



FILMING AND PHOTOGRAPHING GUIDELINES ON THE CHICAGO TRANSIT AUTHORITY

CTA IN BRIEF

The Chicago Transit Authority (CTA) provides bus and rail service to Chicago and 35 surrounding suburbs. On an average weekday, over a million rides are taken on the CTA. The CTA operates the nation's second largest public transportation system with thousands of buses and rapid transit rail cars.

The CTA is an integral part of Chicago's image and history. CTA's elevated rapid transit train (the 'L') has been featured in hundreds of movies, television programs, print ads, commercials, and documentaries. Inclusion of CTA's historic 'L', which dates back to 1892, shows that your production was filmed on location in Chicago.

THE CTA OFFERS: **(Based on availability)**

Product and Props:

- The 'L'.** There are four styles of train cars available. The 'L' (subway & elevated trains) can be filmed not only in downtown Chicago but also in many of Chicagoland's residential neighborhood areas.

- Buses.** There are six styles of buses currently in use; the oldest bus was manufactured in 2000. Vintage buses may be available for period pieces based on operational level of buses.

- Props.** Bus stop signs, public information signage and literature.

Location and Settings:

- Subway & elevated rail stations and platforms
- Bus stops, Bus shelters (restrictions may apply)
- Other CTA facilities

Personnel:

- Supervisory staff to assist with your filming needs
- Other personnel as needed

HOW DO YOU GET STARTED?

1. Contact the CTA's Film Coordinator Almanique Scott (**at least two weeks in advance**) to discuss your project at (312) 681-3527 or via e-mail at ascott2@transitchicago.com.
2. E-mail a Letter of Intent, along with your script, storyboard, or concept detailing how and when you want to use our services.
3. Attend a pre-production meeting at CTA's General Offices with CTA representatives to discuss your plans and how we can accommodate them in compliance with the CTA's regulations and safety requirements.
4. Requests made less than two weeks in advance are subject to postponement until adequate CTA manpower is available.

REQUIREMENTS TO FILM:

1. PROVIDE PROOF OF APPROPRIATE INSURANCE COVERAGE:

You must submit evidence of required insured coverage as outlined below at least 72 hours prior to production.

Evidence of coverage must be provided by:

- a) CTA Certificate of Insurance on the CTA approved form. Only an authorized representative of the insurance company, an agent, broker, or underwriter may complete the CTA Certificate of Insurance.

All notices and documents pertaining to insurance must be emailed or faxed to:

- Li-Chien (Linda) Lee of Risk Compliance at (312) 681-2921 / llee@transitchicago.com and;
- Almanique Scott (312) 681-3595 / AScott2@transitchicago.com

The CTA's physical and mailing address are:

*Chicago Transit Authority
567 W. Lake Street
Chicago, IL 60661*

PROOF OF INSURANCE MUST INCLUDE THE FOLLOWING COVERAGE AND CONDITIONS:

A. WORKERS COMPENSATION

Coverage A: Statutory: In form and in accordance with the laws of the State of Illinois.

Coverage B: Employers Liability:

\$1,000,000	Bodily Injury by Accident
\$1,000,000	Bodily Injury by Disease, Each Employee
\$1,000,000	Bodily Injury by Disease, Policy Limit

If you are not required by Illinois State Law to carry Workers Compensation insurance, please provide a letter of Sole Proprietor on your company letter head.

B. COMMERCIAL GENERAL LIABILITY

\$2,000,000	General Aggregate (Per Location)
\$1,000,000	Personal Injury and Advertising Injury
\$1,000,000	Per Occurrence

The Commercial General Liability policy shall include, without limitation: (i) Broad Form Contractual Liability, (ii) Premises/Operations, including deletion of explosion, collapse and underground (XCU) exclusions, (iii) Broad Form Property Damage, (iv) Personal Injury Liability, with employee and contractual exclusions deleted, (v) Severability of Interest and Cross Liability endorsement and (vi) Requestor expressly agrees to waive, and will require its insurer to waive, its rights, benefits and entitlement under the "Other Insurance" clause of its Commercial General Liability policy, with respect to the CTA.

C. AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit (Bodily Injury and Property Damage)
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D. RAILROAD PROTECTIVE LIABILITY

How is Railroad Protective Liability insurance satisfied? The CTA's Railroad Protective Liability (RRP) Program provides \$2,000,000 per occurrence/\$6,000,000 aggregate limits to be in compliance with the railroad protective requirements.

