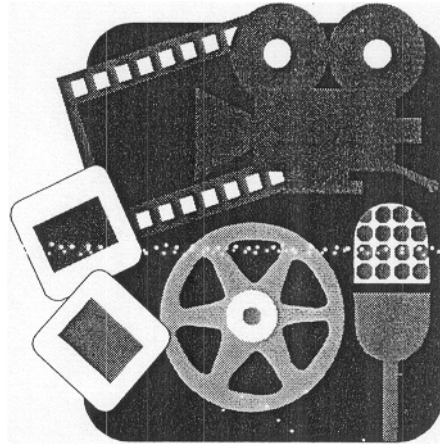


Corporation of the District of Kent

Location Filming Guidelines



Corporation of the District of Kent

Location Filming Guidelines

Thank you for your interest and consideration of Agassiz and the District of Kent as a production location.

The Development Services Department has a portfolio of sites and services that are available for filming purposes within the District of Kent. Further information in this regard may be obtained by contacting the Director of Community, Recreation and Park Services, Kerry Hilts at (604) 796-2235.

Attached you will find the necessary information and application forms required for filming within

Corporation of the District of Kent

Location Filming Guidelines

Goal

The goal is to establish guidelines and procedures for the pen-nitting of the requests by film production companies to undertake filming projects in and around the District of Kent. The specific objectives of this guideline are to:

- 1) protect the citizen's right to the safe, quiet and convenient use and enjoyment of both public and privately owned lands;
- 2) ensure that the District is saved harmless from any claims or liability from the filming project:
- 3) provide the motion picture film industry with a centralized procedure for obtaining approval where necessary for filming on location in Kent-Agassiz;
- 4) ensure that filming on location will not cause any damage to public or private property and that in the event of damage, the film company will be responsible for the costs to make such repairs;
- 5) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives;
- 6) ensure that filming on location activities fully observe the By-laws of the district and regulations of all other government agencies.

Corporation of the District of Kent

Location Filming Guidelines

Process

To achieve the stated objectives and to deal with the requests of filming companies in a timely fashion, the Development Services Department will be responsible for receiving and approving requests and for pursuing the stated objectives within the parameters herein described.

The nature of the film industry and the subsequent requests received by the Development Services Department require that prompt responses to the various requests be provided. In order to achieve this, Council has delegated the necessary authority to the Development Services Department to:

- a) review the objectives and requirements of the filming request;
- b) assess the impact on the community to ensure public interests are protected;
- c) establish terms and conditions under which approvals are granted;
- d) issue approvals or denials of the requests; and
- c) establish a fee schedule which reflects the District's costs in administering this guideline as well as the direct costs in providing labour and materials.

Guidelines

1. The appropriate application, completed and filed with the Development Services Department five (5) working days in advance will allow for processing through the various approval stages. Such application to be accompanied by a site plan with areas, times, dates and parking layout highlighted.
2. A \$200.00 (non-refundable) application fee is required prior to application processing.
3. The film company will be required to obtain a District of Kent Business Licence.
4. The film company will be required to obtain insurance coverage and that a copy of the certificate of insurance be provided to the District of Kent prior to commencement of the filming project and that the District of Kent be named as additional insured with minimum coverage as follows;

Corporation of the District @f Kent

Location Filming Guidelines Continued

- a) General Liability (Commercial)
 - \$2,000,000.00 Inclusive Limits (each Occurrence)
 - \$2,000,000.00 Products - Comp/OP.AGG
 - \$500,000.00 Tenants Legal Liability, All Risks, Any Location
 - \$500.00 Property Damage & Bodily Injury Deductible
 - \$100,000.00 Fire Damage (any one fire)

- b) Automobile Liability
 - Hired Autos, Non-Owned Autos
 - \$1,000,000.00 Combined Single Limit

- c) Excess Liability (Umbrella Form)
 - \$5,000,000.00 Inclusive Limits (each Occurrence)
 - \$5,000,000.00 Aggregate

- d) WCB & Employer's Liability
 - \$1,000,000.00 Each Accident
 - \$ 1,000,000.00 Disease - policy limit
 - \$ 1,000,000.00 Disease - each employee

5. If the District deems it necessary, a Municipal Works Inspector shall be on site to ensure guidelines and permit conditions are adhered to.

