

APPLICATION FOR COMMERCIAL FILMING/TAPING/PHOTOGRAPHY

**VILLAGE OF SUMMIT
COOK COUNTY, ILLINOIS
2025**

_____ (Date)

Attached is the application to request permission for commercial filming, taping, or photography within the Village of Summit. Please complete all sections of this application thoroughly. Incomplete applications may delay processing.

1. APPLICANT INFORMATION:

Production Company Name: _____

Address: _____

City, State, Zip Code: _____

Business Phone: _____

Emergency Contact Phone: _____

E-mail Address: _____

Producer Name: _____ Phone: _____

Director Name: _____ Phone: _____

Location Manager (if the location manager does not reside within 50 miles of the Village of Summit, please provide the Illinois Film Office contact as well):

Name: _____

Phone: _____

E-mail Address: _____

Address: _____

Illinois Film Office Representative (if applicable):

Name: _____

Phone: _____

E-mail Address: _____

2. PRODUCTION DETAILS:

Title of Production: _____

Type of Production (e.g., feature film, commercial, documentary, training film, etc.):

Provide a brief summary of the content and purpose of the production:

List all special effects planned (including pyrotechnics, simulated gunfire, stunts, etc.):

Total Number of Crew Members on Site: _____

Total Number of Cast Members on Site: _____

Dates of Filming: _____

Filming Times: From _____ AM/PM to _____ AM/PM

Alternate Weather Dates (if any): _____

Locations of Filming (include street addresses and descriptions of areas to be used):

Attach a map identifying all filming locations, parking areas for production vehicles, and staging areas.

3. VILLAGE SUPPORT REQUESTS:

Indicate if any of the following will be required (check all that apply):

- Police Assistance
- Fire Department Assistance
- Public Works Assistance
- Use of Village Property or Buildings
- Street Closure (specify location and times)
- Parking Restrictions (specify location and times)
- Use of Drones (FAA documentation required)

Please provide a description of the requested support:

If street closures or parking restrictions are required, describe the traffic and pedestrian management plan, including signage and detour routes:

4. SETUP AND RESTORATION:

Will an advance crew be on-site prior to filming for setup? Yes No

If yes, provide dates and times: _____

How long will site restoration take after filming concludes? _____

Describe how the location will be returned to its original condition:

Will any alterations be made to public or private property? Yes No

If yes, explain: _____

Identify the location where meals and breaks will be taken for cast and crew:

5. POWER USAGE:

Will external generators be used? Yes No

If yes, provide details of power needs and generator locations:

Will access to internal power sources be required? Yes No

If yes, specify locations: _____

6. NEIGHBOR NOTIFICATION:

The applicant agrees to provide written notification to all affected residents and businesses within **800 linear feet** of the filming location no less than **five (5) days** prior to filming. A copy of the notice must be provided to the Village with the application.

7. INSURANCE REQUIREMENTS:

The applicant shall provide a certificate of insurance naming the Village of Summit, its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives as additional insured, with coverage of:

- \$2,000,000 General Liability (including bodily injury and property damage)
- \$2,000,000 Automobile Liability (if applicable)
- Proof of Worker’s Compensation and Employer’s Liability Insurance

The certificate must include the following language:

“The Village of Summit, its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives are made additional insured with respect to any and all claims which arise out of, or are in any way related to, the operations of (the filmmaker) while present in the Village of Summit.”

Attach certificate of insurance: Yes No

Attach proof of Worker’s Compensation: Yes No

8. Hold Harmless Agreement:

In consideration for the issuance of a film production permit by the Village of Summit, and as a condition thereof, the undersigned applicant hereby agrees as follows:

1. The applicant shall indemnify, defend, and hold harmless the Village of Summit, its corporate authorities, officers, officials, boards, commissions, employees, attorneys, agents, and representatives from and against any and all claims, demands, actions, damages, losses, liabilities, costs, and expenses of every kind and nature, including reasonable attorney's fees, arising out of or in any way related to the applicant’s film production activities conducted within the Village of Summit, regardless of whether such claim arises during or after the term of the permit.
2. The applicant assumes full responsibility for any and all damages to public or private property arising from or related to the film production activities, including but not limited to streets, sidewalks, parkways, park facilities, buildings, and landscaping.
3. The applicant shall promptly repair or replace any damaged property to the satisfaction of the Village of Summit and shall reimburse the Village of Summit for any costs incurred as a result of such damage.
 - The applicant shall maintain insurance coverage as required under Title 5, Chapter 42 of the Village of Summit Village Code, including:

- General Liability Insurance in an amount not less than \$2,000,000;
 - Automobile Liability Insurance in an amount not less than \$2,000,000 (if applicable);
 - Worker’s Compensation and Employer’s Liability Insurance as required by law.
4. The Village of Summit shall be named as an additional insured on all applicable policies, and certificates of insurance shall be submitted to the Village Clerk prior to the commencement of any film production activities.
 5. This Hold Harmless and Indemnification Agreement shall be binding on the applicant, its officers, employees, agents, contractors, successors, and assigns.

Executed this _____ day of _____, 2025.

Signature _____

9. Information to Disclose

If you believe there is any other information that the Village of Summit should be aware of prior to granting this application, please provide a description here. The Village of Summit may request additional information not included within this application prior to granting the application.

10. Acknowledgement of Summit Ordinance Title 5, Chapter 42

I hereby certify that I have read and understand Title 5 Chapter 42 “AN ORDINANCE REGULATING COMMERCIAL FILM PRODUCTION IN THE VILLAGE OF SUMMIT”. I understand a failure to comply with Title 5, Chapter 42 will result in fines and/or complete termination of the project.

Signature _____

Date _____

11. SIGNATURE:

I hereby certify that the information provided in this application is complete and accurate. I agree to comply with all requirements set forth by the Village of Summit, and I understand that failure to comply may result in revocation of the permit and penalties.

Signature of Authorized Representative: _____

Name (printed): _____

Title: _____

Date: _____

VILLAGE OF SUMMIT

Schedule of Fees for Commercial Filming, Photography and Taping

Permit Application _____ \$150.00

Village Deposit Fee _____ Small-Scale Film Production \$2,500

Large-Scale Film Production \$15,000

Public Building Use _____ \$1,500 per day

Additional hours for public building use _____ \$150.00 per hour

Total closure of public street, park, area or right of way _____ \$150.00 per hour

Partial closure of public street, park or right of way _____ \$75.00 per hour

Personnel _____ Current Duty
Rate

Use of Village equipment and vehicles _____ \$75.00 per hour

SAMPLE FILMING NOTICE

_____ (Date)

Dear Neighbors,

_____ (Production Company) will be filming scenes for an upcoming commercial/movie/tv show in your neighborhood on _____ (Day, Date). Filming will take place at _____ (Address) between the hours of _____ to _____.

In order to park necessary vehicles and equipment for filming, streets will be posted with **NO PARKING/TOW ZONE** signs at the following times:

_____ (Day, Date and Time)
_____ (Address)

We are working closely with the Village of Summit to ensure a safe and positive filming experience. We appreciate your cooperation and understanding as we complete this project in your neighborhood. Should you have any special needs or concerns, please do not hesitate to contact me at the number below.

Thank you in advance for your assistance and support.

Sincerely,

Name: _____ (Name)

Location Manager

Phone: _____

Email: _____

***All letters should be dated, on company letterhead and include the following:

- Name of Project
- Location of Filming
- Prep/filming/wrap dates
- Time/streets to be posted
- Production Company phone number and contact names
- A copy of the code of conduct policy.