



# CHAMPAIGN-URBANA APPLICATION FOR FILM PERMIT

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Date of Application: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Type:  Film  TV Commercial  Music Video  Industrial  Student\* (must have valid Student ID)

Filming Timeline: \_\_\_\_\_ Estimated Number of Production Days: \_\_\_\_\_

Company Name: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_ On-Set Phone: \_\_\_\_\_

Producer Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

**SHOOTING SCHEDULE BY LOCATION** *(Please attach additional sheet if necessary)*

DATE	LOCATION (List streets/sidewalks to be used for filming and vehicle staging)	START TIME	END TIME

Describe Scenes *(Please attach additional sheet if necessary)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will any of the following occur during filming?**

Simulated Gunfire: \_\_\_ Yes \_\_\_ No

Pyrotechnics: \_\_\_ Yes \_\_\_ No

Live Burn: \_\_\_ Yes \_\_\_ No

Animal Use: \_\_\_ Yes \_\_\_ No

Child Actors: \_\_\_ Yes \_\_\_ No

Aircraft Use: \_\_\_ Yes \_\_\_ No

**Will you be using any of the following equipment?**

Jib Arm: \_\_\_ Yes \_\_\_ No

Dolly Track: \_\_\_ Yes \_\_\_ No

Tents: \_\_\_ Yes \_\_\_ No

Generator: \_\_\_ Yes \_\_\_ No

**Will your production require:**

Temporary Street Closure: \_\_\_ Yes \_\_\_ No

Date/Time of Closure: \_\_\_\_\_

Traffic Control: \_\_\_ Yes \_\_\_ No

Date/Time Needed: \_\_\_\_\_

Pedestrian Control: \_\_\_ Yes \_\_\_ No

Date/Time Needed: \_\_\_\_\_

*Please note that police must be present for road closures and traffic/pedestrian control; Film Office will coordinate with the appropriate department.*

Estimated Number of Cast & Crew: \_\_\_\_\_

**Estimated Number of Vehicles:**

Personal Cars: \_\_\_\_\_ Equipment Trucks: \_\_\_\_\_ Passenger Vans: \_\_\_\_\_

Camera Cars: \_\_\_\_\_ Picture Cars: \_\_\_\_\_ Motorhomes: \_\_\_\_\_

Dressing Rooms: \_\_\_\_\_

Other Vehicles (please describe): \_\_\_\_\_

**Application Guidelines**

The producer agrees to pay in full the cost of repair for any damage to public or private property as a result of production activities.

The producer agrees to pay in full the costs, as appropriate, of any parking enforcement, police or fire department or other City/Village/County personnel utilized in conjunction with the location shoot at the established rate, determined on a case-by-case basis. Contact the Film Office for any appropriate fees for your production.

The producer agrees to obtain permits, when appropriate, from governmental institutions affected by the production.

Producer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions**

Please attach a certificate of insurance name the appropriate City or Village as an additional insured in the amount of \$1,000,000 general liability, and \$1,000,000 bodily injury, property damage and automobile liability. (***Student filming and films with a total budget less than \$50,000—contact the Champaign-Urbana Film Office regarding your insurance requirements.***)

This is an application only and must be submitted with \$25 application fee made payable to Experiencec Champaign-Urbana and required insurance documents prior to approval. (\*No fee for student filming or films with a budget less than \$50,000 in Champaign-Urbana.)

Send completed applications to Mark Brown, markb@experiencecu.org or Experience Champaign-Urbana c/o Film Office, 17 E. Taylor St., Champaign, IL 61820.

Thank you for considering Champaign-Urbana as your filming backdrop.



## CHAMPAIGN-URBANA FILMING PERMIT GUIDELINES

### The following guidelines must be adhered to in order to film in Champaign-Urbana:

1. Film permit applications will be arranged through the Champaign-Urbana Film Office, who will coordinate the process with the appropriate municipalities and city or county services. Permits will be issued by the municipality in which filming will take place.
2. Permits are required when filming impacts the public way (streets, sidewalks, alleys, etc.). Permits may also be required when filming in City Parks or Forest Preserves, or on the University of Illinois campus. *NOTE: News crews, handheld interviews, documentaries, B-roll, and other low impact productions typically do not require a permit, as long as it does not interfere with vehicular or pedestrian traffic.*
3. Permits are valid for specific locations, dates and times as requested in the application.
4. Applications for permits must be submitted 30 days prior to the beginning of filming. Rush fees may apply for obtaining permits prior to 30 days. Processing time for films with pyrotechnics, closure of city streets or rerouting of public transportation may take longer so plan accordingly.
5. There is a non-refundable \$25 application-filing fee for a film permit. Permits will incur a \$50 per day fee made payable to Experience Champaign-Urbana prior to granting the permit.
6. A certificate of insurance naming the appropriate City or Village as an additional insured in the amount of \$1,000,000 general liability, and \$1,000,000 bodily injury, property damage and automobile liability, must be received with the permit application. (*\*Students and Filmmakers with budgets under \$50,000—Please contact the Champaign-Urbana Film Office regarding insurance needs.*)
7. Uniformed Police Officers will be assigned to production at the expense of the production company, when the Chief of Police or his designee deems it advisable for public safety and convenience. The number of officers assigned will be determined by the police department based on the needs of the production to guarantee maximum safety and security of the public. Contact the Film Office for the fee schedule based on your location.
8. No parking signs/meter covers must be posted by the production company or the appropriate City or Village Parking Enforcement, at the expense of the production company within 72 hours prior to closing streets or parking lots.
9. The relocation of parked vehicles from permitted zones can only be performed by the appropriate City or Village Parking Enforcement per arrangement with the Champaign-Urbana Film Office.
10. Arrangements for overflow crew parking must be made in advance with the Champaign-Urbana Film Office.
11. Residential areas can be used for filming between 7:00 a.m.–10:00 p.m. in accordance with the Champaign-Urbana Nuisance Ordinance. Filming at any other time must receive prior approval from the Champaign-Urbana Film Office and the appropriate City and Police personnel.
12. A minimum of 72 hours notice is required to notify residents within a 1–2 block radius of the shooting location depending on the scope of the production. Notification fliers must include the production company, shooting times, parking or traffic restrictions, any special effects utilized (pyrotechnics, simulated gunfire, etc.) and the appropriate contact names and phone numbers for on-site personnel. Sample template can be provided by the Film Office. Final piece must be approved by the Champaign-Urbana Film Office prior to mailing or canvassing.
13. The production company shall not interfere with the normal activities of a neighborhood. Filming crews and equipment should not interfere with garbage collection, street sweeping, etc. and access to private property cannot be blocked unless permission is procured.
14. No littering is permitted and all garbage must be cleaned up prior to leaving the location.