



Schedule A – Student Applicant Information

Name of Applicant: _____ Date: _____

Name of School: _____ Phone No.: _____

Address: _____

Phone No.: _____

Fax No.: _____

Location Manager: _____ Phone No.: _____

Cellular No: _____ Email: _____

Ass't Location Manager: _____ Phone No.: _____

Cellular No.: _____ Email: _____

Name of Production: _____

Dates Requested for Filming: From: _____ To: _____

Hours of Filming: From: _____ To: _____

Locations of Filming: _____

Description of Scenes: _____

Total Days of Filming: _____ No. of Days Filming in Richmond: _____

- | | | | |
|-----------------------------|-------------------------------|------------------------------|-----------------------------|
| Other Information Required: | Proof of Insurance: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Hold Harmless Agreement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Fee Deposit Required | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Cheque for Fees (if required) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Applicant's Signature: _____ Date: _____

Film Liaison's Approval: _____ Date: _____



Schedule B – Proposed Activities and Services Required

Proposed Activities: (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Gun Fire* | <input type="checkbox"/> Car Stunt** | <input type="checkbox"/> Stunts** |
| <input type="checkbox"/> Rain or Snow | <input type="checkbox"/> Tow Shots | <input type="checkbox"/> Animals** |
| <input type="checkbox"/> Fire* | <input type="checkbox"/> Drive Up/Away | <input type="checkbox"/> Exterior Set Construction** |
| <input type="checkbox"/> Helicopter | <input type="checkbox"/> Drive By | <input type="checkbox"/> Walk and Talk |
| <input type="checkbox"/> Explosions* | <input type="checkbox"/> Road Wet Downs*** | <input type="checkbox"/> Use of Actors under the age of 18** |
| <input type="checkbox"/> Road Closure** | <input type="checkbox"/> Intermittent Traffic Control | <input type="checkbox"/> Other Special Effects* |

Note that items with asterisk will be subject to fees. Fees may also apply for use of certain city buildings or staff resources:

* A Richmond Fire-Rescue Pyrotechnic Permit will be required. Please include a completed Richmond Fire-Rescue Fireworks/Pyrotechnic Display Permit Application with this application. A qualified Pyrotechnician will be required to submit this paperwork and be on site for the effect.

** Please include further information on your management plan for these activities and what other applicable permits you will have secured beforehand. Note that a road closure must be approved by the City's General Manager of Engineering and Public Works Department.

*** An application for the use of a City fire hydrant is required. Please include a completed Application for the Use of City Fire Hydrant with this application.

Attach additional information, including maps, to assist the Richmond Film Office in processing your request.

City Services Required: (check all that apply) – Fees will apply.

- | | |
|--|---|
| <input type="checkbox"/> RCMP Officers (specify how many are required) | <input type="checkbox"/> Street Parking (attach a map) |
| <input type="checkbox"/> Lot Parking (attach a map) | <input type="checkbox"/> Banner Removal (attach a map where applicable) |
| <input type="checkbox"/> Special Effects/Pyrotechnics Permit (see above) | <input type="checkbox"/> Fire Hydrant Use |
| <input type="checkbox"/> Other (specify) | |



Schedule C – Locations Required and Scene Details for Filming Request

Name of Production: _____

Phone No.: _____ Permit No.: N/A

Page _____ of _____

Location 1: _____

Date: _____ Time: _____

Scene Details:

Location 2: _____

Date: _____ Time: _____

Scene Details:

Location 3: _____

Date: _____ Time: _____

Scene Details:

Location 4: _____

Date: _____ Time: _____

Scene Details:



Schedule D – Hold Harmless Agreement

I/We, _____ agree to assume and hold harmless the City of Richmond, its officers, employees and agents from, all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which he was granted an approval to film a commercial or other venture in the City of Richmond, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.

Further, _____ agrees to indemnify and defend, hold harmless the City of Richmond, its officers, employees and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officers or employees of the City of Richmond, or caused by or arising out of the condition of any City-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this license was issued, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.

