

# **Village of Orland Park**

## **GUIDELINES FOR FILMING IN THE VILLAGE OF ORLAND PARK**

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## **GUIDELINES FOR FILMING IN THE VILLAGE OF ORLAND PARK**

### **I. PURPOSE**

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

These guidelines cover requests for commercial use of Village-owned and/or maintained 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 programs, commercials, training films, and related activities.

### **II. VILLAGE CONTROL/VILLAGE MANAGER AUTHORITY**

The Village Manager may authorize the use of any street, right-of-way, or 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.

The applicant agrees that the Village of Orland Park shall have full control over the use of 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 reserves the full and absolute right to prohibit all filming or to order cessation of filming if determined to be detrimental to the public health, safety and welfare.

The applicant shall agree to allow the respective Village departments (i.e., Police, Fire, Public Works, Building and Zoning) 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 AND FEES**

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

Any commercial producer who desires to undertake a commercial film or tape production in Orland Park is required to complete and return the attached application for filming to the Office of the Village Manager a minimum of:

1. Ten (10) days prior to the commencement of filming or any substantial activity related to the project in excess of two (2) consecutive days in duration; or

2. Forty-Eight (48) hours prior to the commencement of filming or any substantial activity related to the project less than two (2) consecutive days in duration.

An application processing fee of \$25.00 should accompany each application for filming in Orland Park. The Village Manager may waive this fee for non-profit organizations.

#### IV. USE OF VILLAGE PERSONNEL AND EQUIPMENT

The applicant will agree to pay for the cost of any Police, Fire, Public Works, or other Village personnel assigned to the project (whether specifically requested by the producer or not). Furthermore, the Village Manager has the authority to require additional police or fire coverage if it is determined to be in the best interest for public safety. Remuneration rates for the use of any Village equipment, including Police squad cars and fire equipment, will be established on a case-by-case basis. The applicant will agree to pay in full, promptly upon receipt of any invoice, the charges incurred. Such equipment shall only be used at the discretion of the Village Manager.

#### V. USE OF VILLAGE PROPERTY

The Village Manager may authorize the use of any street, right-of-way, or 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.

Depending upon the extent of the use of Village property, the producer agrees to reimburse the Village for inconveniencies when using public property which will be negotiated in a case-by-case basis.

Sensitivity and care must be afforded to historic structures, and decorative features within the public right-of-way (e.g., streetlights, street furnishings, etc.)

The aforementioned fees may be reduced or waived by the Village Manager in exchange for in-kind services.

The applicant agrees that the Village of Orland Park shall have full control over the use of the public streets and buildings in the Village while being used, as well as control over the hours of production and the general location of the production. The Village 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.

#### VI. SPECIAL EQUIPMENT AND VEHICLES

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 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.

VII. 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 hours of 7:00 a.m. to 9:00 p.m.

VIII. NOTIFICATION OF NEIGHBORS

The applicant shall provide a short written description, approved by the Village Manager, of the 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 Manager). The applicant, or his designee, shall talk with owners and residents of all such property and submit as part of this application a report noting any owner or resident reactions or objections, if any, along with the address and phone numbers of all such property owners and residents.

IX. CERTIFICATE OF INSURANCE

The producer shall attach a certificate of insurance, naming the Village of Orland Park, its officials, agents and representatives as an additional insured, in an amount not less than \$1,000,000 general liability, including bodily injury and property damage with a \$5,000,000 umbrella; and automobile liability (if applicable) in an amount not less than \$1,000,000 including bodily injury and property damage.

X. LIABILITY AND HOLD HARMLESS AGREEMENT

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 to the satisfaction of the Village Manager.

The producer shall sign a Hold Harmless Agreement with the Village of Orland Park 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.