If construction/affixing equipment, etc. is to be performed within fifty (50) feet of CTA's Rail Right of Way, the Contractor must:

1. Enroll in the CTA Blanket Railroad Protective (RRP) Program. To enroll in the RRP Program, the contractor must provide Commercial General Liability (CGL) limits of **\$2,000,000 per occurrence/\$2,000,000 aggregate and endorsement CG 2417. If the project is less than \$50,000 or 5 days, a one-time fee of \$250 is required. If the project does not qualify for this category, an insurance quote will be provided once the contractor completes a questionnaire.**
 - i. The CGL policy exclusion for coverage of work within fifty (50) feet of rail right-of-way must be deleted by endorsement to the CGL policy, or
 - ii. Railroad protective insurance may be provided.
- **Drone/Helicopter/Aircraft Flyovers within fifty (50) feet of the CTA's Rail Right of Way** The insurance requirements above apply.
- **Except for Workers' Compensation, the CTA must be named as an Additional Insured and Certificate Holder.** Coverage shall be primary and non-contributory.
- **All insurance policies required by the CTA require the contractor and its insurers to waive all rights of subrogation against the CTA.**
- All insurance carriers must be acceptable to the CTA. All insurance companies shall have at least an A VII POLICY HOLDER RATING, or better, by the A.M. Best Co., Inc. Insurance companies with lower ratings will not be accepted. Carriers licensed to do business in the State of Illinois must issue all insurance.
- The insurance to be carried shall in no way be subject to non-standard exclusions, if any, expressed in the indemnity section of the General Conditions (or any statutory, judicial or common law limitations).

The CTA reserves the right to require additional insurance coverage and/or limits based on the nature and extent of the project.

NOTE: To expedite filming/photography requests, the agent/broker must complete the "CTA Insurance Certificate of Coverage" form below. No endorsement forms will be required by the CTA as supporting documentation.

2. Completion of Appropriate CTA Contracts:

- a) Right of Entry; Bus/Train Rental Agreement; or Bailment Agreement signed by an authorized signatory of your company - **48 hours prior to production.**
- b) The authorized signatory must be vice president level or above (president, owner, co-owner, partner etc.)

3. CTA's Image — The Chicago Transit Authority (CTA), its employees or agents, must not be presented in a negative light.

In general, filming and photography must not portray public transportation as an unsafe and dangerous environment. Filming must not include scenes that contains the following: suicide, attempted suicide by train, pushing to track level; re-creation of real life traumatic and violent events (e.g. subway crash, murders); scenes which endanger others through potential copycat action and explicit scenes such as

sexual activity or assault on transit property or any other behaviors or activities that CTA deems inappropriate.

CTA's AVAILABLE HOURS:

Filming and photography work on CTA property and vehicles is possible on weekends; however, filming is limited to the non-rush hour periods during weekdays, as follows:

Monday - Friday: 9:00 a.m. through 3:00 p.m. and 7:00 p.m. through 5:00 a.m.

Note: Further restrictions may apply to certain locations or during special events.

COSTS: *

- **Location/Right of Entry Fee (ROE)**
The ROE pertains to public-use facilities only, such as train platforms and terminals. The CTA's ROE fee is \$2,000 per day, per location. Rates for the use of CTA Headquarters and other CTA facilities may differ.
- **Vehicles (Rental is only available during non-rush hour periods)**
Travel time to and from site must be included in total rental time. Rental time begins the moment the vehicle leaves its bus garage/train yard until it returns.
 - **Basic Bus Rental Costs** – Rates are based on a four (4) hour minimum.
 - **Basic Train Rental Costs** – Rates are based on a four (4) hour minimum.
Rail cars are married pairs that cannot be uncoupled. Rentals are in increments of two, four, six, or eight rail cars only.
- **Supervisory Personnel**
Supervisors must be present for all projects. They are paid for eight (8) hours at time and a half (their hourly rate x 12 hours) whether they work one (1) hour or eight (8) hours.
- **Other Personnel**
Customer Assistants, Electricians, Laborers, Carpenters, Sheet metal workers etc. may be necessary based on your needs. Their labor costs will be determined at pre-production meeting.
- **Administrative Operating Fee** (15% of Labor and Rental Costs)
- **Late Fee**
A 15% late fee will be added to the Administrative Operating Fee if filming request is received less than five (5) business days' before filming date, or three (3) days for television commercials.

