



APPLICATION FOR FILM PERMIT

The City issues film permits for the purpose of filming on the public way (city streets, sidewalks and city-owned property). If you intend to occupy the public way with equipment and/or vehicles, or if you need to block pedestrian or vehicular traffic, then a film permit is required. Please note that filming on private property does not require a film permit by the City of Peoria. Any filming on private property (homes, businesses, etc) must be approved by the property owner, HOA, or the management company. Additional permits may be required when filming on public or private property. For a full list of permits issued by the City of Peoria please visit <https://www.peoriagov.org/269/Permit-License-Event>

Project Title: _____

Project Type: Film TV Commercial Music Video Industrial Student*

*Must submit a valid Student ID

Filming Timeline: _____ Estimated Number of Production Days: _____

Company Name: _____ Federal ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Email: _____

Cell Phone: _____ On-Set Phone: _____

Producer Name: _____ Driver's License Number and Issuing State: _____

Director Name: _____ Driver's License Number and Issuing State: _____

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

DATE	LOCATION (List streets/sidewalks to be used for filming and staging)	START TIME	END TIME	NUMBER OF PEOPLE BY LOCATION (or attach call sheet)

Will any of the following occur during filming?

Simulated Gunfire: Yes No Pyrotechnics: Yes No Live Burn: Yes No
 Aircraft or Drone Use*: Yes No Child Actors: Yes No Animal Use: Yes No
 Vehicle Stunts: Yes No Stunts Yes No Simulated Car Chase: Yes No

*Please attach drone or aircraft license to this application if yes is marked.

Will you be using any of the following equipment?

Jib Arm: Yes No Tents/ Stakes: Yes No Dolly Track: Yes No
Drone(s): Yes No Generator: Yes No Stages: Yes No
Scaffolding: Yes No Temporary Structures: Yes No

Equipment, when applicable, must meet the City's Building Code.

Will your production require:

Temporary Street Closure: Yes No Date/ Time of Closure: _____

Traffic Control: Yes No Date/ Time of Closure: _____

Pedestrian Control: Yes No Date/ Time of Closure: _____

Please attach another sheet with dates/ times of closure if more than one day.

Please note that police personnel must be present for road closures and traffic/ pedestrian control. The Accounts Receivable Supervisor 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): _____

Overflow parking needed? Yes No

Will a medical team be on site during filming? Yes No

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/County personnel utilized in conjunction with the location shoot at the established rate, determined on a case- by-case basis. Contact the Accounts Receivable Supervisor at specialevents@peoriagov.org for the fees associated with your production. The producer acknowledges that there are additional permits/fees that may be required.

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

A security plan must be agreed upon with the City of Peoria and its respective departments.

Questions regarding this application may require an in-person meeting and/or extra fees.

This application is for a permit to film in the public way. By signing this application, the producer acknowledges that they are responsible for their cast and crew adhering to the City Code and the Code of Conduct when filming in the City of Peoria.

Producer Signature: _____ Date: _____

The City reserves the right to refuse an application if the minimum requirements are not met. The City reserves the right to halt filming for unsafe conditions. The City reserves the right to halt filming in the public way if filming is occurring which was not disclosed in the application and approved by the City. The use of the City logo must be requested and approved by the City Manager's Office.

FILMING IN PEORIA INSTRUCTIONS & GUIDELINES

Instructions to Application

Please attach a completed certificate of insurance naming the City of Peoria as an additional insured in the amount of \$2,000,000 for general commercial liability, personal injury for \$1,000,000, property damage for \$1,000,000, automobile liability for bodily injury for \$250,000/\$500,000, and workmen's compensation in the statutory requirement and employers liability of not less than \$100,000 per person. Student filming and films with a total budget less than \$50,000—contact Peoria's Finance Office regarding your insurance requirements.

This application must be submitted with a \$25,000 bond and \$150 application fee (\$250 if application is submitted within 30 days of the first filming date) made payable to the City of Peoria. Additional approval and fees by department may be required depending on the request. There is no fee for student filming or films with a budget less than \$50,000 in Peoria.)

This application must be submitted with a completed Notice of Filming.

Send completed applications to Accounts Receivable Supervisor at specialevents@peoriagov.org or Peoria City Hall, 419 Fulton Street, Peoria, IL 61602 #100.

The following guidelines must be adhered to film in Peoria:

1. Film permit applications will be processed through the Accounts Receivables Office, which will coordinate with the appropriate City services based on the applicant's film requests and issue the permit. Additional permits and fees may be required. Please see attached Fee Schedule.
2. Permits are required when filming impacts the public way (streets, sidewalks, alleys, etc.). The City does not issue filming permits for filming in privately owned areas. 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. Additional permit fees may be required even when filming on private property. Please see attached Fee Schedule.
3. Permits are valid for specific locations, dates and times as requested in the application.
4. There is a non-refundable \$150 application fee for a film permit. This fee is to be submitted with the application. If an application is submitted within 30 days of the first film date, the non-refundable application filing fee will be \$250. If a film permit is requested for a student film, the fees will be waived.
5. Applicant is required to provide a certificate of insurance naming the City of Peoria as an additional insured in the amount of \$2,000,000 for general commercial liability, personal injury for \$1,000,000, property damage for \$1,000,000, automobile liability for bodily injury for \$250,000/\$500,000, and workmen's compensation in the statutory requirement and employers liability of not less than \$100,000 per person. *Student filming and films with a total budget less than \$50,000—contact the Accounts Receivable Supervisor at specialevents@peoriagov.org regarding your insurance requirements.*
6. City staff, including uniformed Police Officers, will be assigned to production at the expense of the production company, when the Department Heads or their designee deems it

advisable for public safety and convenience. The number of staff members assigned will be determined by the Police Department or other Department Head based on the needs of production to guarantee maximum safety and security of the public. Please refer to the fee schedule attached to this application.

7. Parking signs/meter covers must not be posted by the production company without first contacting the Police Department-Parking Enforcement. Meter covers will be provided, at the expense of the production company, prior to closing streets or parking lots. The relocation of parked vehicles from permitted zones can only be performed by the Peoria Police Department-Parking Enforcement.

8. Residential areas can be used for filming between 7:00 a.m.–10:00 p.m. in accordance with the Peoria’s Noise Ordinances. See Chapter 15, Article III. Noises. Filming at any other time must receive prior approval.

9. 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. A sample template is attached to this application. The final notice must be approved by the City prior to mailing or canvassing.

10. 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 received by the private property owner.

11. No littering at or around film locations. All litter must be cleaned up prior to leaving the film location.

12. The use of the City logo in any format must be requested and approved by the City Manager’s Office. Please contact Strategic Communications Manager at speterson@peoriagov.org or 309-494-8560 if you desire to use the City logo.

13. Any damage to City property will be billed to the producer and must be re-paid.

14. Not all streets with the City’s boundaries are owned by the City of Peoria. Other local, state, or federal entities may have additional requirements.

Questions regarding these guidelines should be directed to Stacy Peterson at speterson@peoriagov.org or 309-494-8560.