

Town of Ladysmith

FILM INDUSTRY

PERMIT

PACKAGE

FILM PERMIT GENERAL CONDITIONS

The following general conditions apply to all Film Permit Applications:

1. The **Town of Ladysmith** requires that anyone planning a film production on Municipal property, including streets, sidewalks and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the Municipality.
2. The **Town of Ladysmith** requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least **\$2 Million** against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the **Town of Ladysmith** as an additional named insured and contain a cross liability clause.
3. The applicant must comply with all existing Municipal By-laws. Any exemptions must be applied for in writing and approved by **Town of Ladysmith** Municipal Council.
4. All fees as stated in the Municipal Fee Schedule are the responsibility of the applicant and must be paid as per negotiated (see our Fee Schedule for specific costs, deposits and bonds). The **Town of Ladysmith** requires that all Municipal costs be recovered.
5. Where applicable, the applicant must obtain an Electrical Permit from the Province of British Columbia, Electrical Safety Branch and must be available on site for inspection.
6. The **Town of Ladysmith** requires that the Film Company notify neighbourhoods and/or business areas of their upcoming activities by one of two methods as follows:
 - (i) For minimum disruption to a neighbourhood and/or business area, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.
 - (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey of the area is required which should encompass a radius of no less than 2 city blocks. Large or disruptive productions may require advertisements in newspapers and other local media as well.
7. No road in the **Town of Ladysmith** may be closed without prior written permission from the Superintendent of Public Works, and all road closures require prior notification of Police, Fire and Ambulance Services.
8. The **Town of Ladysmith** reserves the right to revoke a Permit or shut down a shoot in case of emergency.
9. The applicant is responsible for maintaining the site/route in a clean condition and for any clean-up following, and is liable for any damage caused to Municipal property as a result of the Film Company's use of the facilities. Any damaged or missing equipment/chattel of the Municipality will be replaced/reimbursed by the applicant.
10. The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
11. Where applicable, the applicant must obtain a Special Effects Permit from the Fire Department and must be available on-site for inspection.

FILM COMPANY

Contact Town of
Ladysmith
Film Coordinator
(250) 245-6400

Read Permit Conditions

Procedure:

- a) Complete application form(s)

Upon Approval:

- b) Negotiate fees for service
- c) Pay fee estimate
- d) Provide proof of insurance
- e) Allocation of parking & street closure location, dates and times

Authorization
from Police
Department
(250) 245-2215

- a) use of firearms
- b) stunts
- c) special effects

Authorization
from Fire
Department
(250) 245-6436

- a) special effects

Notify
Neighbourhood
and/or
Business
Area

SCHEDULE OF FEES FOR FILM PRODUCTION

(Current Town of Ladysmith labour and equipment rates will be used)

APPLICATION PERMIT FEE: **NIL**

The application would be issued after the initial meeting between the Film Co-ordinator or designate and the applicant if necessary, and the applicant is advised that the filming proposal is acceptable.

ELECTRICAL PERMIT FEES: *Established by Provincial Government
Electrical Safety Branch*

The applicant must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of B.C. (Safety

DAMAGE DEPOSIT: **To be Estimated**

A clean-up and Damage Deposit of \$500.00 may be required when facilities included for "shoots" involving locations or the use of facilities on Municipal streets or in Municipality buildings and structures over the daily charge rate.

POLICE: Minimum 4-hour callout **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24-hour cancellation notice.

FIREFIGHTERS: **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24-hour cancellation notice.

PUBLIC WORKS - Sign Shop: LABOUR & EQUIPMENT: **To Be Estimated**
(For construction, placement and removal of signs)

PUBLIC WORKS - Waterworks: **To Be Estimated**
(Fire Hydrant Connection Fee per day including GST)

MUNICIPAL BUILDINGS AND STRUCTURES **To Be Estimated**

Fees for MUNICIPAL BUILDINGS AND STRUCTURES will be estimated upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

MUNICIPAL RECREATION BUILDINGS

Fees for MUNICIPAL RECREATION BUILDINGS will be established upon request. Criteria for fees are dependent on specific area requirements, actual overhead costs and loss of facility income.