PAYMENT:

At the pre-production meeting an estimate of your costs will be determined. A cost estimate will be given to you upon request. The CTA requires a deposit in the amount of two times the estimated costs to cover the possibility of cost overruns. This deposit is required prior to the start of your project. A refund of unused funds will be returned within 30 working days.

We look forward to working with you and being able to give you the "star" treatment!

* Costs subject to change without notice.



Issue Date: _____

INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____ RFP#: _____

Specification #: N/A

Address: _____
(NUMBER & STREET)

(CITY) (STATE) (ZIP)

Project #: _____
Contract #: _____

Description of Operation/Location	
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The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the Chicago Transit Authority. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the Chicago Transit Authority at the address shown on this Certificate. This certificate is issued to the Chicago Transit Authority in consideration of the contract entered into with the named insured, and it is mutually understood that the Chicago Transit Authority relies on this certificate as a basis for continuing such agreement with the named insured.

Type of insurance	Insurer Name	Policy Number	Policy Period	Limits of Liability All Limits in Millions
<u>Commercial General Liability</u> <input type="checkbox"/> Occurrence <input type="checkbox"/> Claims made <input type="checkbox"/> Premise-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution Commercial General Liability Form #: CG 00 01 _____				Each Occurrence \$ _____ General Aggregate \$ _____ Products/Completed Operations Aggregate \$ _____ <u>Deductible and/or Self-Insured Retention</u> \$ _____
Automobile Liability (Any Auto)				Each Occurrence \$ _____
<u>Excess Liability</u> <input type="checkbox"/> Umbrella Liability	N/A	N/A	N/A	N/A
Workers' Compensation and Employer's Liability				WC \$ _____ Employers Liability \$ _____
Builders' Risk/Course of Construction	N/A	N/A	N/A	N/A
Professional Liability	N/A	N/A	N/A	N/A
Owner Contractors Protective	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A

- a) Each insurance policy required by this agreement, except policies for workers' compensation and professional liability, will read:
 "The Chicago Transit Authority is an additional insured as respects to operations and activities of, or on behalf of the named insured, performed under Contract with or permit from the Chicago Transit Authority".
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for separation of insured's applicable to the named insured and the CTA.
- c) General Liability, Auto Liability, Workers Compensation and Property insurers shall waive all rights of subrogation against the Chicago Transit Authority.
- d) Pursuant with the provision of the General Liability policies, including excess and umbrella will insure all liabilities assumed under the provisions of the Hold Harmless and Indemnity Clause contained in the Contract and not exclude any construction and/or demolition work performed within 50 feet of railroad track. Commercial General Liability must be written on the ISO Occurrence Form CG 00 01 12 04 (or a substitute form providing equivalent coverage) and include the following endorsement: Contractual Liability Railroads ISO Form CG 24 17 10 01 (or a substitute form providing equivalent coverage). The Contractor shall be responsible for arranging that all subcontractors maintain the necessary insurance requirement
- e) The receipt of this certificate by the CTA does not constitute agreement by the CTA that the insurance requirements in the contract have been fully met, or that the insurance companies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Receipt of Notice	Signature of Authorized Representative
Certificate Holder/Additional Insured Chicago Transit Authority Dept. of Risk Management 567 W Lake St. Chicago, IL 60661	Agent/Company Address _____

	Telephone _____



Issue Date: _____

Filming/Photography Request

<p>** For Office Use Only**</p> <p>_____</p> <p>Signed _____</p> <p>_____</p> <p>ROE/Rental/ROE & Rental _____</p>

Applicant Information (Please print/type)

Applicant/Company Name: _____

Applicant's Company (if applicable): _____

Address: _____ Apartment/Unit/Suite: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: _____ Fax: _____ Mobile: _____

Event Day On-Site Contact: _____ Phone: _____ Mobile: _____
(If different from Applicant)

Email Address: _____

Project Category

Please choose one category below that applies to your project:

Category	Example/Description
<input type="checkbox"/> Commercial Filming <input type="checkbox"/> Commercial Photography	Feature films, television/cable programs, advertisements, commercials, etc. used for profit purposes.
<input type="checkbox"/> Non-commercial Filming <input type="checkbox"/> Non-commercial Photography	Personal hobby where the end product is not sold for profit.
<input type="checkbox"/> Not-For-Profit Filming <input type="checkbox"/> Not-For-Profit Photography	Government agencies, social agencies, community groups, etc. projects that are not used for profit.
<i>Not-for-profit organizations must provide proof of incorporation or 501(c) 3 status and mission statement.</i>	
<input type="checkbox"/> Student/Educational Filming <input type="checkbox"/> Student/Educational Photography	High School, college projects and programs that are used for educational purposes.
<i>A letter from a school official verifying the applicant's project is related to required course work.</i>	
<input type="checkbox"/> Artistic Endeavor Filming <input type="checkbox"/> Artistic Endeavor Photography	Literary effort, documentary, or artwork, that is exclusively about CTA. Will the end product be sold for profit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Filming/Photo Shoot Information