Accepted for the City of Richmond:

Student Film Production Name

Name of Applicant

Signature

Title

Date

City Film Liaison

Name

Date



1. Applications

- a) In order to obtain approval for filming on locations which involve City properties, including parks, City facilities, buildings, equipment and streets, an application must be made to the Richmond Film Office. The application must be submitted as far in advance as possible prior to the commencement of filming.
- b) Any filming involving extraordinary requirements (e.g. stunts, special effects) should be submitted for approval at least 2 (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 production company and the City are satisfied.
- c) The application can take the form of either a letter or a Student Filming Application form. In the case of a letter application, the letter must include sufficient detail to identify the requirements of the production company and must include dates and names of individuals responsible for the filming.
- d) Application forms are available from the Richmond Film Office, or here: [Student Filming Application](#).

2. Liability Insurance

- a) It will be the responsibility of the student film production to submit all required insurance documents with the Student Filming Application prior to the commencement of filming activities.
- b) The liability insurance must name the City of Richmond as "Additional Insured" in the insurance policy. This policy, which is required to include commercial general liability, must also include a limit of at least \$5 million (in Canadian funds) and under situations of potential extreme exposure to the City, the liability insurance may need to be increased accordingly. The production company must also enter into a "[Hold Harmless](#)" Agreement Schedule II – excerpt of AS-7 with the City.

3. Damage Deposits

- a) Damage and fee deposits may be required by the City. The amount will depend upon the specific nature of the film project, location, etc.
- b) Deposits are required to cover any potential damage to City facilities, equipment, etc.
- c) Deposits must be made by cheque payable to the City of Richmond.
- d) Deposits will be submitted to the Richmond Film Office, or designate.
- e) Deposits will be refunded upon completion of filming activities, an inspection by City staff and final approval of the Richmond Film Office.

- f) Any required repairs, clean up, restoration, etc. will be undertaken by the production company. Any repairs, restoration, etc. not undertaken by the production company will be provided by the City, the cost of which will be drawn from the damage deposit along with overhead and administration fees.

4. Fees and Charges

- a) All fees associated with filming are based on cost recovery plus applicable taxes and administrative charges for the services provided by the City.
- b) Necessary fees must be submitted to the Richmond Film Office at least one working day prior to undertaking filming.
- c) The fees will be submitted by the production company in the form of a cheque made payable to the City of Richmond.
- d) Use of facilities administered by a Community Association which is not part of City owned or operated property will require that payment be made directly to the appropriate Community Association by certified cheque.
- e) Use of any City building or facility will require the production 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.
- f) Link to Fees – <http://www.richmond.ca/busdev/filming/fees.htm>.

5. Traffic Management

- a) Parking of film production vehicles on City streets is subject to prior approval of the Transportation Division. Requests must be made to the Richmond Film Office 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 Division and the General Manager, Engineering. In some cases, the production company will be required to poll the surrounding neighbourhood. Requests must be made to the Richmond Film Office as far in advance as possible prior to commencement of filming.
 - i) Street closures during peak traffic times may not be approved.
- c) The production 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 production company and location manager, as well as the Richmond Film Office. A copy of this letter will be provided to the Richmond Film Office for review prior to distribution.
- d) The production company will ensure that all vehicles and trailers associated with filming activities are appropriately identified and will be parked in the designated areas agreed to by the Richmond Film Office.

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 a double time rate with minimum 4 (four) hour call-out.
- e) All fees covering costs for rental of equipment and vehicles and for personnel will be paid by cheque directly to the Richmond Film Office. The cheque will be made payable to the City of Richmond.



1. The student film production submits a letter or Student Filming Application form to the Richmond Film Office at the City of Richmond.
2. The Richmond Film Office reviews the letter or application form to ensure completeness.
3. The Richmond Film Office contacts the student film contact person and obtains any necessary additional information.
4. If the application is approved by the City, the student film contact person is notified and is asked to come in with a cheque to cover fees and charges and the damage deposit if applicable.
5. Upon receipt of all fees and charges (if required), including the damage deposit, proof of liability insurance and Hold Harmless Agreement, follow-up documentation will be sent to the production company to confirm approval.
6. The day before filming activities are to proceed, the student film company representative contacts the Richmond Film Office to confirm that all activities are to proceed as planned.
7. The production company proceeds with their shoot.
8. The production company cleans up the location and arranges for repair of any damage resulting from its activities.
9. The production company representative and the Richmond Film Office or designate as required review and inspect the site to ensure that there is no remaining damage.
10. In the case where there is no damage and the site has been satisfactorily cleaned up, the Richmond Film Office returns the damage deposit. In the case where damage to the site is evident or the site has not been cleaned up, the Richmond Film Office informs the production company representative to rectify the damage and/or clean up the site.
11. 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.