MUNICIPAL PARKS & PLAYING FIELDS **To Be Estimated**

**APPLICATION FOR USE OF
MUNICIPAL FACILITIES FOR FILM PRODUCTION**

APPLICANT:

Local Company Name: _____ Contact Person: _____

Address: _____ Phone #: Res: _____

Bus: _____

Headquarter (Mother) Co. Address: _____

Phone #: _____

Headquarter (Mother) Co. Contact Person: _____ Title: _____

Local Manager's Name & Address _____

Phone #'s: Bus: _____ Res: _____ Fax: _____

Name of Production: _____

Brief Description of Production: _____

REQUESTED FACILITIES (Check the appropriate square):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> On Street Parking | <input type="checkbox"/> Municipal Hall | <input type="checkbox"/> Other City Buildings | <input type="checkbox"/> Municipal Park(s) |
| <input type="checkbox"/> Street Occupancy | <input type="checkbox"/> Municipal Fire Hall | <input type="checkbox"/> Equipment | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Municipal Police Building | <input type="checkbox"/> Manpower | |

Location Of Filming: _____ Dates and Times: _____

Brief Description of Requirements: _____

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services of the Municipality.

INSURANCE REQUIREMENTS:

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Municipality and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than \$2,000,000 per accident or occurrence and other wise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith from time to time, the Certificate of Insurance giving evidence of such coverage.

CREDITS TO THE

The applicant will give credit to the _____ in the production.

On behalf of the applicant, I acknowledge that I have read and understood the conditions contained in the Film Permit General Conditions, and agree to comply with them and any additional conditions noted on the reverse of this page.

AUTHORIZED SIGNATORY OF THE APPLICANT - SIGN AND PRINT NAME Date: _____

This application becomes the Permit as approved by:

Date: _____

FILM Co-ORDINATOR FOR THE TOWN OF LADYSMITH Permit #: _____

FILM INDUSTRY CALLOUT PROCEDURE GUIDELINES FOR ATTENDING PUBLIC WORKS MEMBERS

OVERVIEW:

The Town of Ladysmith requires Film Companies to have Royal Canadian Mounted Police or Public Works Members present during filming of various situations, which are described in this package. Film Companies are required to pay up front for services as established by the RCMP Detachment Commander or the Superintendent of Public Works.

The Film Co-ordinator will ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. RCMP and Public Works Members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police and Public Works Members are not employees of the movie industry.

STREETS and TRAFFIC REGULATIONS:

1. The Superintendent of Public Works may place or order traffic control devices to be placed or installed, as necessity requires within the Municipality.
2. The Superintendent of Public Works may order to be placed for temporary periods not exceeding thirty (30) days at any one time, signs prohibiting parking or stopping and indicating restricting parking or detours:
 - (a) Upon either or both sides of any street or portion of street along the route of a parade or procession or in the vicinity of a large public gathering;
 - (b) In any other location where under special circumstances it is deemed necessary in the public interest to do so.

GENERAL:

Public Works Members may at any time regulate and direct both vehicular and pedestrian traffic upon all streets and sidewalks and may at any time block off temporarily any street or sidewalk or part thereof. A direction of the Public Works Member regulating traffic may be made by motion of the hand or by word of mouth or any mechanical device.

HOURS OF FILMING:

Hours of filming are established under existing bylaws. Filming hours may be extended with Council approval. Any complaints of excessive noise during late night filming must be reported to the Bylaw Enforcement Officer.

TRAFFIC CONTROL for ROAD CLOSURES & LOCKUPS:

Only Public Works Members or other designates (see *Production Assistants* below) have authority to undertake traffic control duties. Public Works Members must be on location for:

- Road closures (temporary or long term)
- Temporary lockups
- Any filming that will affect / interfere with traffic flow (tow shots, etc.)

PRODUCTION ASSISTANTS:

Production Assistants may control pedestrian traffic on sidewalks. Public Works Members may allow Production Assistants to control lane traffic within an area that is currently being closed or locked down to general traffic. They may also assist in quiet residential areas, but this must be pre-approved.

MUNICIPAL PERMIT for FILMING:

The Municipality issues permits for filming outlining specifications, including Special Event parking regulations, dates and times. Should you have any questions and/or concerns regarding a Permit or its specifications, please contact the Film Co-ordinator at the Municipal Hall.

