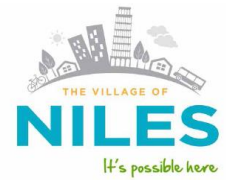


Village of Niles

Commercial Filming Policies and Procedures



Village of Niles
1000 Civic Center Drive
Niles, Illinois 60714
Phone: 847-588-8010
www.vniles.com

It is the policy of the Village of Niles to allow interior or exterior locations on public or private property to be used in the filming or taping of movies, TV programs, commercials or training films, and related activities. The Village Manager may authorize the use of any Village owned property, right-of-way, equipment and/or building for commercial uses listed hereinabove only if the personal and property rights of affected residents and businesses can be adequately protected, unreasonable and unnecessary disruptions to the community can be avoided, rights of the public to a safe and normal use of the public streets, rights-of-way, and property can be protected. Requests for the use of public or private property as a location for film production will be evaluated on a case-by-case basis by the Village Manger who may require that he following conditions be met prior to use:

I. APPLICATION

Producers of a film or tape production which take place within the Village of Niles shall be required to submit a COMMERCIAL FILM APPLICATION to the Village Manger's Office no fewer than thirty (30) days prior to the requested start date. No application is considered "submitted" unless a \$100 non-refundable application fee and the following information accompany it:

- A. Type of production (motion picture, television production, training film, etc.);
- B. Current name, address and phone number of the production company;
- C. Contact(s) information (project producer, director, location manager);
- D. Complete production schedule including dates and times;
- E. Proposed location(s) including street names, direction, addresses;
- F. Description of film (describe what actions will occur during filming; the set and all props to be used; the purpose of filming; what the film will be used for; etc.)
- G. Anticipated need of Village personnel, property, security, and/or right-of-way;
- H. Certificate of insurance evidencing \$1,000,000 of general liability with the Village of Niles as an additional insured and proof of workers compensation insurance;
- I. Hold Harmless Agreement;
- J. Copies of letters, statements, or permits authorizing the use of private property;
- K. Other information as deemed necessary by the Village of Niles.

II. USE OF VILLAGE EQUIPMENT, PROPERTY AND PERSONNEL

The applicant shall agree to pay all costs incurred in the use of Village property, any assignment of Village employees, including police, fire, public works, and/or other Village personnel resulting from the film production at the current established rates which are as follows:

Village Property

The cost to use any building for any use shall be \$1,000.00 per day. Buildings occupied by the Niles Police or Fire Departments cannot be used for film production without permission from the Department Chief. The Police Department requires that all filming personnel be accompanied by a CSO or Village representative while using any Village facilities. For the partial closure or obstruction of any public street or right-of-way the cost shall be \$250.00 per day.

Village Personnel

The cost of Village labor shall equal one and half times the hourly rate of pay for each Village employee assigned at a two (2) hour minimum, including any overtime plus an administrative charge equal to 10% of total labor costs.

III. HOURS OF FILMING

Unless permission has been obtained by the Village in advance and affected property owners are notified, filming will be limited to the following hours: Monday through Friday 7:00 a.m. to 6:00 p.m. and Saturday, Sunday and holidays 8:00 a.m. to 6:00 p.m.

IV. CERTIFICATE OF INSURANCE

The applicant must provide a certificate of insurance prior to the issuance of the film permit. The certificate of insurance must contain combined single limit coverage for bodily injury and property damage of not less than \$1,000,000. The certificate shall name the Village of Niles as additional insured. The Village may require additional coverage if it is determined that he risks inherent in the proposed activity would not be adequately covered by basic coverage.

V. WORKER'S COMPENSATION

The applicant must show proof of worker's compensation insurance, employer's liability insurance and all other insurance required by law to be provided for the employees of the applicant.

VI. HOLD HARMLESS AGREEMENT

The applicant shall execute a hold harmless agreement with the Village wherein the applicant agrees to hold and defend the Village, its officers, employees and agents harmless from any claim that may arise out of or in connection with the applicant's use of public property, public right-of-way and/or public equipment.

VII. COST OF REPAIR AND RESTORATION

The applicant agrees to pay in full the cost of repair of any and all damage to public property resulting from or in connection with the film production and to restore any area used to the same condition it was in prior to use by the applicant.

VIII. PERMISSION FROM PRIVATE PROPERTY OWNERS

The applicant must obtain written permission from property owner(s) and tenant(s) or enter into a lease for the use of property not owned or controlled by the Village.

IX. NEIGHBORING PROPERTY NOTIFICATION

The applicant must provide written notification to all property owner(s) and tenant(s) within 300 feet of the film/filming location at least seven (7) days prior to the start date.

X. CANCELLATION PENALTIES

- Four business days' or more notice - No penalty
- Three business days' notice - 50% of the agreed upon cost of personnel
- Two business days' notice - 75% of the agreed upon cost of personnel
- Less than two business days' notice - 100% of the agreed upon cost of personnel

XI. APPROVAL- AGREEMENT

Upon favorable consideration of the application, the applicant shall enter into an agreement with the Village, containing some or all of these provisions, and other provisions deemed necessary, to be signed by the Village Manager or designee prior to the start of any production activity.

XII. APPEAL

An applicant may appeal the denial by the Village Manager of a filming permit application to the Village Board by filing an appeal in writing with the Office of the Village Manager within ten (10) days after the date of the Village Manager's denial. The Village Board shall review the filming permit application and any other reliable and relevant evidence, documents, or information, and may receive and consider new evidence. After due consideration of the facts contained in the record submitted by the Village Board to the Office of the Village Manager, and all other submitted materials, the Village Board may (1) affirm the denial in total, or (2) overturn the denial, and grant the filming permit, subject to any conditions and upon such terms as the Village Board deems necessary or appropriate to protect and promote the public health, safety and welfare.

XIII. PAYMENT OF SERVICES

A 50% deposit is due five (5) business days before filming begins. A final invoice will be issued after the production is complete and is due within 15 calendar days of the invoice date.

I have read and completely understand the terms and conditions set forth by this application.

Signature of Authorized Agent:

Printed Name of Authorized Agent:

Date: