



**Film Production Application**

**Film Production Company:** \_\_\_\_\_

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

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

**State** \_\_\_\_\_

**Phone #:** (\_\_\_\_) \_\_\_\_\_

**Fax #:** (\_\_\_\_) \_\_\_\_\_

**Federal ID #:** \_\_\_\_\_

**Name of Production:** \_\_\_\_\_

**Contact Person (Name, Title, Address & 24-hour Phone #):**

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

**On-Site Contact (Name, Title, Address & 24-hour Phone #):**

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

**Type of Production:**

Feature Film \_\_\_\_\_ Commercial \_\_\_\_\_ Documentary \_\_\_\_\_

Television movies/series \_\_\_\_\_ Independent \_\_\_\_\_

**Film Synopsis:**

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**Will assistance from Village be necessary:**

Yes

No

**Street Closures**

\_\_\_\_\_

\_\_\_\_\_

**Security**

\_\_\_\_\_

\_\_\_\_\_

**Emergency/Medical**

\_\_\_\_\_

\_\_\_\_\_

**Crowd Control**

\_\_\_\_\_

\_\_\_\_\_

**Other**

\_\_\_\_\_

\_\_\_\_\_

**Details** \_\_\_\_\_

**Requested Filming Locations:**

<b>Location</b>	<b>Date</b>	<b>Time</b>
1.		
2.		
3.		

<b>Location</b>	<b>Alternative Date</b>	<b>Alternative Time</b>
1.		
2.		
3.		

Number of Production Crew: \_\_\_\_\_

**Vehicles:**

License Plate #	Make	Model	Parked Location*

\*Parked Location is referring to the area where the vehicle will be located the majority of the time. If it is parked on private property the majority of the time, then simply state Private Property. An approximate address is acceptable.

**List and (if necessary) Description of Equipment used in Production:**

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- **Production Company must provide Certificate of Insurance naming the Village of Mundelein as being an additional insured. Insurance coverage must include General Liability, Automobile Liability, and Workers' Compensation. A minimum of \$1,000,000.00 must be provided. See attached sample for form of certificate.**
- **The Indemnity/Hold Harmless Waiver must be submitted with this application.**
- **Application fee of \$25.00 must be submitted with this application.**

**The undersigned certifies that all information provided in the application is true and correct and that he/she is authorized to make this application on behalf of the Production Company.**

**Printed Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return to: Mike Flynn, Village of Mundelein  
300 Plaza Circle, Mundelein, IL 60060  
Phone: (847) 949-3223

**Applicant will be notified within 10 business days of approval/denial of a film production permit by letter following review of application by all required village officials.**

**INDEMNITY/HOLD HARMLESS  
FOR FILM PRODUCTION ACTIVITIES**

With respect to film production activities by \_\_\_\_\_ (Film Company Name) on property owned by \_\_\_\_\_ (Company Name) at \_\_\_\_\_ (Company Address), and any film production activities that occur on adjacent public rights-of-way, to the fullest extent permitted by law, \_\_\_\_\_ (Company Name), the Permit Holder, hereby agrees to defend, indemnify and hold harmless the Village of Mundelein, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the member, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Permit Holder, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village of Mundelein, its agents or employees, the Permit Holder shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Mundelein, its officials, agents and employees, in any such action, the Permit Holder shall, at its own expense, satisfy and discharge the same.

The Permit Holder expressly understands and agrees that any performance bond or insurance policies required by this permit, or otherwise provided by the Permit Holder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the member, its officials, agents and employees as herein provided.

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_