



Guidelines for Commercial Filming in The Village of Lisle

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Guidelines for Filming in Lisle

I. Purpose

The following guidelines are intended to protect the personal and property rights of Lisle residents and businesses. The Village Manager reserves the right to impose additional regulations in the interest of the community if deemed necessary.

These guidelines cover requests for commercial use of Village-owned property (streets, right-of-ways, and public buildings), commercial use of private property which may affect adjacent public or private property, equipment and personnel in the filming of movies, TV shows, commercials, and related activities.

II. Village Control/Village Manager Authority

The Village Manager may authorize the use of any street, right-of-way, public building, or various public areas, and 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 applicant agrees that the Village of Lisle shall have full control over the use of all public property and private property alterations during the hours of production, as well as the general location of the production. Public property includes, but is not limited to, streets, parkways, sidewalks, buildings, train depots and train platforms. Applicants would need to coordinate with the Lisle Park District for use of any parks. The Village reserves the full and absolute right to prohibit all filming or to order cessation of filming if it is determined to be detrimental to the public health, safety and welfare.

The applicant shall agree to allow representatives of the Village to inspect all structures and/or devices and equipment to be used in connection with the filming and taping if required by the Village Manager.

III. Permit Requirements

Before filing an application for filming in Lisle, the Village Manager's Office must be contacted to discuss the production's specific filming requirements and the feasibility of filming in Lisle.

Any commercial producer who desires to undertake a commercial video production in Lisle is required to complete and return the attached application for filming to the Village Manager's Office a **minimum of 10 days** prior to the commencement of filming or any substantial activity related to the project.

IV. Fees

An application processing fee of \$75.00 shall accompany each application for filming in Lisle. The Village Manager may waive this fee for not-for-profit organizations.

The Village will require the filming company to pay an administrative/public land use fee of \$100.00 per week. The fee will be paid in advance in an amount equal to 200% of the company's projected timetable for working in Lisle. Upon completion of the filming, the balance

of the unused fee will be returned. Payment must be made by check and is required to clear before filming begins. Funds will be held by the Village in a non-interest bearing account. The Village Manager may waive this fee for not-for-profit organizations.

V. Use of Village Equipment and Personnel

The applicant will agree to pay for the costs of any Police, Public Works, or other Village personnel assigned to the project (whether specifically requested by the producer or not). Remuneration rates for the use of any Village equipment will be established on a case-by-case basis. The applicant will need to arrange for use of Fire equipment with the Lisle-Woodridge Fire Protection District. The applicant will agree to pay in full, promptly upon receipt of an invoice, the charges incurred.

The Village Manager has the authority to require additional police coverage if it is determined to be in the best interest for public safety. Off-duty police officers are to be paid one and one-half their hourly rate based on their rank. Off-duty police officers and community service officers shall be paid at the hourly rate established for special detail events. Rates for special details shall be referenced in the current collective bargaining agreements.

VI. Use of Village Property

The Village Manager may authorize the use of any street, right-of-way, 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. This does not include on-street parking of filming vehicles.

Depending upon the extent of the use of Village property, the producer agrees to reimburse the Village for inconveniences when using public property. The following is the rate schedule:

- A. Total or disruptive use (regular operating hours) of a public building or facility (including parks, train depots or train platforms): **\$500 per day**
- B. Partial non-disruptive use of a public building or facility (including park, train depots or train platforms): **\$250 per day**
- C. Total closure of public street, parking lot or right-of-way: **\$50 per hour**
- D. Partial closure or obstruction of public street or right-of-way (including parking lots and on-street parking): **\$25 per hour**

VII. Special Equipment and Vehicles

At least three days in advance, 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 their proposed parking locations. Such locations will need to be specifically approved by the Village so as to maintain traffic safety. On-street parking or use of public parking lots is subject to Village approval.

The use of exterior lighting, power generators, or any other noise or light producing equipment requires on-site approval of the Village. If such equipment is used, it should not be located near any neighboring residential property. If the Village receives a complaint regarding any exterior activity, the situation must be resolved as directed by the Village.

VIII. Hours of Filming

Unless permission has been obtained from the Village in advance and affected property owners are notified, filming will be limited to the following hours: Monday thru Saturday 7:00 a.m. to 9:00 p.m. and Sundays and holidays 9:00 a.m. to 7:00 p.m. The Village Manager may authorize extended filming hours outside of the standard hours if deemed necessary and advanced notice is provided.

IX. Notification of Neighbors

The applicant shall notify the affected neighborhood or business district 24-hours prior to filming. Notice should be provided in the form of a leaflet or door hanger and should be distributed within a 250 ft. radius of the filming location. The filming notice should include the name of company, name of production, type of production, duration (i.e., times, dates and number of days) and company contact.

X. Shopping in Lisle

The Village of Lisle is home to many convenient service, retail and restaurant businesses that offer goods and services that can support filming productions. Film companies and their crews are encouraged to patronize local businesses and restaurants.

XI. Certificate of Insurance

The applicant shall provide a certificate of insurance showing evidence of a commercial liability policy and additional insured endorsement naming the Village of Lisle, its officials, employees, agents, and volunteers as an additional insured on a primary and non-contributory basis, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, covering any such claims for bodily injury and property damage is required for commercial filming.

XII. Hold Harmless Agreement

The producer shall sign the following Hold Harmless Agreement 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 the attached permit application. I further certify that I and my firm will perform in accordance with the directions and specifications of the Village of Lisle, and that I and my firm will indemnify and hold harmless the Village of Lisle 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.

Signed: _____

Title: _____

Date: _____

XIII. Liability

The applicant agrees to pay in full, promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to the production.