

CITY SERVICES REQUEST FORM

(815) 772-5182 | director@visitrockfalls.com | (815) 622-1106



NORTHWEST
ILLINOIS FILM OFFICE

PERMIT REFERENCE NUMBER: NWIFO- _____

1. **NAME OF CITY:** _____

2. **TYPE:** Film ___ TV___ Commercial___ Still ___ * Student___ Music Video___ Corporate Media ___ Web Series ___

3. **FILMING DATES:** _____

4. **PROJECT TITLE:** _____

5. **COMPANY NAME:** _____ *** SCHOOL:** _____

6. **ADDRESS:** _____

7. **CITY, STATE ZIP:** _____

8. **CONTACT:** _____ **EMAIL:** _____

9. **OFFICE PHONE:** _____ **CELL:** _____

10. **LOCATION NAME & STREET ADDRESS:** _____

11. **PROJECT DESCRIPTION:** _____

12. **STREET CLOSURE:** No ___ Intermittent ___ Full ___ Date/Time: _____

Area of Closure: _____

13. **CITY SERVICES: We will coordinate the scheduling of all required City personnel listed below.**

STREET: NO PARKING SIGNS-List streets to be used for filming and production vehicle staging (no crew cars). Per permit approval, these areas will be posted as "No Parking" zones. Be specific: include the exact street address, side of the street, and start/end time.

_____ # of Barricade Needed _____ # of "No Parking Signs" Needed

Start Date/Time: _____ End Date/Time: _____

POLICE: Amount Requested: SGT _____ Officers _____ Squads _____

Reporting Location: _____ Date/Time: _____

FIRE: Amount Requested: Firefighter/Paramedic _____

Reporting Location: _____ Date/Time: _____

AMBULANCE SERVICE: Amount Requested: Paramedic _____

Reporting Location: _____ Date/Time: _____

TOW TRUCK: Reporting Location: _____ Date/Time: _____

On-site Location Contact: _____ Cell: _____

SPECIAL EFFECTS/PYROTECHNICS: _____

(may require additional permitting and notification)

OTHER: _____

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POLICE DEPARTMENT

Police supervision is necessary for any traffic control on city streets and/or use of special effects/firearms. Production must provide appropriate timecards and paperwork for compensation when hiring personnel. An invoice for requested squads will be emailed. The Police Department requires at least 48 hours prior notice for all requests (not including weekends and holidays). For filming on Monday, notice is required by noon the Friday prior. No exceptions will be made and late requests will be denied.

Police Personnel

Sergeants - \$45 per hour

Officers - \$40 per hour

Guaranteed 6 hours

Time & 1/2 after 8 hours

Equipment

Squad Car - \$150 per day - traffic control only, may not be used for picture

FIRE DEPARTMENT

Fire Department supervision is mandatory in the use of special effects, pyrotechnics, wet downs, stunts and any instance involving the concern of public safety. Production must provide appropriate timecards and paperwork for compensation when hiring personnel.

Fire Personnel

Firefighter/Paramedic - \$45 per hour

Guaranteed 6 hours

Time & 1/2 after 8 hours

STREET DEPARTMENT

The Northwest Illinois Film office will assist with scheduling Streets and Sanitation services.

Posting of "No Parking" Signs

\$25 per location

Tow Trucks for relocation –Contact Film Office for assistance. DO NOT CALL ON YOUR OWN.

\$50 per hour

Barricades

\$5 per day per barricade

Reimbursement fee for non-returned barricades- \$65 each

AMBULANCE SERVICE

Ambulance Services requires at least 6 month in advance to reserve. Production must provide appropriate timecards and paperwork for compensation when hiring personnel.

Ambulance Personnel

Paramedic - \$65 per hour

Guaranteed 6 hours

Time & 1/2 after 8 hours

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PAYMENT FORM FOR CITY SERVICES

INVOICE #1234

Bill To		Send To	
Customer	[Customer Name] [Company]	Name of City	[Recipient Name] [Company]
Permit Reference #	NWIFO-	Address	[Address] [City, ST ZIP Code]
Address	[Address] [City, ST ZIP Code]	Phone	[Telephone]
Phone	[Telephone]		

Qty.	Description	Unit Price	Line Total
STREET			
	Barricades	\$5.00	
	Posting of "No Parking" Signs	\$25.00	
POLICE			
	SGT	\$45.00	
	Officers	\$40.00	
	Squads	\$150.00	
FIRE			
	Firefighter	\$45.00	
	Paramedic	\$45.00	
			Subtotal
			Total

Thank you for your business!