

# A Guide to Filming in Oak Park

Process, Regulations and Permit Application



## **Welcome to Oak Park!**

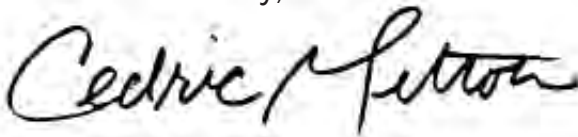
Thank you for your interest in using the Village of Oak Park as the backdrop for your film project. We appreciate your help in following the guidelines contained within this packet. Our goal is to help make your time in Oak Park as convenient and efficient as possible.

Film Permits are needed in Oak Park for commercials, Public Service Announcements, documentaries, training films, television films or series, student films, independent films and feature films. Some still shoots and videos also require a permit, depending on the activity involved.

As your liaison during the filming process, I am here to help ensure your time in Oak Park goes as smoothly as possible. If you or your crew have any questions or need help during the filming process, feel free to contact me directly. A list of other contact information also is available below.

Thanks again for choosing Oak Park and I hope to work with you again soon.

Sincerely,



**Cedric Melton**

**Director, Community Relations & Film Permit Liaison**

## **Contact Information**

Film permit liaison, community relations representative:

Cedric Melton, 708.358.5407, 708.358.5421 (fax), **meltonc@oak-park.us**

Parking assistance and issues:

708.358.5756, **parking@oak-park.us**

Engineering and street obstructions:

708.358.5700 or e-mail **publicworks@oak-park.us**

Oak Park Police Department:

708.386.3800 or e-mail **police@oak-park.us**

Fire non-emergency number: 708.383.6409

Illinois Film Office: 312.814.3600

## **Film Permit Checklist**

- Participate in a production planning meeting with staff to determine the feasibility of the proposed project. A 10-day lead time is required for film productions in Oak Park.
- Complete Filming Permit Application, pg. 6
- Pay street obstruction fee (\$200 for half block, \$400 for whole block). Checks payable to the Village of Oak Park and delivered to the Community Relations Department.
- Acquire all traffic protection devices (sign, barricades). These must be provided by the permit holder.
- Provide insurance certificate (\$1 million minimum coverage) naming the Village of Oak Park as additionally insured. Fax certificate to the Community Relations Department at 708.358.5421.
- Make restoration deposits if anything in the public way is to be disturbed. Value is based on actual replacement costs of any disturbed items. Checks should be made payable to the Village of Oak Park and delivered to Cedric Melton in the Community Relations Department.
- Distribute community notice via leaflets to neighborhood/business districts 24 hours in advance of filming. See pg. 3 in this packet for more information.
- Schedule Oak Park Police and Fire personnel as needed.

***For help regarding any of the above steps, contact Cedric Melton, Community Relations Director at 708.358.5407 or e-mail MeltonC@oak-park.us.***

## **Village Noise & Parking**

### **Regulations**

The Village of Oak Park Noise Ordinance is in effect seven days a week from 11 p.m. to 7 a.m. Filming must be limited to this time frame. Variances may be granted with resident/business approval on a case by case basis.

Parking on all Village streets is prohibited from 2:30 a.m. to 6 p.m. A variety of overnight and daytime parking options are available. For more information, call 708.358.7275.

### **Police Coordination**

Police coordination is available to film crews and can be arranged through the Police Department at 708.386.3800 or e-mail [police@oak-park.us](mailto:police@oak-park.us). Please plan ahead, as a two-week lead time is required to secure police services.

After determining the type of filming and the location, a supervisor will be assigned to each detail along with the number of officers requested.

Officers are to be paid directly by the production company. Rates are \$40 per hour for sergeants and above and \$30 per hour for patrol officers.

Time-and-a-half rates apply when officers work more than eight hours.

Cancellations must be made at least 36 hours in advance of the event. If cancellation is received with less than 36 hours notice, each assigned officer must be paid for three hours of time.

