



**Filming Application**

*Fee \$150 (additional alternate permit fees may apply)*

*This application is to be submitted for any commercial filming within the corporate limits of the City of Highwood.*

**APPLICANT INFORMATION**

Applicant Name:	
Applicant Company:	
City, State, Zip Code:	
Email Address:	
Phone:	
Filming Day, On-Site Person in Charge:	
Cell Phone Number (will be confirmed):	

**FILMING INFORMATION**

Film, Commercial, or Project Name:	
Location Address(s)/Description	
<i>Principal:</i>	
<i>Secondary:</i>	
<i>Additional:</i>	
Set-Up Date and Time:	
Teardown Date and Time:	
Estimated Attendance:	
Streets to be blocked (full or partial):	
Additional requirements (Police, Fire, Public Works, Parking, Water, Food Service, Other):	

The undersigned hereby agrees to defend, indemnify and hold harmless the City of Highwood, its officials, agents, and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anywise accrue against the City of Highwood, its officials, agents and employees arising in whole or in part or in consequence of the organizer's event or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Highwood, its agents or employees. The arising therefore or incurred in connections therewith, and if any judgment shall be rendered against the City of Highwood, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same. I have the authority from my organization to sign and submit this application on their behalf. I understand that any changes made to this application after approvals are subject to City approval.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Filming Application

### Supporting Documents or Licenses

The following **HIGHLIGHTED ITEMS** must be submitted if deemed necessary:

- ✓ *Street Obstruction Permit* - public streets, sidewalks or other public property \$375.00, plus \$20 per parking space per day.
- ✓ *Food Preparation Inspection and Permit* ([Lake County Health Department](#)).
- ✓ A site layout plan for the production and/or map for parking, traffic control, tents, structures, generators, trucks, booms, electric hook-ups, food service, porta-john etc.
- ✓ Description of restroom facilities. Restroom facilities shall be provided for events longer than two (2) hours in duration.
- ✓ An original letter of authorization from the owner(s) of the property where the filming is to occur, authorizing the use of the property. *(If filming is to be held on City property, approval of this application shall serve as authorization)*
- ✓ A written description of the planned role and responsibilities of volunteers, if any.
- ✓ An event security, foul weather, and safety plan for both during the event and overnight as appropriate.
- ✓ A Certificate of Insurance in a form acceptable to the City showing the following minimal coverages and naming the City of Highwood, its officials, officers, directors, employees, attorneys, and agents as additional insured hereunder). Please include Name of Event, Location and times of the event on the Certificate. Comprehensive General Liability – \$1,000,000 per occurrence/Umbrella Coverage – \$2,000,000/Property Damage – \$500,000 per occurrence/Workers' Compensation – Statutory
- ✓ A clean-up plan for during the filming and a post-event clean-up plan.
- ✓ A resident/business notification plan. The applicant shall provide written notification to adjacent residents and businesses at least two (2) weeks in advance of any proposed street and/or parking lot closures.
- ✓ A sound control plan the location and direction of any proposed speakers, and measures to be taken to minimize the impact on adjacent properties.
- ✓ A written explanation of requested Village services, if any (traffic control, installation of crowd control fencing, setting up street barriers, water, etc).

*Questions: Please contact Chris Martin, Assistant City Manager at 847-432-1924 ext 1103.*



**Filming Application**  
**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Subject to City Manager's Comments/Conditions: \_\_\_\_\_

Approved for Issuance: \_\_\_\_\_ Date: \_\_\_\_\_  
*City Manager or Designee*

• **Police Department Comments:** \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police

• **Fire Department Comments:** \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

• **Public Works Department Comments:** \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Superintendent

• **Building Department Comments:** \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official