



Skokie Park District
Media Permit

PLEASE READ THROUGH AND COMPLETE THE FOLLOWING 6 STEPS:

STEP 1: Please Select Type of Permit

- ___ Still Photo** \$250/Resident user fee per location/per five hours
 \$500/Non-Resident user fee per location/per five hours
 \$250 Security Deposit
 Certificate of Insurance

- ___ Film** Movie, Video and Commercial
 \$1000/Resident user fee per location/per day
 \$2000/Non-Resident user fee per location/per day
 \$2000 Security Deposit
 Certificate of Insurance

**The Park District reserves the right to assess additional fees when the intended use would render the site unavailable to the general public.

STEP 2: Please Provide Production Information

Production Company _____ Contact _____
Street Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____
Mobile Number _____ Email _____

STEP 3: Please Provide Location Information

Name of Shoot _____
Date(s) of Shoot _____ Hour(s) of Shoot (from - to) _____
Park/Facility Requested (include specific location) _____
Estimated Attendance _____
Description of all equipment and content of shoot _____

STEP 4: Please Read and Sign

- A copy of the Media Permit must remain on-site during shoot for review.
- Permits are non-transferable. Refunds will not be given for inclement weather. Prepayments are refundable, if notified within three working days prior to your permitted time.
- Applicant shall ensure that all parties involved in the shoot shall not drive or park vehicles on the grass, athletic fields or service roads.
- Applicant understands that failure to pay all costs for clean-up/repair; misrepresentations regarding the nature or scope of this shoot or violations of the terms of the permit may be grounds for denial on future permit applications.
- Security deposits will be refunded 10 days after the shoot date if all permit restrictions are followed and the park is left clean and without damage.
- The Skokie Park District is not able to provide amenities such as sound systems, tables, chairs, tents, electricity, water sources, portable washroom facilities or other support materials and services. Tent stakes, signposts and similar devices may not be used due to the presence of underground utilities.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub in the Skokie Park District is strictly prohibited and automatically forfeits the security deposit.
- It is unlawful for any person/organization to sell, give away, possess or carry upon any Park District property alcoholic beverages in any form.
- Applicant shall comply fully and shall cause its officers employees, agents, contractors, volunteers and invitees to comply fully with all applicable federal, state, county and local laws, rules and regulations.
- The Skokie Park District is not responsible for any theft, vandalism, or damage to applicant's property or any non-park district property used in connection with this agreement.
- Applicant must obtain insurance of the types and in the amounts listed below:

A. Commercial General and Umbrella Liability Insurance

Applicant shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Applicant shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the

commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Applicant.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Business Auto and Umbrella Liability Insurance

Applicant shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers' Compensation Insurance

Applicant shall maintain workers' compensation as required by statute and employers liability insurance. The commercial umbrella and/or employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Applicant has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Applicant waives all rights against the Skokie Park District and their respective officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Applicant's work.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to shoot, Applicant shall furnish the Skokie Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Skokie Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Skokie Park District shall be by certified mail, return receipt requested.

Failure of Skokie Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Skokie Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Applicant's obligation to maintain such insurance.

Skokie Park District shall have the right, but not the obligation, of prohibiting Applicant or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Skokie Park District.

Failure to maintain the required insurance may result in termination of this Permit at Skokie Park District's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Skokie Park District whenever requested. Applicant shall provide certified copies of all insurance policies required above within 10 days of Skokie Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Skokie Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Applicant's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Skokie Park District. At the option of the Skokie Park District, the Applicant may be asked to eliminate such deductibles or self-insured retentions as respects the Skokie Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Applicant shall cause each subcontractor employed by Applicant to purchase and maintain insurance of the type specified above. When requested by the Skokie Park District, Applicant shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

- To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the Skokie Park District and its officers, officials, employees, volunteers and agents from and against any and all liability, claims, damages, losses and expenses, including, but not limited to liabilities, claims, damages, losses and expenses arising out of personal injury, property damage, invasion of privacy or other civil rights, defamation, copyright infringement, libel or slander, in connection with the exercise of the permission or rights herein granted; including, but not limited to reasonable legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from applicant's work or rights granted by this Agreement. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.

I do solemnly swear (or affirm) that all given statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant

Date

STEP 5: Select Form of Payment (Checks will not be accepted.)

Cash Money Order

Charge my Visa Master Card Discover Expires __ __ / __ __

Credit Card Number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Signature of Applicant as it appears on Credit Card

Date

STEP 6: Receive Your Permit

1. Return this completed form no later than 10 days prior to shoot.

Attention: Skokie Park District - Administration
 9300 Weber Park Place
 Skokie, IL 60077
 Phone: 847/674-1500, ext. 2181
 Fax: 847/674-9201
 www.SkokieParkDistrict.org

2. You will also need to include:
 - Payment
 - Certificate of Insurance (The Skokie Park District must appear as an "additional insured" and the certificate holder for \$1 Million per occurrence.)
3. Receive a signed Media Permit.

FOR OFFICE USE ONLY –
Media Permit is valid only once signed and stamped "approved."

Signed

Date