6. That the Officer In Command of the R.C.M.P. Detachment, Agassiz be contacted should the filming project affect local traffic. The film company will be required to obtain, at , their cost, police assistance for traffic and/or crowd control where deemed necessary by the District of Kent or the R.C.M.P.

7. Rental agreements for all Municipal Parks and facilities shall be handled through the Leisure and Recreation Services Department Director. All other rentals of Municipal Properties to be handled by the Director of Developmental Services.

8. Film companies will be handled on a first come first served basis. The District reserves the right to limit the number of film companies operating in the district at one time.

Corporation of the District of Kent **Location Filming Guidelines Continued**

9. Once a filming permit has been issued, any changes in dates, times or location may result in cancellation of the existing permit, requiring the film company to re-apply.
10. All time frames for approval are approximate and may change subject to staff availability for permit processing.
11. The District of Kent reserves the right to approve or deny any requests for filming on location involving district property.

Granting of Approval

The Development Services Department shall be guided by the following principals when determining whether the above permission is to be granted:

1. That the British Columbia Ministry of Transportation and Highways be contacted should the filming project involve Highway #7 or Highway #9.
2. Emergency equipment will have the absolute right-of-way and shall not be impeded for any reason.

Impacting Private Property Owners/Occupants

Occupants or owners of properties within a street closure area or within any area impacted by filming, are to be informed of the activity by the Film production Company as far in advance of the filming as possible.

The film company will be directly responsible for addressing any problems that residents in the affected area may have as a result of filming and resolving them prior to filming.

Corporation of the District of Kent **Location Filming Guidelines Continued.**

Notification of property owners/occupants shall include.

- a) Name of the production company.
 - b) Name of the Location Manager and a telephone number.
 - c) Telephone number of the B.C. Film Commission Office.
 - d) Date and time the film company will be working in the area with a brief description of what their activity will be.
 - e) All owners/occupants must be contacted by the location manager prior to filming approval.
2. Each vehicle belonging to the film production company shall display proper identification on the dashboard, including a telephone number.
3. That negotiations with individual business/property owners that may be affected by the filming be the film production company's responsibility.

Other Requirements and Conditions

In most cases, street parking space will be provided for "essential" unit vehicles. Where off-street parking is available, the film companies should use it for non-essential vehicles, i.e., crew parking. In locations where off-street parking is not available, i.e., residential locations, the film company may be required to use a remote parking location and arrange for a suitable shuttle. At all times, parking should be organized to minimize the disruption to the area.

Late night and early morning move-ins, move-outs or filming outside the hours defined in the District of Kent Noise Control By-law No. 798, as amended, will not be permitted unless the Director of Development Services and the By-law Enforcement Department is satisfied that all of the residents of the affected residential or commercial premises impacted by such activities approve.

List of names and telephone numbers of person (s) in charge on set to be provided to the district. An on site cellular telephone number is required.

Corporation of the District of Kent **Location Filming Guidelines Continued**

- One Production Assistant or Location Manager to be on site at all times during filming. This person shall possess the ability to communicate effectively with district staff both orally and in writing.
- The filming company is to provide a 24 hour emergency telephone number in case of fire theft etc.
- Film company not to change location without first notifying the district and receiving approval.
- Inspections of the filming location will be made by the Director of Development Services during filming to ensure guideline and permit conditions are adhered to.

PENALTIES FOR GUIDELINE & CONDITION VIOLATIONS

Any violation of the above noted Guidelines may result
in immediate cancellation of filming permits.
A re-issue of a permit that has been canceled due to a violation
will require Municipal Council Approval.

Corporation of the District of Kent

Fee Schedule

<u>Item</u>	<u>Rate</u>
Filming Permit Application Fee	\$200.00 per application
Municipal street user fee	No Charge
No Parking Signs	\$50.00 per day/per location
Business Licence	\$ 1 00.00 per year
R.C.M.P.	\$75.00 per hour per officer - minimum 4 hours - minimum 4 hour cancellation notice
Fire Department	\$50.00 per hour per officer - minimum 4 hours - I - minimum 4 hour cancellation notice
Equipment	\$ 1 00.00 per hour per piece of equipment - minimum 4 hours - minimum 4 hour cancellation notice
Parks	\$200.00 - \$1,000.00 per day
Municipal Property	\$200.00 per day

Note: All fees are non-refundable and in some cases fees for the use of certain facilities may vary from this schedule.

