



# **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 750,000 rides are taken on the CTA. The CTA operates one of the nation's largest public transportation systems.

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)**

- 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
- 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](mailto: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 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. 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.)

### **2. Script/Storyboard Approval**

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.

### **3. 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:**

- ACORD® Certificate of insurance pertaining to the policies. Certificates of insurance must disclose all deductibles and / or self-insured retentions.
  - **The CTA must be named as an Additional Insured on Commercial General Liability and as 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).
- All documents pertaining to insurance must be emailed or faxed to:
  - Li-Chien (Linda) Lee of Risk Management Department at (312) 681-2921 / [llee@transitchicago.com](mailto:llee@transitchicago.com) and;
  - Almanique Scott (312) 681-3595 / [AScott2@transitchicago.com](mailto: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

**NOTE:** If your firm does not have employees including part-time, your firm is not required by Illinois State Law to carry Workers Compensation insurance. Please provide a letter of Sole Proprietor on your company letterhead stating there are no employees in order, for the CTA to waive the Workers Compensation requirement.

**B. COMMERCIAL GENERAL LIABILITY**

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

**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.

**If affixing equipment, etc. is to be performed within fifty (50) feet of CTA's Rail Right of Way, the Requestor may need to:**

1. Enroll in the CTA Blanket Railroad Protective (RRP) Program which will be determined by the CTA's Risk Management Department based upon the filming request's scope. To enroll in the RRP Program, the requestor must provide Commercial General Liability (CGL) limits of **\$2,000,000 per occurrence / \$2,000,000 aggregate and Endorsement CG 2417**. A small one-time enrollment fee must be paid to the CTA for this coverage.
  - 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 Liability insurance may be provided. The CTA's Risk Management Department will determine if this is needed based upon the filming request's scope.
- **Drone/Helicopter/Aircraft Flyovers within fifty (50) feet of the CTA's Rail Right of Way** – The insurance requirements in Item D above apply.

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

**NOTE:** Licensed agents/brokers should refer to the "**CTA ACORD® Sample Certificate**," and its detailed instructions below for properly completing the ACORD® Certificate.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## CTA SAMPLE

THE FOLLOWING ITEMS MUST BE DISPLAYED AS INSTRUCTED BELOW.

COVERAGES    CERTIFICATE NUMBER:    REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	Y	Y	Both the "Additional Insured" and "Subrogation Waived" columns must display a "Y" for CGL			
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$			The "Subrogation Waived" column must display a "Y" for WC and Employers' Liability.			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		Y				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Chicago Transit Authority Dept of Risk Management 567 W. Lake St. Chicago, IL 60661 <div style="background-color: #ffcc99; text-align: center; padding: 5px; margin-top: 10px;">The CTA must be displayed as shown.</div>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

## **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 the 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 60 working days.

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

*\*Costs subject to change without notice*



## Filming/Photography Request

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

### 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.
<b><i>Not-for-profit organizations must provide proof of incorporation or 501(c) 3 status and mission statement.</i></b>	
<input type="checkbox"/> Student/Educational Filming <input type="checkbox"/> Student/Educational Photography	High School, college projects and programs that are used for educational purposes.
<b><i>A letter from a school official verifying the applicant's project is related to required course work.</i></b>	
<input type="checkbox"/> Artistic Endeavor Filming <input type="checkbox"/> Artistic Endeavor Photography	Literary effort, documentary, or artwork, that is exclusively about CTA.  <b>Will the end product be sold for profit?</b> <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, 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 always have a copy of the executed agreements 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 60 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**

CTA accepts the following forms of payment:

- Check
- Credit Card – Visa, MasterCard and Discover
- ACH

**Submit Application**

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

Almanique Scott  
Business Development  
Chicago Transit Authority  
567 W. Lake, 7<sup>th</sup> Floor  
Chicago, IL 60661  
**Phone: (312) 681-3527**  
**E-mail: [ascott2@transitchicago.com](mailto:ascott2@transitchicago.com)**  
**Fax: (312) 681-3595**

You will also need to submit the following:

- Payment for Estimated Fee and Security Deposit
- Certificate of Insurance on CTA's approved form\*

*\*All approved Right of Entry and Rental Agreements require a Certificate of General Liability Insurance that names the Chicago Transit Authority as an "Additional Insured". See Insurance Requirements for more information.*

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.