** Glenview Park District**

 **1930 Prairie Street, Glenview, IL 60025**

**PERMIT for Professional Photography, Video & Film Shoots**

**Glenview Park District Requirements**

Filming and photography permits are required for any filming taking place in any Glenview Park District facility or park that is commercial in nature, even if the sponsoring organization or project being worked on is for or affiliated with a non-profit, educational, or government organization.

Examples include wedding photography, family portraits, any filming or photography being done that will be used in the production of any marketing materials, public service announcements, documentaries, training films, commercials, television films or series, student films, independent films, feature films or commercial art.

**Village of Glenview Requirements**

*Except for wedding or event photography or family portrait photography*, applicants must obtain and provide to the Glenview Park District prior to the commercial photo shoot or filming date, a Filming Permit from the Village of Glenview. A Village of Glenview filming permit application will be made available by the Glenview Park District upon request.

**Please contact the facility you are interested in for approval prior to completing this permit application.**

Name of Requested Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested: Hours needed: \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of project:

Number of people involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer/Videographer/Production Company Information - If different from Contact Name:

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Specific areas of the facility needed:

Anticipated impact on the area/trucks and vehicles that will be involved:

Equipment to be used:

Number and type of crew members:

Park District staff requested (how many and what jobs will the requested staff be fulfilling):

PERMIT FEES

Fees and security deposit must be paid in full and accompanied with this permit application. Additional fees apply if indoor sites are requested and available. A minimum of one hour will be charged.

* Portrait Photography:
	+ Fee - $50 per hour, Security Deposit - $100
* Commercial photography for publication:
	+ Fee - $75 per hour, Security Deposit - $150

* Student Films/PSA’s/Training Films/Small Film production (crew of 12 or less):
	+ Fee - $50 per hour, Security Deposit - $100
* Independent Films/Commercials (crew of 25 or less):
	+ Fee - $100 per hour, Security Deposit - equal to total rental fee
* Feature Films/Television Film production:
	+ Fee - $200 per hour, Security Deposit – equal to total rental fee

PAYMENT FORM

Glenview Park District Tax I.D. # is 36-6005906

### Amount of payment: $\_\_\_\_\_\_\_\_\_Make checks/Money Order payable to: Glenview Park District

Payment method: \_\_\_\_\_\_ Cash \_\_\_\_\_\_Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check Number

Credit Card: \_\_\_\_Visa \_\_\_\_Master Card \_\_\_\_Discover Card

### Cardholder Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Credit Card Information:

### #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### I authorize the Glenview Park District to charge my credit card for the amount and purpose designated above.

### Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMIT RULES**

1. Those celebrating wedding ceremonies, receptions or other special occasions scheduled at a Glenview Park District facility are welcome to take photographs or videos around the rental facility during their rental time at no additional fee.
2. Permittee signing this agreement must be at least 21 years old and present during shooting.
3. Payments are non-refundable. In case of inclement weather, contact facility to reschedule.
4. This permit is void if the buildings or grounds are not usable due to an Act of God. Full refunds will be issued.
5. If applicable, Glenview Park District will not issue a permit unless a permit is granted to permittee by the Village of Glenview. A copy of Village of Glenview permit must be submitted with Glenview Park District application.
6. If indoor space is desired, use must be approved and additional fees and permits may be required.
7. Please be mindful of other visitors, programs or events that may be taking place. Access to some locations may be restricted at staff discretion. Exercise care when setting up equipment. Stay on paths, do not disturb or pick plants. Do not block pathways or roads.
8. Serving of food and beverages must be approved in advance. Catering info will be provided in the event permittee needs such services. Alcohol is prohibited. Recycling is expected. All Glenview Park District facilities are smoke free.
9. Use of tents is prohibited unless otherwise permitted by the facility’s Director.
10. Set-up and take down time must be included in the requested rental time period.
11. Loud speakers or amplified music must be pre-approved.
12. Parking is free, however, location for parking your vehicles should be discussed and approved. Driving or parking on lawn areas is prohibited.
13. At The Grove and Wagner Farm, only service animals are allowed. No pets**.**
14. Balloons are not allowed as they are harmful to the environment & wildlife.
15. Alcohol is prohibited.
16. Permittee and users may not move or remove any furnishings of the buildings without consent. Any additional furniture or equipment you wish to bring onto the property must be pre-approved.
17. Glenview Park District is not responsible for lost, stolen or damaged personal items or equipment.
18. Permittee is responsible for clean-up of areas used, including buildings, outside areas, lawns, trails, parking lot. Permittee shall be financially accountable for any unforeseen expenses which are incurred as a result of negligence by that renter.
19. A security deposit is required. Any costs of extra maintenance/damage repairs will be deducted from that deposit. If maintenance/ damage costs exceed the deposit, the permittee is still responsible for those costs. By signing the use permit, the signee agrees to accept this responsibility.
20. Certificates of Insurance are required.
21. Use of Drones is strictly prohibited.
22. Approved permittees will be issued facility credentials that must be visible when on premises.

**Insurance**

Permittee shall obtain insurance of the types and in at least the amounts listed below:

Commercial General and Umbrella Liability Insurance

Permittee shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 for each occurrence.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Glenview Park District shall be included as additional insured under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Glenview Park District.

