

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## Procedures for Filming

### Applicability

Thank you for considering the City of Galena as a location for your production. These procedures are intended to assist you in achieving an efficient production while in Galena. They are also intended to insure advance notice to property owners that may be inconvenienced by your production. These procedures shall be applied to still photography and video filming that requires production setup on public property (sidewalks, streets, parks, etc.) in the City of Galena. Photography and filming commissioned by Galena businesses for marketing their businesses shall be exempt from these requirements provided the production does not disrupt traffic, pedestrians or the use of public property.

### Step 1

Contact the City of Galena City Administrator to:

1. Speak about your project and determine what permits, if any, are required. The department representative will need to discuss all aspects of your planned activities to include schedules, locations, parking requirements, traffic control, special effects, etc. We request that you begin these initial discussions at least 30 days prior to your desired filming date. The more time and information we have, the better we can serve you.
2. Obtain a letter of intent, which includes insurance requirements and police/fire/public works rates.

### Step 2

The following must be received by the Office of the City Administrator a minimum of 21 days in advance of filming start time:

1. A completed Letter of Intent detailing the date, time and location.
2. Certificate of Insurance meeting the specified limits and naming the City of Galena as an additional insured.
3. Payment, by cash or check (\$25 per day/per location). This fee should be considered the minimum and may be increased at the discretion of the City.

### Step 3

All requests for filming must be approved by the Galena City Council. Upon submission of all the information listed in Step 2, your request will be presented on the agenda of the next regularly scheduled city council meeting. The city council meets on the second and fourth Monday of every month. A representative of your company should plan to attend the meeting to present the request and respond to questions.

### Step 4

If your request is approved by the city council, the next step is to notify the neighborhood and/or businesses with a leaflet that provides details of filming plans. See the Office of the City Administrator for samples. Early and thorough notification is not only a courtesy; it is an effective and mandatory part of preparation.

## Instructions for "Letter of Intent"

- Companies that wish to use the City of Galena as a location for filming features, television productions, documentaries, independent films, still photography, etc. must submit a "Letter of Intent" form for each filming/parking location that requires use of the public way.
- Letter of Intent forms may be delivered or faxed to:

City Administrator  
City of Galena  
101 Green Street  
Galena, IL 61036  
Fax: 815-777-3083

- The City of Galena also requires a Federal ID number in order to process a permit.
- The "Letter of Intent" form must be accompanied by check or cash (exact change) for \$25 per day per location (a location is considered an area to be used for filming a specific scene or still frame).
- Make checks payable to: City of Galena.

## Instructions for "Certificate of Insurance"

All policies must be written by companies licensed to do business in Illinois. In order to obtain a permit, policies must meet the following minimum requirements:

The City of Galena must appear as an "additional named insured" as their interest may appear.

Limits of liability:

1. General: \$1,000,000 per occurrence; \$500,000 per person
2. Vehicle: \$1,000,000 per occurrence
3. Workman's Compensation: Should be in line with company's other certificates

## Daily Rental Charges - City Services

### Police Department Rates\*

Police supervision is necessary for any traffic control, parking enforcement, and/or use of special effects/firearms. Police personnel can be arranged through the Galena Police Department.

- Police Officers  
Off-duty Officers - \$25 per hr.
- Equipment

Squad Car (as available) - \$75 per day - for traffic control, not picture

### Fire Department Rates\*

Fire Department supervision is mandatory in the use of special effects, pyrotechnics, wet downs, stunts and any instance involving the concern of public safety.

- Personnel

Fireman - \$25 per hr.

Safety Officers - \$25 per hr.

- Equipment

Pumper Truck (as available) - \$100 per day

Hook & Ladder (as available) - \$125 per day

Other Fire Vehicles (as available) - \$100 per day

- Police officers and fire department personnel guaranteed 4 hours

Time & 1/2 after 8 hours

Time & 1/2 after 6 p.m. or before 5 a.m.

Time & 1/2 on Sat. and Sun.

Double time on legal holidays

### Department of Public Works Rates\*

- Posting of "No Parking" Signs - \$50 per posting
- Personnel - \$25 per hour
- Vehicles and equipment (as available) – rates vary

#### Water Rates

- \$75 backflow prevention/flow meter connection to hydrant
- \$3.30 per 1,000 gallons used

All rates listed herein should be considered minimum and may be increased at the discretion of the City.