



# City Of Rockford Filming Application

*Kyle Saunders*  
Director of Public Works

Permit fee: \$40

**PROJECT TITLE:** \_\_\_\_\_

**PRODUCTION COMPANY:** \_\_\_\_\_

**ADDRESS, PHONE, FAX, EMAIL:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCAL PRODUCTION CO.:**  
**address, phone, fax, e-mail:**  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION MANAGER:**  
**Phone, email, fax, cell phone(s)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATES OF LOCAL FILMING:** \_\_\_\_\_

**NAME OF FILM (or working title):** \_\_\_\_\_

**BASIC STORY LINE (include any bits about public officials, or city personnel):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH A LIST OF SHOOTING LOCATIONS WITH BRIEF SUMMARY OF STORY AND ACTION INVOLVED, STUNTS, SPECIFIC HOURS, INCLUDING PREP AND STRIKE.**

**THE EVENT WILL INCLUDE, NEED, USE OR PROVIDE:**

animals     amplifiers     barricades     bonfires     buses (#)  
 carnival     dumpsters     explosives     fireworks     first aid/emt  
 gunfire  
 food (catering)     city hydrants     liability insurance     pyrotechnics  
 port-a-lets     searchlights     stages     stunts     tents     trucks (#)



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Description and number of vehicles (auto, motor homes, trucks, vans, etc.) :

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**As a condition of approval, film company MUST NOTIFY neighbors and businesses within the area, and RMTD if affecting bus route.**

Insurance Requirements: Proof of insurance is required of applicant/producer and subcontractors if the filming will include carnival rides, fireworks, controlled burn or pyrotechnics. The City of Rockford must be listed as additional insured if filming is on city property or using any city equipment (streets, sidewalks, city parking lots, bridge, buildings).

**Applicant must submit a Certificate of Insurance for commercial liability insurance with limits not less than \$1,000,000, naming the City of Rockford as Additional Insured AND Certificate Holder.**

How long has this company been in existence? \_\_\_\_\_

Indicate any security measures being taken (i.e. private security, fences, perimeter or entrance guards, fences): \_\_\_\_\_

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Who is authorized to make decisions in case of emergency (weather or otherwise)? Specify names, where located during event and phone numbers: \_\_\_\_\_

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**Applicant, agrees to faithfully observe and comply with the conditions, regulations and provisions of the City, and obey all City, State and Federal laws. As a condition of approval of this request for use of public property, the undersigned, agrees to comply with all applicable laws, maintain the premises in good condition, and promises to defend, indemnify and save harmless the City of Rockford, its agents, officials and employees, from all suits, claims, damages, causes of action or demands of any kind arising out of, from, or in connection with the use of public property.**

**SIGNED:** \_\_\_\_\_  
**Name**

For information on the following, please contact:

Bus Routes and Operations: Rockford Mass Transit District, 520 Mulberry St., (815) 961-2222

Park District Facilities: Rockford Park District, (815) 987-8800; [www.rockfordparkdistrict.org](http://www.rockfordparkdistrict.org)

Tourism assistance: Rockford Area Convention & Visitors Bureau, 211 N. Main, 963-8111;

[www.gorockford.com](http://www.gorockford.com)

**RETURN TO: Martin Bloom or Rebecca Edwards, City of Rockford Public Works 779-348-7174.**



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### PROCEDURES FOR FILMING:

1. Call to determine what permits, if any, are required. We will need to discuss all aspects of your planned activities, including schedules, locations, parking requirements, traffic control, special effects, etc. Please begin these initial discussions as early as possible. Certain requests may be denied depending on location, risk, conflict with other events, or available manpower/equipment.
2. Complete the Filming Application and submit a Certificate of Insurance naming the City of Rockford as additional insured if needed. Additional permits may need to be obtained depending on activities and location.
3. The Mayor's Office of Tourism, Culture & Special Events will work with the filming company and city departments to determine any necessary support services needed. Filming company will be billed for such services, including police or fire manpower, police or fire apparatus, barricades and signage. Filming company may be billed for any cleaning required before or after filming and any damage to city property.
4. After approval from this office, notify the neighborhood and/or businesses within 300 feet.
5. Notify the city of any advance group coming to scout or prepare sites.
6. Obtain approval for any changes in schedule or location.
7. Pay any fees within 30 days of receipt of billing.

### GENERAL CONDITIONS OF FILMING PERMITS:

#### Permittee agrees to:

1. Indemnify, defend and hold harmless the City of Rockford from and against any and all liabilities, and execute indemnification agreement.
2. Maintain and provide the City of Rockford with evidence of comprehensive general liability insurance to include Worker's Compensation and Auto Coverage, naming the City of Rockford as additional insured if any filming or storage will occur on public property or buildings owned by the City of Rockford.
3. Comply with all applicable laws.
4. Maintain premises in good condition, and return them to the condition that they were prior to use. All trash relating to the filming must be removed.
5. Any signs erected or removed as part of the filming activities must be put back in their original condition upon completion of the project.
6. Notify all neighbors (residential or commercial) within 300 feet of any location, at least three (3) days prior to filming by a written letter or flyer. Please leave the letter at the front door where it won't blow away if no one is home, do not place it in the mailbox since this is a violation of federal law.
7. Completely describe:
  - All filming locations
  - All filming activities
  - Construction and strike down plans
8. Obtain parking approval for parking of all vehicles.
9. Not block access for emergency vehicles. All equipment must be kept clear of fire lanes and exits.
10. Maintain adequate clearance of any driveways and intersections.
11. Obtain approval before any stopping of traffic or closing any streets or lanes.
12. Not remove any vegetation or trees from public property.
13. Dispose of all trash generated by catering, craft service, construction and strike.
14. Remove any signage posted for company purposes.



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15. Not trespass onto private or public property without prior permission.

Gunfire, blank fire, bull horns, sirens or public address systems are not permissible without prior approval.

If policies are violated, the permit may be revoked. In the event that an authorized representative of the City of Rockford determines that activities are being conducted by the Permittee endangers the health and safety of any person, or will cause damage to any real property, the City may suspend or cancel the Permit. The City reserves the right to cancel this Permit at any time without incurring any liability to the Permittee whatsoever.

Revised 1/6/20

City of Rockford, Illinois USA

425 East State Street Rockford, Illinois 61104-1068 USA  
Phone: 779-348-7174; Fax: (815) 967-6942 [www.rockfordil.gov](http://www.rockfordil.gov)



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### VOLUNTEER WORK IN THE RIGHT OF WAY INDEMINIFICATION AND HOLD HARMLESS AGREEMENT AND RELEASE

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

In consideration of the City's acceptance of this entry in the above project, I for myself, any heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands, claims and causes of suit or action, known or unknown whether arising now or in the future, that I may have against the City of Rockford, the State of Illinois, and any and all property owners, and any other participating sponsors and officers, employees and agents of such parties, for any and all injuries, including death and property damage in any manner arising or resulting from my participation in said project. I attest and verify that I have full knowledge of the risks involved in the project, and the hazardous nature of the work, that I assume those risks, that I will, without limitation, assume and pay any medical and emergency expenses expense in the event of an accident, injury, illness or other incapacity, regardless of whether I have authorized such expenses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Parent/Guardian if Minor

\_\_\_\_\_  
Date