

FILMING ON LOCATION IN RICHMOND

GUIDELINES

1. Applications

- a) In order to obtain approval for filming on location which involves City property, including parks facilities, buildings, equipment and streets, an application must be made to the Film Coordinator.
- b) The application must be submitted as far in advance as possible prior to the commencement of filming. Filming involving extraordinary requirements (e.g. stunts, special effects) should be submitted for approval a least two weeks in advance. The application will be circulated to appropriate City departments, which will provide input and assistance to ensure that the needs of both the film company and the City are satisfied.
- c) The application can take the form of either a letter or a Commercial Filming Application form. In the case of a letter application, the letter will be in sufficient detail to identify the requirements of the film industry and will include dates and names of individuals responsible for the filming.
- d) Application forms are available from the Film Coordinator.

2. Liability Insurance

- a) It will be the responsibility of the applicant to submit all required insurance documents with the Commercial Filming Application prior to the commencement of filming activities.
- b) The liability insurance must name the City of Richmond as a co-insured in the applicant's liability policy. Liability policy must not be less than \$5 million and under situations of potential extreme exposure to the City, the liability insurance may be increased accordingly. The applicant must also enter into a "Hold Harmless" agreement with the City.

3. Damage Deposits

- a) A damage and clean up deposit will be established by the City. The amount will depend upon the specific nature of the film project, location, etc.
- b) Deposits will cover any potential damage to City facilities, equipment, etc.
- c) Deposits will be by certified cheque made payable to the City of Richmond.

- d) Deposits will be submitted to the Film Coordinator or his designate. All deposits, certificates of insurance, etc. will be forwarded to Finance Division for safekeeping.
- e) Deposits will be refunded upon completion of filming activities, an inspection by City staff and final approval of the Film Coordinator.
- f) Any required repairs, clean up, restoration, etc. will be undertaken by the film company. Any repairs, restoration, etc. not undertaken by the film company will be provided by the City, the cost of which will be drawn from the damage and clean-up deposit along with overhead and administration fees.

4. Fees and Charges

- a) All fees associated with filming are based on cost recovery for the services provided by the City.
- b) Necessary fees must be submitted to the Film Coordinator at least one working day prior to undertaking filming.
- c) The fees will be submitted by the film industry in the form of a certified cheque made payable to the City of Richmond.
- d) Use of facilities administered by a Community Association will require that payment be made to the appropriate Community Association by certified cheque.
- e) Use of any City building or facility will require the film company to enter into a specific legal agreement with the City and a fee for use of that facility will be established by the City.

5. Traffic Management

- a) Parking of film production vehicles on City streets is subject to prior approval of the Transportation Section of the Urban Development Division. Requests must be made to the Film Coordinator as far in advance as possible prior to commencement of filming.
- b) Complete closure of streets for filming on location is subject to the prior approval of the Transportation Section of the Urban Development Division. Requests must be made to the Film Coordinator as far in advance as possible prior to commencement of filming.

No streets will be closed during peak traffic time.

The City will arrange for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. The costs associated with this will be borne by the film company.

- c) The film company will be responsible for all public relations with private citizens, businesses, residents, etc. who may be affected by filming activities, parking of vehicles and street closures. Such public relations will be carried out in writing and the letter to affected individuals will provide the name and phone number of the film company and location manager, as well as the Film Coordinator. A copy of this letter will be provided to the Film Coordinator.
- d) The film company will ensure that all vehicles and trailers associated with filming activities are appropriately identified.

6. Use of City Services and Vehicles, Including RCMP

- a) Only reserve or unscheduled vehicles and equipment can be used in film shoots.
- b) Any and all equipment and vehicles can be recalled without notice in the case of emergency and the City will not incur any liability in such cases.
- c) Only on-duty City personnel can be utilized.
- d) RCMP personnel assigned to traffic control at filming activities will be from off-duty. They are paid at double time rate with minimum three hour call-out.
- e) All fees covering costs for rental of equipment and vehicles and for personnel will be paid by certified cheque directly to the Film Coordinator. The certified cheque will be made payable to the City of Richmond.

PROCEDURES FOR MAKING APPLICATION TO AND CARRYING OUT FILMING IN RICHMOND

1. The production company submits a letter or application form to the Film Coordinator at the City of Richmond.
2. The Film Coordinator reviews the letter or application form to ensure completeness.
3. The Film Coordinator contacts the production company contact person and obtains any necessary additional information over the telephone and completes the application form where necessary.
4. A copy of the completed application form is distributed by the Film Coordinator to applicable City departments for review, and a meeting of the Film Coordinating Committee is held if required to ensure compliance with departmental requirements.
5. City approval is indicated by telephone and the production company is asked to come in with a certified cheque to cover fees and charges and the damage and clean-up deposits. Follow-up documentation will be sent to confirm approval.
6. Upon receipt of all fees and charges, including damage and clean-up deposits, proof of liability insurance and Hold Harmless Agreement, the Film Coordinator provides a letter of approval to the production company.
7. The day before filming activities are to proceed, the film industry representative contacts the Film Coordinator to confirm that all activities are to proceed as planned.
8. The production company proceeds with their shoot.
9. The production company cleans up the location and arranges for repair of any damage resulting from its activities.
10. The production company representative and the Film Coordinator and other City staff as required review and inspect the site to ensure that there is no remaining damage.
11. In the case where there is no damage and the site has been satisfactorily cleaned up, the Film Coordinator returns the damage and clean-up deposits. In the case where damage to the site is evident or the site has not been cleaned up, the Film Coordinator informs the production company representative to rectify the damage and/or clean up the site.
12. In the case where the damage has not been rectified or the site cleaned up within a reasonable period of time, the City rectifies the damage and/or cleans up and invoices the production company for all costs plus overhead.