

ATTACHMENT A

Media Productions Guidelines

City of Evanston

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1. DEFINITIONS: The following, when used in these guidelines, shall be defined as follows:

(A) Media Production: The use of public or private property within the City of Evanston for the purpose of photographing, producing, videotaping, or filming of commercials, movies, television programs, print advertisements, and/or other media, commercial, not-for-profit, educational, or artistic activities. This includes productions both internal and external to property, as well as still photo shoots. Nothing herein shall prevent schools, businesses, places of worship, or residents from using their own premises for producing films for their own educational, family, or training purposes without the requirement of a permit. Further, nothing herein shall prevent the filming of actual news events within the City of Evanston without the requirement of a permit. No film production shall be permitted within the City of Evanston except as set forth in these guidelines.

(B) Applicant: The individual and/or business entity who requests the use of public and/or private property for production.

2. PRODUCTION

(A) Request for Production: Requests for production must be made at least 5 business days (7 business days if street parking is reserved) prior to the production date. All requests shall be made in writing to the attention of the Parking Division and shall contain the following information in detail:

1. A brief description of the proposed production and the sequence involving Evanston.
2. A precise description of proposed location(s) within Evanston including: dates; times desired for set up, production and restoration of the site; number and size of stationary and mobile equipment to be utilized in the production; City personnel needed; and equipment provided by the City. Approval shall not be given without the exact location identified;
3. Information regarding the applicant including the name, addresses, and phone number of the applicant. If it is a non-local production company, a local contact person shall be named with a location address and phone number provided;
4. Requests for vehicular and traffic control shall include dates, times, and street addresses, where pedestrian or vehicular traffic will be disrupted; and the street address of reserved parking space requirements, if any. Approval by the Traffic Engineer is required, and the Traffic Engineer shall establish the fee for the desired services and arrange for the work to be completed;
5. A copy of the agreement between the production company and the property owner; or a letter of approval from the property owner is submitted.

6. A copy of the production company's insurance, naming the City of Evanston, its corporate authorities, elected officials, officers, boards, commissions, attorneys, employees and agents, as an additional insured with general liability coverage of a minimum of \$1,000,000.

(B) Notification of Neighbors: The applicant shall provide a short written description and a schedule of the proposed media production to the owners and residents of each property in the affected neighborhood as determined by the Public Works Agency. This notice shall be distributed not less than seventy-two hours prior to the start of the production. A copy of the notice shall be provided to the Public Works Agency.

(C) Production Agreement: An agreement by and between the City of Evanston and said producer, shall be necessary before the start of the production. The film permit shall serve as the agreement for smaller productions taking only one or two days.

(D) Production Limitations: Concerning private property, productions are limited to three (3) per street address per calendar year, and cannot occur within sixty (60) days of each other.

(E) Noise Regulations: Productions with the City may not occur prior to seven o'clock in the morning (7:00 a.m.) nor later than nine o'clock in the evening (9:00 p.m.). Permission for filming outside these stated hours will only be considered after the production company has presented a letter of understanding signed by a majority of the neighbors approving the extended hours. The hours of production shall include the necessary time for set-up of entertainment production and restoration, except with permission of the neighbors.

3. LIABILITY AGREEMENTS

(A) Insurance: A certificate of insurance must be furnished to the City in kind with coverage in an amount no fewer than \$1,000,000 general liability before the start of production. The Certificate of Insurance must identify the City of Evanston, as an additional party insured. These requirements may be modified by the City as deemed necessary. Additionally, proof must be given that workers' compensation and employees' liability insurance have been provided by the production company for its employees

(B) Hold Harmless Agreement: The applicant must sign an agreement with the City of Evanston holding the City harmless from any claim which may arise as a result of the production.

(C) Cost of Repair: The applicant agrees to pay in full promptly upon receipt of an invoice, the costs of repair for any and all damage to public or private property, resulting from or in connection with, the production, and restore the property to its condition prior to the production. The City holds the right to require a damage deposit for large particularly intrusive productions.

(D) Inspection of Structures: The City may in its discretion inspect all structures and/or devices and equipment to be used in connection with the filming and taping.

3. CITY STAFF INVOLVEMENT

(A) Traffic Control: If pedestrian or vehicular traffic control is needed, as determined by Parking Services, the actual cost of providing this service shall be determined by the City Traffic Engineer and shall be paid by applicant.

(B) Off-Duty Police Officers: The Public Works Agency shall determine the need for, and may requiring the hiring of, off-duty City of Evanston Police Officers during the production. During rush hour filming, the City may require the use of a police officer to direct traffic. The applicant shall be charged a minimum of four (4) hours per Officer at the appropriate hourly rate in accordance with the Union wage. The names of requested officers will be given two (2) days before the shoot; their checks should be cut separately.

(C) Firefighters: The Public Works Agency shall determine the need for, and may require the hiring of, off-duty Evanston firefighters during the production. The applicant shall be charged the appropriate hourly rate in accordance with the Union wages.

4. PRODUCTION CREDIT

The applicant shall provide credit in the production piece to the City of Evanston, if so directed by the Parking Services.

5. EDUCATIONAL PRODUCTION

In the case of an educational production, the Public Works Agency may require a copy of said production to be given to the Evanston Public Library for the use of the community. Staff will provide a letter to applicant indicating that this contribution is tax-deductible.

6. MISCELLANEOUS

(A) City Services: Services provided by the City staff, other than Police and Fire services, will be charged to cover the costs as determine by the Department.

(B) Permit Fee: A permit fee of seventy-five [\$75] will be charged for production in the City of Evanston. The permit for Northwestern or other student productions is twenty-five [\$25]. The fee may be reduced or waived by the City Manager's Office for education or non-profit organizations.

(C) Other Fees: Other charges for filming related activities include the following:

Permit Fee:	\$75 (\$25.00 for schools)
Parking Fees:	
Posting "No Parking" Signs	\$50.00 per block + time
Hooding meters for reserved parking	\$15.00 each/meter/day
Use of City land, buildings, parks, beaches, streets, and sidewalks	\$25.00/hour
Police Personnel:	\$40.00/hour

Use of City Equipment/Personnel

Determined by Department

(D) The City of Evanston: The City of Evanston reserves its right to revoke any permits issued hereunder in event of non-compliance of any terms or if it is deemed to be in the best interest of the City of Evanston, or for the protection of the citizens of Evanston. The City of Evanston reserves the right to require compliance with any additional regulations and/or requirements in order to assure the public health, welfare, and safety of its citizens.

7. SEVERABILITY

If any provision clause, sentence or paragraph of these guidelines or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect other provisions of these guidelines, which can be given effect without the invalid provision or application, and to this and the provisions of these guidelines are declared to be severable.

8. SUPREMACY

All ordinances or part of ordinances already in effect will supersede these guidelines.