

# FOREST PRESERVE DISTRICT WILL COUNTY

Bringing People and Nature Together



## 2024 Film Permit Application

To submit your request to film in a Will County Forest Preserve, please complete this application to the best of your ability. When finished, submit your application by email to [permits@fpdwc.org](mailto:permits@fpdwc.org). Submitting this application does not guarantee the approval of your request. Application must be submitted at least two weeks prior to the requested date. Once your application has been received and reviewed, you will be contacted regarding approval. Please print legibly.

### COMPANY/ORGANIZATION INFORMATION

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth (DOB): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION

What do you plan to film within the preserve? \_\_\_\_\_

What will the film be used for? \_\_\_\_\_

Is the film being sold? Yes No If yes, to whom? \_\_\_\_\_

Preserve Name: \_\_\_\_\_ Date/s: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Location within the preserve: \_\_\_\_\_

List all equipment you will be using: \_\_\_\_\_

Describe costumes and special effects: \_\_\_\_\_

How many people will be in attendance? \_\_\_\_\_ Provide a description of the shoot including set-up details:

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*Submitting this application does not guarantee the approval of your request, date, or location. Once your application has been received and reviewed, you will be contacted regarding the status of your permit request.*

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**Please read these Rules and Regulations and agree by signing at the bottom.**

1. The permit holder is subject to all rules and regulations contained in the Forest Preserve District of Will County's General Use Ordinance No. 124, the Illinois Criminal Code, the Illinois Vehicle Code, and the Illinois Game and Fish Codes. Falsification of information and/or violation of any of these rules or District ordinances will result in the denial and/or revocation of the permit, forfeiture of the fees, fines, and/or the cancellation/termination of the permitted event.
2. The District assumes no liability for any injuries that occur as a result of the permitted activity.
3. When required, a certificate of insurance listing the Forest Preserve District of Will County as an "Additional Insured" must be on file and valid for the dates of the permitted activity.
4. When required, a map of the photo/film location must be submitted.
5. Permit holder must be 18 years of age or older and present throughout the duration of the reservation.
6. Photography with the use of a drone is prohibited. The use of drones is prohibited in all preserves.
7. The permit is valid only for the date and time listed on the permit.
8. This permit does not grant permit holder exclusive use of any area.
9. Subjects and props can only be staged on the designated pedestrian areas, and/or grassy areas within the preserve while not blocking other trail users and preserve visitors.
10. The Forest preserve prohibits permit holders, guests, and the general public from scaling, entering, sitting, or walking on historic sites/structures/ruins and protected habitat.
11. Attendance must not exceed the amount listed on the permit.
12. The District reserves the right to close the preserves and/or limit access within preserves during regular open hours when safety and/or weather conditions warrant such actions.
13. Refunds will not be given for canceled reservations. The District is not responsible for reservations canceled due to inclement weather.
14. Solicitation of any products or services on District property is prohibited.
15. Driving or parking on the grass, sidewalks, or trails is prohibited. Vehicles are only permitted in designated parking areas and on roadways.
16. All props and equipment must be hand carted to the permitted site; only non-motorized conveyance is allowed.
17. Cutting trees, limbs or shrubs is prohibited.
18. Do not mark on or affix anything to trees, District signs, shelters, structures, or buildings. Strapping, pinning, gluing, or stapling to any shelter post, table, or other District structure is prohibited.
19. If other photographers are illegally in the preserve doing business during your permitted time, please call the non-emergency number so that Forest Preserve police can arrive on scene.

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20. Call 911 in an emergency.

21. In a non-emergency, call the Laraway Communication Center at 815.727.6191 to reach a Forest Preserve officer.

I agree to the Rules and Regulations as stated above and will abide by the Forest Preserve District of Will County General Regulation Use Ordinance #124.

I agree not to hold the Forest Preserve District of Will County liable for any loss or damage to persons or property arising from my use of the facilities or engaging in the activity for which this permit is granted.

I agree to defend and hold harmless the Forest Preserve District of Will County from any and all claims or actions brought by myself, my heirs, my guests, contractors or invitees, brought as a result of the exercise of the rights granted under this permit.

I have read and understand the rules of the Forest Preserve District for the public lands and their usage. I attest that the information I have provided is factual, accurate and honestly represents the nature and intent of my event. Failure to abide by any of the above rules leaves the permit holder liable and susceptible to receiving a ticket and/or suspension from District property by Forest Preserve District of Will County Police.

*By signing below, you are agreeing to abide by the rules and regulations as listed above.*

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

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