### **Fire Protection**

Fire protection can be arranged through Community Relations Department Director Cedric Melton at 708.358.5407, or e-mail to [MeltonC@oak-park.us](mailto:MeltonC@oak-park.us).



The number of firefighters required will be determined by the Oak Park Fire Department. Firefighters must be paid directly by the production company. Rates are \$36 per hour for lieutenants and above, and \$33 per hour for firefighter/paramedics.

Cancellations must be made at least 36 hours in advance of the event. If cancellation is received with less than 36 hours of notice, each assigned firefighter must be paid for three hours of time.

### **Community Notice**

Notice must be provided to the affected neighborhood or business district 24-hours prior to filming. Notice can be provided in the form of a leaflet and should be distributed within a one-block radius of the filming location – including parking areas, base camps and meal areas. Leaflets must be approved by the Community Relations Department Director prior to distribution.

The filming notice/leaflet should include the following: name of company, name of production, kind of production (e.g. feature film, movie of the week, TV pilot, etc.) type of activity, and duration (i.e., times, dates and number of days) and company contact (first assistant director, unit production manager, location manager).

## **Code of Conduct**

Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew must observe designated parking areas.

When a production pass identifying the employee is issued, every member of the crew must wear it while at the location.

The removal, moving or towing of the public's vehicles is prohibited without the express permission of the Village of Oak Park Community Relations Department.

Do not park production vehicles in or block driveways without the express permission of the Village of Oak Park or driveway owner.

Cast and crew meals must be confined to the area designated in the location agreement or permit. Individuals must eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of the working day.

Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the Village of Oak Park or property owner.

All signs erected or removed for filming purposes will be removed or replaced upon completion

of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.

The company must keep noise levels as low as possible.

Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts should be worn at all times, unless otherwise directed.

Crew members must not display signs, posters or pictures on vehicles that do not reflect common sense or good taste

Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.

The cast and crew must not bring guests or pets to the location, unless expressly authorized in advance by the company.

Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.

Observe designated smoking areas and always extinguish cigarettes in proper receptacles.

Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.

The company will comply at all times with the provisions of the filming permit.





# Filming Right-of-Way Obstruction Application

Please take this form to Community Relations prior to approval.

Community Relations Dept.  
123 Madison St.  
Oak Park, IL 60302-4272

708.358.5407  
Fax: 708.358.5421  
MeltonC@oak-park.us

Job Address \_\_\_\_\_ Property Identification Number \_\_\_\_\_

Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Contractor/Company \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### REASON FOR OBSTRUCTION

Dumpster  Scaffolding  Other: \_\_\_\_\_

### LOCATION OF OBSTRUCTION (OBSTRUCTION FEES: \$200 FOR 1/2 BLOCK OR \$400 FOR ENTIRE BLOCK)

Street  Parkway  Sidewalk  Alley  Other: \_\_\_\_\_

### DURATION OF OBSTRUCTION

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Number of Days

### TRAFFIC PROTECTION

Flashing Barricades  Cones  Warning Signs  Flagmen

### NOTES:

- **ONE FLASHING BARRICADE MUST BE AT EACH END OF ANY OBSTRUCTION IN THE PUBLIC RIGHT-OF-WAY.**
- **A CERTIFICATE OF LIABILITY INSURANCE SHOWING THE VILLAGE OF OAK PARK AS "ADDITIONAL INSURED" IS REQUIRED FOR ANY RIGHT-OF-WAY OBSTRUCTION.**

The applicant hereby certifies that the necessary traffic protection will be supplied, and that he or she understands that, if approved, the right-of-way obstruction permit is only valid for the date(s) specified.

\_\_\_\_\_  
Signed

### OFFICE USE ONLY

Permit Number: \_\_\_\_\_ Engineering Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Recd: \_\_\_\_\_ Parking Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Recd by: \_\_\_\_\_ Obstruction located in a permitted parking area?  Yes  No