

# Schaumburg Park District Film/Photography Permit Application

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

Please complete all information requested and return form to:

Schaumburg Park District  
235 E. Beech Drive.  
Schaumburg, IL 60193  
Attn: Kristy Riddle  
Phone: (847) 985-2115  
E-mail: [kriddle@parkfun.com](mailto:kriddle@parkfun.com)

**Permit Type** (please check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Client Photoshoot (One-hour session)<br><input type="checkbox"/> Client Photoshoot (Annual permit)<br><input type="checkbox"/> Commercial Advertising Photography* | <input type="checkbox"/> Student/Small Film Production I<br>(10 or less crew members)<br><input type="checkbox"/> Film Production II<br>(11-25 crew members)<br><input type="checkbox"/> Film Production III<br>(26 or more crew members) |
|---|---|

Date(s) Requested: \_\_\_\_\_

Time Requested: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Specific Location(s) Requested: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please briefly describe the nature and purpose of the requested film or photography shoot: \_\_\_\_\_

(Film Production Only) Is special access needed for equipment/vehicles?      YES      NO

If YES, please describe \_\_\_\_\_

(Film Production Only) Is access to any buildings required?      YES      NO

If YES, which buildings are needed and for how long? \_\_\_\_\_

Please describe intended use of building space \_\_\_\_\_

*Do Not Fill in Information Below This Line*

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Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Staff Approval: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ TOTAL FEES: \_\_\_\_\_

## **Film & Photography Policies**

1. All film and photography projects conducted by professionals for business or profit-making purposes must have applied for and received an appropriate permit to conduct film shoots or photography sessions on Schaumburg Park District (SPD) property.
2. All film and photography shoots MUST be scheduled in advance in order to avoid conflict with other public or private uses of the site or facilities.
3. Permit applications should be submitted at least two (2) weeks prior to the desired date.
4. A damage deposit (outlined below) and certificate of insurance is required at the time of application for some permits (see below).
5. Full payment is required on or before the day of the proposed shoot. Damage deposit may be applied to the fee at the conclusion of the project.
6. No permits will be granted for projects which conflict with scheduled SPD programs, events or activities. Site/facility managers reserve the right to reject applications on this basis.
7. No permitted film or photography project may impede access to public areas by other park users unless exclusive access has been specifically outlined in the permit and/or contract between the permit holder and SPD.
8. Vehicles are not permitted on trails or in areas normally restricted to visitors unless access has been specifically outlined in the permit and/or contract.
9. Permit holders may not impact off-trail areas at Spring Valley which are normally off-limits to visitors unless permission has been outlined in the permit and/or contract.
10. Permit holders may not carry onto or consume alcoholic beverages on SPD property.
11. Smoking or vaping is prohibited throughout all Schaumburg parks.
12. The following special rules apply at Spring Valley Nature Center & Heritage Farm:
  - a. Permit holders must carry the approved permit or a staff-issued lanyard on their persons at any time they are present and putting their permit to use at Spring Valley.
  - b. No amplified music is permitted at Spring Valley.
  - c. Animals (pets) or bicycles are not permitted at Spring Valley.
  - d. No open fires are permitted, except within designated fire pit during a shelter rental.
  - e. Collecting of plants and animals or harvesting of garden produce is not permitted.
  - f. All film production permit fees apply to normal operating hours (8 a.m.-5 p.m.). An additional \$15/hour will be charged to cover staff expenses outside of operating hours up until 10 p.m. Any staff hours required after 10 p.m. will be charged at the rate of \$25/hour.

## **Permit Fees (Effective 4/1/2020)**

- |  |                           |
|--|---------------------------|
| • Professional Client Photoshoot (Hourly)      | \$25                      |
| • Professional Client Photoshoot (Annual pass) | \$200                     |
| • Commercial Advertising Photography*          | \$50/hour or \$300/day    |
| • Film Production I (Student/10 or less crew)  | \$50/hour or \$300/day    |
| ○ Damage deposit and COI required              | \$200                     |
| • Film Production II (Between 11 and 25 crew)  | \$150/hour or \$950/day   |
| ○ Damage deposit and COI required              | \$500                     |
| • Film Production III (26 or more crew)        | \$400/hour or \$2,400/day |
| ○ Damage deposit and COI required              | \$1000                    |

\*Commercial Advertising Photography is defined as any professional photoshoot intended as part of product marketing or advertising. Schaumburg Park District reserves the right to reject any permit application intended to market or advertise products deemed inconsistent with the values espoused by Schaumburg Park District.