When on call out, the attending Public Works Member may approve a request to move to an un-permitted location at their own discretion.

MOVIE-INS / SET-UPS:

Public Works provides members, at no cost, for move-ins / set-ups. These requests are made through the Film Co-ordinator (day and night telephone numbers will be provided). This duty should not exceed approximately 15 minutes. Any abuse of this service should be reported to the Film Co-ordinator.

AUTHORITY ON SET:

The Film Coordinator will liaise with the Location Manager while on set. Any regulations of traffic on any Municipal street are under the authority of the Public Works Members on set. A Permit to film is not an open invitation to take over any area within the Municipality.

If filming is not taking place in a safe manner, or the disruption to the surrounding neighbourhood is unacceptable, the Film Company will be informed through Locations personnel. The attending Public Works Member and the Film Company will seek a reasonable solution. If this cannot be done, filming will not continue. Attempts must be made to contact the Film Coordinator before any Film Company is shut down.

ON SET CATERING:

No provisions have been made to provide members with on-set meals or breaks. It is at the member's discretion whether to accept an invitation to dine with the crew, however, that offer would also be at the Film Company's discretion.

CONCLUSION OF CALLOUT:

The end time on any call out is approximate. If Public Works feels that leaving the movie set at the end time stated is inappropriate (i.e. all equipment or crew not off streets, filming may continue after Member leaves) the Location Manager will be informed. If they do not agree to extend the call out time, the

member should inform Locations personnel that the Public Works Member will remain on set until appropriate. This should be noted in the Callout Report and the Municipality will invoice accordingly.

ENFORCEMENT:

General traffic enforcement (i.e. radar, seatbelt road-blocks) will not take place on a movie set. A Public Works Member is on set to control traffic and/or minimize the film impact on the neighbourhood.

Public Works Members may contact the Film Coordinator where immediate concerns include:

- Productions not complying with the terms of the Municipal Permits (Film and/or Special Effects)
- Productions not complying with Public Works Member on-site requests
- Productions using civilians to control Municipal streets
- Any production a member is considering to ask to stop filming.

Any non-immediate type concerns will be forwarded in writing to the Office of the Film Coordinator.

A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED.

FILM INDUSTRY CALLOUT PROCEDURE GUIDELINES FOR ATTENDING POLICE MEMBERS

OVERVIEW:

The Town of Ladysmith requires Film Companies to have Royal Canadian Mounted Police or Public Works Members present during filming of various situations, which are described in this package. Film Companies are required to pay up front for services as established by the RCMP Detachment Commander or the Superintendent of Public Works.

The Film Co-ordinator will ensure all Municipal Film Permit General Conditions are complied with and that this takes place in a manner that is safe with as little disruption as possible to the area. RCMP and Public Works Members are encouraged to solicit input from the Film Company staff and to assist the filming process in any reasonable way. Police and Public Works Members are not employees of the movie industry.

STREETS and TRAFFIC REGULATIONS:

The Superintendent of Public Works will implement streets and traffic regulations, with appropriate notification to the RCMP, Fire/Rescue and Ambulance units.

FIREARMS / GUNFIRE:

Any gunfire audible to the public or firearms visible to the public (whether fired or not) require the presence of the RCMP. This is due to potential 9-1-1 calls and their drain on RCMP manpower. Police members attending these call outs must advise the Communication Centre before and after each scene involving gunfire.

STUNTS AND SPECIAL EFFECTS:

All stunts and special effects must be approved by the Royal Canadian Mounted Police Detachment and the Town of Ladysmith. Larger stunts will include the RCMP Detachment during planning stages. The stunt must be re-planned if the attending Police Member believes a stunt requires more Police and/or Production Assistants in order to be completed in a safe manner.

**STUNTS MUST NOT INVOLVE REGULAR VEHICULAR OR PEDESTRIAN TRAFFIC.
STUNTS MUST BE COMPLETED IN AN AREA WHERE THE PUBLIC HAS NO ACCESS.**

All fires (larger than garbage can fires), explosives and/or special effects must have a Permit to Use Special Effects from Ladysmith Fire/Rescue and should be inspected. This Permit is detailed and specific. Should the attending Member have any questions regarding whether a Special Effects Permit is required or has been issued, the Communication Centre should contact the Fire/Rescue Department. If in disagreement with Locations personnel whether a fire, explosion and/or special effect is safe, the Fire/Rescue Department should be consulted.