If the Glenview Park District has not been included under the CGL using ISO additional insured endorsement CG 20 11 under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Permittee waives all rights against the Glenview Park District and its park commissioners officers, employees, volunteers and agents for recovery of damages arising out of or incident to the Permittee’s use of the Premises except to the extent caused by the negligence or intentional misconduct of such individuals

Business Auto and Umbrella Liability Insurance

Permittee shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 for each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

Workers Compensation Insurance

If applicable, Permittee shall maintain workers’ compensation and employers’ liability insurance. The commercial umbrella and/or employers’ liability limits shall not be less than $1,000,000 for each accident for bodily injury by accident or $1,000,000 for each employee for bodily injury by disease

If Glenview Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Licensee waives all rights against Glenview Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Licensee’s use of the premises

Evidence of Insurance

Prior conducting any activity permitted under this agreement, Permittee shall furnish the Glenview Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Glenview Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Glenview Park District shall be by certified mail, return receipt requested.

Failure of the Glenview Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Glenview Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Permittee's obligation to maintain such insurance.

The Glenview Park District shall have the right, but not the obligation, to prohibit the Permittee from occupying the Premises until such certificates, or other evidence that insurance has been placed in complete compliance with these requirements, is received and approved by Glenview Park District.

Failure to maintain the required insurance may result in termination of this Agreement, at the Glenview Park District's option.

Permittee shall provide certified copies of all insurance policies required above within 10 days of the Glenview Park District's written request for said copies.

Acceptability of Insurers

For insurance companies, which obtain a rating from A. M. Best, a policy rating shall be no less than an A-, and the financial rating shall be no less than VII, using the most recent edition of the A. M. Best Key Rating Guide. If the Best rating is less than an A-; VII or a Best's rating is not obtained, the Glenview Park District has the right to reject insurance written by an insurer it deems unacceptable.

Cross-Liability Coverage

If Permittee’s liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Glenview Park District. At the option of the Glenview Park District, the Permittee may be asked to eliminate such deductibles or self-insured retentions as respects the Glenview Park District, its officers, officials, employees, volunteers and agents, or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration and defense expenses.

**Additional Conditions**

* To the fullest extent permitted by law, Permittee shall defend, indemnify and hold harmless the Glenview Park District and its park commissioners, officers employees, volunteers and agents, from and against all claims, damages, losses, expenses, including, but not limited to, legal fees (reasonable attorney and paralegal fees and court costs) arising from or in any way connected with (i) any act and/or omission of Permittee or any of its officers, agents, program participants, employees, volunteers, contractors, students, invitees, guests, or anyone acting for or on behalf of the Permittee; (ii) any accident, injury, death or damage whatsoever occurring, growing out of, incident to, or resulting directly or indirectly from the Permittee’s use of Glenview Park District property whether or not caused in part by a party indemnified hereunder; and/or (iii) Permittee’s breach of this Agreement. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. This indemnity is separate from Permittee’s insurance obligations as stated in “Deductibles and Self-Insured Retentions” paragraph above.
* Permittee and the Glenview Park District recognize and acknowledge that this Agreement is a “public record” as that term is defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.
* This Agreement shall be governed by the laws of the State of Illinois and venue for resolution of disputes shall lie in the Circuit Court of Cook County, Illinois.
* The Glenview Park District and Permittee are independent entities. This agreement does not create a partnership or joint venture. Employees, contractors, and agents of Permittee are not employees of the Glenview Park District and shall not hold themselves out as such.
* No activity in or use of property under this special permit is sponsored or supervised by the Glenview Park District. Neither the Glenview Park District nor its officers, servants, agents or employees shall be liable for damages, to the permittee or to any person claiming through permittee for injury to person or damage to or loss of property wherever located from any cause; this provision includes particularly but not exclusively all claims related to furnishing or consumption of alcohol or arising from the part of said building or structure being or becoming out of repair or from any equipment or apparatus located in the premises wheresoever, or from any act of neglect of the Glenview Park District, its agents or servants or of any user or occupant of such premises or of the neighboring property. Nothing herein contained shall be construed as a waiver of any immunity afforded Glenview Park District by law. The permit is not assignable.
* Permittee individually and for the named organization, if any, its members, officers, guests and invitees, covenants and agrees that it/they shall at all times, defend, protect, indemnify and save and keep harmless the Glenview Park District and its officers, servants, agents and employees against and from any and all claims, costs, damage or expense (including reasonable attorneys’ fees) arising out of or from any accident or other occurrence on or about the demised premises, or arising from any activity under this permit, causing injury or damage to any person or property whomsoever or whatsoever.

**I have read through and understand this permit. The Permittee and all persons claiming responsibility therefore agree to the regulations and ordinances of the Glenview Park District as pertaining to this permit.**

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Issued by (please print) Date**

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**Issued by Signature**

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**Permittee Name (please print) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permittee Organization (please print)**

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**Permittee Signature**

### NOTE:

### A receipt confirming your payment and a copy of your permit will be emailed to you. Bring a copy of this confirmation with you the day of use.