify surrounding property owner(s) and residents in the affected neighborhood, as defined the Village, and provide report as described in Section II above.
- Schedule Police/Fire personnel as needed.

***For help regarding any of the above, please contact Suzanne Ostrovsky, Assistant to the Village Manager, at 847-781-2609 or email [suzanne.ostrovsky@hoffmanestates.org](mailto:suzanne.ostrovsky@hoffmanestates.org).***