In some cases a refundable security deposit may be required. It is intended that this deposit will guarantee the clean-up of the site in compliance with the terms agreed to by the District and the Production Company.

Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may, in emergency situations, be withdrawn without notice or liability.

Corporation of the District of Kent

List of Contact Persons

DEVELOPMENT SERVICES	Darcey Kohuch
Business hours:	8:30 am to 4:30 pm
Telephone:	(604)796-2235
Fax:	(604)796-9854
R.C.M.P.	Sgt. Mike McCarthy
Business hours:	8:30 am to 4:30 pm
Telephone:	(604)796-2211
Fax:	(604)796-1623
FIRE DEPARTMENT	Chief Wayne Dyer
Business hours:	8:30 am to 4:30 pm
Telephone:	(604)792-2233
Fax:	(604)796-9854
ENGINEERING DEPARTMENT	Mick Thiessen
Business hours:	8:30 am to 4:30 pm
Telephone:	(604)796-2235
Fax:	(604)796-9854
LEISURE SERVICES & PARKS	Kerry Hilts
Business hours:	8:30 am to 4:30 pm
Telephone:	(604)796-2235
Fax:	(604)796-9854
EMERGENCY PHONE #'S	
Police:	(
Fire:	(911
Ambulance:	(

Corporation of the District of Kent
Permit Application for Motion Picture and Television Production
Filing Required 5 Business Days in Advance of Filming

Date of Application _____

Applicant _____ Telephone _____

Company Name _____ Telephone _____

Business Address _____ Telephone _____

Name of Production Studio _____

Location Manager's Name _____ Telephone _____

Name of Production _____

Type of Production: TV Series _____ Live Broadcast _____

TV Movie _____ Commercial _____

Radio _____ Still Photography _____

Other _____

General Project Description _____

Location(s) of Filming _____

Film Dates: Commencement: _____ Completion: _____

Hours of Filming: _____ Special Effects: _____

Municipal Employees Required (specify): _____

Signature

Authorized By
Development Services _____ Date
Department _____ Issued _____

Corporation of the District of Kent

Hold Harmless Agreement

_____ agrees to assume and hold harmless the Corporation of the District of Kent, 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 they were granted a Filming Permit by the Corporation of the District of Kent.

Further, _____ agrees to indemnify and defend, saving harmless the Corporation of the District of Kent, 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, employees and or agents of the Corporation of the District of Kent, or caused by or arising out of the condition of any Municipally-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.

Business Name: _____

Applicant: _____

Signature: _____

Title: _____

Date: _____

Corporation of the District of Kent

Date: _____

Corporation of the District of Kent

Filming Check List

- Application submitted at least five (5) working days in advance of requested filming date.
- Application fee paid.
- Insurance certificate received as per **Guideline # 4.**
- Business Licence paid.
- Dear Resident letter distributed & copy received in Development Services Department.
- Site plan showing area of filming, times, dates and parking locations of production units and employee vehicles.
- R.C.M.P. for traffic control _____required_____not required.
- Meeting arranged with production company (if necessary).
- Contract signed for use of Park or Municipal Facility (if required).
- Contract signed for use of Municipal Properties (other than those controlled by Leisure and Recreation Services Department).
- Filming Permit signed by both parties.

Corporation of the District of Kent

Bylaw 1059
Appendix I

Application for Business Licence Location Filming/Production

- 1 Business Name _____
- 2 Civic Address of Business _____
3. Mailing Address _____
Postal Code _____
4. Name of Business Owner _____
- 5 Business Phone _____ Home Phone _____
6. Onsite cellular telephone number _____
7. Film Production Company Onsite Representative _____
- 8, Number of Employees _____

I hereby make application for a Business Licence and declare that the information given above to the best of my knowledge is true and correct, and I further agree to comply with all of the relevant Bylaws of THE CORPORATION OF THE DISTRICT OF KENT.

Name _____ Signature _____ Date _____

TO BE COMPLETED BY THE LICENCE INSPECTOR

New ___ Transfer ___
Fee \$ _____ Receipt No. _____ Account No. _____
Approved By _____ Date _____