



*McHenry County*  
CONSERVATION DISTRICT

For Office Use Only

Permit Approved:

Dates Valid:

Fees:

## Media Site Use Permit

Circle one: **Commercial**    **Film Studio**    **Non-Profit/Student Film**    **Other:** \_\_\_\_\_

Company/University \_\_\_\_\_

Contact Person \_\_\_\_\_ Driver's License#: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Mobile Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Permit Fees:

- Film Production/Studio Shoot: Subject to review dependent on details of permit.
- Student Production: Site use fee waived.
- Commercial Portrait Photography: \$100 Annual Fee or 10 days
- Staff needed on site during shoot: subject to review of permit; range \$50-\$100 per hour/per person

### Location Information:

Name of Shoot \_\_\_\_\_

Conservation Site Requested *include specific location(s) within the site* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Shoot \_\_\_\_\_ Hour(s) of Shoot \_\_\_\_\_

Estimated Attendance *include # of people/actors and # and types of vehicles* \_\_\_\_\_

\_\_\_\_\_

Description of material content of the shoot and all equipment/props involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Read and Sign the following:**

- A copy of the approved Media Site Use Permit must remain on-site during shoot for review.
- Applicant shall ensure that all parties involved in the shoot shall not drive or park vehicles on the grass or block 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 of future permit applications.
- As deemed necessary by the District for safety and security of the Permittee, visitors and District's assets, the Permittee may be required to reimburse the District for Ranger or other staff time.
- McHenry County Conservation 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 McHenry County Conservation District is strictly prohibited.
- 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 McHenry County Conservation District is not responsible for any theft, vandalism, or damage to applicant's property or any non-conservation 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 \$2,000,000.00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.
    - CLG insurance shall be written on Insurance Services Office (ISO) occurrence form CF 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 modifications 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 \$2,000,000.00 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 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 \$1,000,000.00 each accident for bodily injury by accident or \$1,000,000.00 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 under the Commercial General and Umbrella Liability Insurance required in this Agreement, the applicant waives all rights against the McHenry County Conservation District and their respective officers, officials, employees, volunteers and agents for recovery of damages arising out of an incident to the Applicant's work.

D. General Insurance Provisions

- Evidence of Insurance

Prior to shoot, Applicant shall furnish the McHenry County Conservation 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.

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

Failure of the McHenry County Conservation District to demand such certificate, endorsement or other evidence of full compliance with these requirements or failure of the McHenry County Conservation 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.

The McHenry County Conservation 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 the McHenry County Conservation District.

Failure to maintain the required insurance may result in termination of this Permit at the McHenry County Conservation 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 the McHenry County Conservation District whenever requested. Applicant shall provide certified copies of all insurance policies required above within 10 days of the McHenry County Conservation District's written request for said copies.

- Acceptability of Insurers

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

- Cross-Liability Coverage

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

- Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the McHenry County Conservation District. At the option of the McHenry County Conservation District, the Applicant may be asked to eliminate such deductibles or self-insured retentions as respects the McHenry County Conservation 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.

- **Subcontractors**

Applicants shall cause each subcontractor employed by the Applicant to purchase and maintain insurance of the type specified above. When requested by the McHenry County Conservation District, the Applicant shall furnish copies of insurance evidencing coverage for each subcontractor.

- To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the McHenry County Conservation District and its officers, officials, volunteers, employees and agents from and against any and all liability, 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 courts 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*

1. Return this completed form no later than 14 days prior to the shoot. Note: Permit is not valid without fees paid in full.

McHenry County Conservation District  
18410 US Highway 14, Woodstock, IL 60098  
Phone: 815-338-6223, ext. 1211  
MCCDistrict@mccdDistrict.org

2. You will also need to include
  - a. Certificate of Insurance (*McHenry County Conservation District must appear as an "additional insured" and the certificate holder for \$1 Million per occurrence.*)

**FOR OFFICE USE ONLY –**

Media Site Use Permit is valid only once signed and stamped "approved" and all fees have been paid.

Fees Required: \$\_\_\_\_\_ Fees: Payment Received \$ \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Signed Director of Operations*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signed Chief of Police*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signed Communications Manager*

\_\_\_\_\_  
*Date*