Name of Production: _____

Date(s) of Shoot: _____ Hours of Shoot: _____

Location(s) Requested: _____ Specific Location(s): _____

Crew Size: _____

Description of Production: (please attach any script pages, synopsis, concept, or storyboard pertaining to CTA):

Basic Overview of Rules and Requirements

Rush hour film projects are prohibited. For filming purposes, the rush hour period is defined as Monday through Friday, 6:00 a.m. – 9:00 a.m. and 3:00 p.m. – 7:00 p.m.

Payment of the Right of Entry fee, any rental fees, estimated labor costs, proof of appropriate insurance on CTA's approved insurance form, and a security deposit are all required prior to start of production. Labor needs and costs are determined by CTA. Labor costs include bus/rail supervision and any other CTA personnel needed. You are required to have a copy of the executed Agreements at all times while filming or taking photographs on CTA property.

All cancellations must be made in writing prior to 12:00 p.m. on the day preceding the scheduled production date. If the event is scheduled for Sunday, then a cancellation notice must be submitted by 12:00 p.m. on the preceding Friday. If cancellation is not received by the Chicago Transit Authority in accordance with the provisions set forth above, then the Applicant will be liable for the labor expenses as set forth in the CTA's Estimate of Cost Statement.

Security Deposits will be refunded within 30 days of the last day of the event if all rules and restrictions are followed and the CTA vehicles and/or facilities are left clean and without damage. Applicant agrees that the Chicago Transit Authority may retain part or all of the security deposit to cover any costs for additional clean-up or restoration of vehicles or stations due to damage to station property. Applicant also agrees to reimburse the Chicago Transit Authority for any additional costs for clean-up and restoration of vehicles or stations should these costs exceed the amount of the security deposit.

Applicant will indemnify and defend the Chicago Transit Authority, its officials, agents, and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action, and expenses that the Indemnities may suffer, incur, or sustain, or for which it or they may become liable, resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this project.

Applicant agrees that the Chicago Transit Authority may retain part or all of the security deposit as a punitive measure if the applicant misrepresents any part of the production/event as presented for approval or if the applicant or any party of the applicant's production/event should fail to abide by the terms of the executed Right of Entry, Rental, Bailee or Labor Costs Agreements, all laws, statutes, ordinances, rules, regulations, codes, and executive orders of the Chicago Transit Authority, the City of Chicago, the State of Illinois, and the United States of America.

I do affirm I have read the basic terms and conditions outlined in this document and agree to abide by them.

Name of Applicant (Please print)

Applicant's Signature

Name of Authorized Signatory for this Production

Title of Authorized Signatory

Form of Acceptable Payment

Please check the box below to indicate what form of payment will be used:

- | | | | |
|-------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Money Order | <input type="checkbox"/> Cashier's Check | <input type="checkbox"/> Company Check |
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |

Submit Application

Application must be faxed, mailed, e-mailed, or delivered in-person at least **14** days prior to filming or photo shoot to:

In Person/Mail

Almanique Scott
Business Development
Chicago Transit Authority, 7th Floor
567 W. Lake, Chicago, IL
Phone: (312) 681-3527

Via E-mail

Almanique Scott
Business Development
Chicago Transit Authority
E-mail: ascott2@transitchicago.com
Fax: (312) 681-3595

You will also need to submit the following:

- Payment for Estimated Fee and Security Deposit in-person is preferred.
- Certificate of Insurance on CTA's approved form. All approved Rights of Entry and Rental Agreements require a Certificate of General Liability Insurance that names the Chicago Transit Authority as an "Additional Insured" for a minimum of \$1,000,000.

The Chicago Transit Authority will review this request and contact you regarding the status of your application. Please note that acceptance of your application does not guarantee approval. If your application is approved, then the Chicago Transit Authority will issue you an executed copy of one or more of the following: Right of Entry, Rental, Labor Costs, and Bailee Agreements that should be presented on-site at the filming/photo shoot(s) upon demand.