

The Village of Northbrook

Permits for Filming

Thank you for your interest in filming in the Village of Northbrook. Each year, the Village receives a number of questions regarding whether any type of permit is necessary for these types. The information below is intended to give you guidance on what notifications need to be made prior to your event.

All crews intending to shoot film in the Village must contact the Police Department at 847-664-4427 prior to start of production. The following information must be submitted on production company letterhead:

- The location of the shoot.
- The anticipated dates and times of filming, including a schedule for shooting.
- Details on the production's plans for parking production and staff vehicles and whether or not the production will impact local traffic.

Prior to issuance of the permit, the production must also complete the following action as determined by the Police Department:

- Provide written authorization from the property's owner for the production.
- Schedule and conduct a site inspection as determined by the Police Department's representative.
- Obtain a certificate of insurance naming the Village of Northbrook as an additional insured in an amount no lower than \$1,000,000.
- Notify all residents or businesses in the immediate area (as determined by the Police Department) by letter of the upcoming shoot schedule and any potential impacts on traffic.

The Police Department will issue you information on the Village's noise ordinance and explain whether or not a detail officer will be required for the production as well as any corresponding costs.

For questions, please contact the Police Department Community Relations Supervisor at 847-664-4427.