ENFORCEMENT:

General traffic enforcement (i.e. radar, seatbelt road-blocks) will not take place on a movie set. A Public Works Member is on set to control traffic and/or minimize the film impact on the neighbourhood.

RCMP or Public Works Members may contact the Film Coordinator where immediate concerns include:

- Productions not complying with the terms of the Municipal Permits (Film and/or Special Effects)
- Productions not complying with Public Works Member on-site requests
- Productions using civilians to control Municipal streets
- Any production a member is considering to ask to stop filming.

Any non-immediate type concerns will be forwarded in writing to the Office of the Film Coordinator.

A GENERAL REPORT IS MANDATORY FOR EACH CALLOUT ATTENDED.

**APPLICATION FOR USE OF
MUNICIPAL PARKS & RECREATION FACILITIES**
(Addendum to Application for Use of Municipal Facilities)

APPLICANT:

Film Company Name: _____ Contact Person: _____

Address: _____ Phone # Res: _____

_____ Bus: _____

Name of Production: _____

REQUESTED FACILITIES / PARKS (Check appropriate square)

- Frank Jameson Community Centre
Date(s): _____ Time(s) _____
- Agricultural (Aggie) Hall
Date(s): _____ Time(s): _____
- Agriculture (Aggie) Field
Date(s): _____ Time(s): _____
- Ladysmith Skatepark
Date(s): _____ Time(s): _____
- Little League Ball Park
Date(s): _____ Time(s): _____
- Holland Creek Ball Park
Date(s): _____ Time(s): _____
- Transfer Beach Park
Date(s): _____ Time(s): _____
- Brown Drive Park
Date(s): _____ Time(s): _____
- Queens Park
Date(s): _____ Time(s): _____
- Gourlay-Janes Park
Date(s): _____ Time(s): _____
- Holland Creek Trails
Date(s): _____ Time(s): _____
- Amphitheatre - Transfer Beach Park
Date(s): _____ Time(s): _____
- Skateboard Park
Date(s): _____ Time(s): _____

INDEMNITY & INSURANCE

Indemnity and insurance requirements apply.
Acknowledgement of conditions of Film Permit as per signature and date on the "Use of Municipal Facilities" applications.

FIRE DEPARTMENT
SPECIAL EFFECTS APPLICATION

Application to be received 7 calendar days prior to date scheduled for special effect.

Location, time and date of special effect: _____

★ Provide and attach a site diagram including, property lines, buildings, vegetation, location of f/x, etc.

Description of type of special effect _____

Production title: _____

Production company name: _____

Production company contact: _____

Production company local address: _____

Location Manager: _____

Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Assistant Location Manager: _____

Assistant Location Manager Phone #'s: Bus: _____ Location: _____ Fax: _____

Name of Special Effects person(s) or company: _____

Name of Special Effects person in charge: _____

Energy, Mines & Resources Fireworks Supervisory Certificate #: _____

A detailed description of the quantity and type of pyrotechnic material and/or device being used:

Example: 1-10 inch mortar, 3 oz black powder lifter, 1 oz black powder igniter, 1 gal of gasoline

Signature of Special Effects Technician indicating above information is accurate and complete:

SIGN HERE : _____

Method of transporting pyrotechnic material and/or device being used:

Placard to be used on transporting vehicle: _____
(i.e. Explosive Class 1, Flammable Liquids Class 3.1 etc.)

Method of storing pyrotechnic material and/or device while on location:

Placard to be used on storage container/cabinet/room: _____

Duration product(s) will be stored on site: _____

Is propane going to be used on site? Yes No Quantity: _____

Fire suppression equipment to be provided on site:

CONDITIONS

The Fire Chief may issue a permit under the following conditions and any additional conditions noted on completed Permit:

1. Permit will not be transferable and any change in use or operation requires a new permit.
2. Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.
3. Portable fire extinguishers are required to be on site at all times.
4. If a fire hydrant is required for use during the special effect it shall be opened and closed by personnel acceptable to the Public Works Department.
5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.
6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.

The Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as outlined in the Fee Schedule.

INDEMNITY:

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services of the Municipality.

INSURANCE REQUIREMENTS:

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Municipality and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than \$2,000,000 per accident or occurrence and other wise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith fro time to time, the Certificate of Insurance giving evidence of such coverage.

Authorized signatory of applicant

SIGN AND PRINT NAME

DATE

RECEIVED BY: FIRE DEPARTMENT PERSONNEL ONLY

FIRE DEPARTMENT

PERMIT DATE: _____

SPECIAL EFFECT DATE: _____

SPECIAL EFFECT TIME(S): _____

PERMIT TO USE SPECIAL EFFECTS

Applicant Name: _____

Special Effects Person: _____

Address: _____

Phone #'(s): _____ Fax #: _____

Production Title: _____

Production Company Name: _____

Location Address: _____

PERMISSION:

Permission is hereby granted to simulate the following special effect:

SPECIAL EFFECT:

Using the following special effects material and device:

CONDITIONS:

The Fire Chief issues this Permit under the following conditions:

1. This Permit is not transferable and any change in use or operation requires a new permit.
2. This Permit shall be posted on site in a conspicuous place to the satisfaction of the Fire Chief.
3. Portable fire extinguishers are required to be on site at all times.
4. If a fire hydrant is required for use during the special effect, it shall be opened and closed by personnel from our Public Works Department and a fee for service shall be paid (See Fee Schedule).
5. All water run off from the filming site shall be contained to the site and if contaminated, it shall be disposed of in an acceptable manner.
6. Any soil contaminated by the use of combustible or flammable liquids or the use of other products, solid, liquid or gas, shall be removed and replaced with clean fill to an acceptable degree. The contaminated soil shall be disposed of by an acceptable method.
7. The Fire Department will determine the fire suppression and/or fire prevention personnel required. The Production Company will be responsible for the costs involved as per the Fee Schedule.
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

SIGNED BY AUTHORIZED FIRE DEPARTMENT PERSONNEL ONLY

FILM PRODUCTION POLICY AND PROCEDURE

OBJECTIVE:

The objective of this statement is to establish a policy and procedure regarding requests by film production companies who wish to undertake filming projects in the **Town of Ladysmith**. The specific objectives of this policy are to:

- (a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands;
- (b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives;
- (c) establish fees for the provision of Municipal services.

POLICY:

To achieve the stated objectives and to process the requests of filming companies expeditiously, a Film Co-ordinator shall be responsible for receiving and approving most requests and for pursuing the stated objectives within the parameters herein described.

As the nature of the film industry and the subsequent requests received by the Film Co-ordinator require that prompt responses to the various requests be provided, Council has delegated authority to the Film Co-ordinator as follows:

- (a) review the objectives and requirements of the filming request;
- (b) assess the impact on the community to ensure that the Municipality and the public interests are protected
- (c) establish terms and conditions under which approvals are granted;
- (d) to issue approvals or denials of the requests;
- (e) to establish a fee schedule which will reflect the Municipality's costs in administering this policy as well as the direct costs in providing labour and materials;
- (f) to review applications for compliance with Municipal By-laws and, where applicable, facilitate for exemptions to be granted.

PROCEDURE:

- (1) The Film Company representative fills out the Application with the appropriate information and submits it to the Film Co-ordinator.
- (2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the **Town of Ladysmith** with a minimum of **\$2 Million** public liability.
- (3) The Film Company provides the estimated fees for services up front, as determined by the Film Co-ordinator and established in the Municipal Fee Schedule.
- (4) The Film Company must notify the neighbourhood of their upcoming activities by one of two methods as follows:
 - (i) For minimum disruption to a neighbourhood and/or business area, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner and/or business owner is sufficient.
 - (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey of the area is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.
- (5) If applicable, a Special Effects Permit Application will be provided by the Film Co-ordinator and processed through the Fire Department.
- (6) For Municipal Parks and/or Recreation Facilities rentals, please submit a written application detailing requirements.