

**PERMIT APPLICATION  
FOR  
FILM AND PHOTOGRAPHY PRODUCTIONS**

Contact Information

1. Name: \_\_\_\_\_
2. Company or Organization: \_\_\_\_\_  
Address \_\_\_\_\_
3. Headquarters Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code
4. Property Location Requested: \_\_\_\_\_  
\_\_\_\_\_  
City District/Line
5. E-Mail Address: \_\_\_\_\_
6. Fax: \_\_\_\_\_
7. Telephone Number: \_\_\_\_\_ Cellular \_\_\_\_\_
8. Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identification Information

9. Type of Company or Organization  
\_\_\_\_ Film/Video Production Company      \_\_\_\_\_ Major Movie Studio  
\_\_\_\_ Independent Movie Studio              \_\_\_\_\_ Photography Studio  
\_\_\_\_ Television Station                      \_\_\_\_\_ Advertising Agency  
\_\_\_\_ Other (Non-Profit Organization, Independent Filmmaker, Independent  
Photographer, Public Agency, etc.) Please describe: \_\_\_\_\_  
\_\_\_\_\_
10. Key Personnel:  
Producer: \_\_\_\_\_  
Director: \_\_\_\_\_  
Production Manager: \_\_\_\_\_  
Location Manager: \_\_\_\_\_  
Number in Cast and Crew: \_\_\_\_\_

Location Information

11. Specify proposed Metra **shoot location, date and time**. (Metra does not allow shooting between 6:00 a.m. - 9:00 a.m. and 3:30 p.m. - 7:00 p.m. Monday through Friday) Attach additional sheets if necessary.

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12. Specify proposed special services or equipment requested of Metra (removal or alterations of signs, use of Metra train, train cars, locomotive, etc.). Attach additional sheets if necessary.

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13. Specify equipment proposed to be brought on Metra property (cranes, scaffolding, trucks, vans, generators, etc.) Attach additional sheets if necessary.

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Project Information

17. Product (film, video, still photographs, etc.): \_\_\_\_\_

18. Title: \_\_\_\_\_

19. Summary of Scenes. Include **script** as well as **detailed description or storyboard of scenes** portraying Metra and **specify location, date, time, number in cast and crew and use of equipment or special conditions** (use of cranes, scaffolding, special effects, etc.) Attach additional sheets if necessary.

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20. Estimated Budget on Metra Property: \_\_\_\_\_

Signature

Company: \_\_\_\_\_

By: \_\_\_\_\_

Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions for Submitting Application:

1. Submit application at least 20 business days prior to your proposed first shoot day, Monday-Friday, excluding Metra holidays. Return completed Permit Application via either Fax, email or mail to:

Tammy A. Matteson, Senior Real Estate Analyst  
Real Estate and Contract Management  
Metra  
547 West Jackson Boulevard, 15<sup>th</sup> Floor  
Chicago, Illinois 60661  
Telephone: 312-322-8009, Fax: 312-322-7098  
Email: [tmatteson@metrarr.com](mailto:tmatteson@metrarr.com)

2. Send a COPY of your Application and your non-refundable \$500.00 Permit Application Fee.

Metra will evaluate your Application. If your Application is accepted, you will be required to agree to the terms and conditions of a License Agreement for Film and Video Productions which includes restrictions on use of Metra property and equipment, an indemnification provision, and insurance requirements. A location fee, fee for use of Metra equipment, location and services, Metra staff time are applicable and will be assessed. All applicable fees must be paid in full and insurance requirements must be met before you begin your activity on Metra property.

Submitting an Application does not guarantee that Metra will issue an Agreement for filming. Metra's primary purpose is to provide safe, secure, reliable and clean transportation services to its passengers. Metra may, at its sole discretion, deny your Application to prevent interference with Metra's primary transportation responsibilities.