



MINISTRY OF LABOUR AND CITIZEN'S SERVICES
Shared Services BC
Accommodation and Real Estate Services (ARES)

700-865 Hornby Street, Vancouver, BC V6Z 2G3 ~ Tel (604) 660-3570 ~ Fax (604) 660-3120

On- Site Filming Application:

1. Complete all of *Section One - Filming Detail Sheet* and return, via facsimile or email, to:

Brenda Rattenbury, Portfolio Management
Accommodation & Real Estate Services (ARES)
Ministry of Labour & Citizens' Services
700 – 865 Hornby Street
Vancouver, BC V6Z 2G3

Tel: (604) 660-3570; Fax: (604) 660-3120; E-mail: brenda.rattenbury@gov.bc.ca

Barb Faerge – Film Liaison

E-mail: faerge@shaw.ca

Cell: (604) 351-3409

2. A complete contract package will be produced by Brenda Rattenbury upon receipt of the filming detail sheet and scheduling approvals.
3. Provide a synopsis and a copy of the script of the film for the Province to review – Please highlight the sections that you wish to shoot on our grounds. This must be received prior to contract approval. Please note that nothing can be shot on our grounds that depicts against Mental Health, Religion and no Sex Scenes. Please send script, via facsimile or email, to Brenda Rattenbury.
4. Read and abide by all conditions as outlined in Section Two - Filming Guidelines.
5. ARES requires five (5) working days notification prior to filming on site.
6. Insurance requirements: Please provide \$5M general liability insurance that lists “Her Majesty the Queen in Right of the Province of British Columbia – as represented by Accommodation & Real Estate Services” as the insured.

Note: Please remember to contact the appropriate municipality representative for a filming licence prior to filming on government property. (Mariette Pilon – City of Coquitlam - Phone: (604) 805-2842 – E-mail: mpilon@coquitlam.ca)

SECTION ONE - FILMING DETAIL SHEET

Parent Company Name: _____ City Permit # _____

Company Name: _____ Incorporation # _____

Address: _____ Email: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

Location Manager _____ Cell: _____

Project Title: _____ Type of Project: _____

Prep Date(s): _____ Time: 7:00 a.m. to 7:00 p.m.

Filming Date(s): _____ Time: ____ am ____ pm to ____ am ____ pm (15hrs)

Wrap Date(s): _____ Time: **7:00 a.m. to 7:00 p.m.**

Hold Date(s): _____

Number of cast & crew which will be on site during filming:

Number of vehicles/trailers that will be on site day(s) of filming:

Indicate which building(s) and area you will be filming in and on which specific date(s):

Building Name & Area

Filming Date

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Proposed special effects: smoke pyrotechnics * simulated gun fire *

hostage taking car chase emergency vehicles

building jumps snow

***Brenda Rattenbury/Barb Faerge must be contacted before any pyrotechnics or gun fire is carried out. All special effects must be pre-approved.**

Signature

Date

SECTION TWO – Detailed Guidelines

1. Daily Filming Costs

This cost will cover all incurred costs in respect to security, management and maintenance of equipment to keep the vacant building(s) open for use. **Please be aware that weekends are also charged at the prep/wrap or filming rate. Security deposit checks to be made payable to “Minister of Finance”.**

RIVERVIEW*

Crease Clinic

Daily Cost for Prep/Wrap/Hold Days = \$850

Daily Cost for Filming Days = \$1,300

East Lawn

Daily Cost for Prep/Wrap/Hold Days = \$1,300

Daily Cost for Filming Days = \$2,600

Burnaby – Willingdon Site

Daily Cost for Prep/Wrap/Hold Days = \$1,100

Daily Cost for Filming Days = \$2,200

Services

Film Liaison (FL) Fee = \$45hr (min 4hr charge)

Film Supervisor (FS) Fee \$22hr (min 4hr charge)

Note: Overtime charges apply after 12hrs for “FS”

Fire system bypass approximately \$570 (Could be more depending on use)

Heating system turned off/on \$130 (Riverview)

Heating system turned off/on \$300 (BYCC)

Plumber \$45 - 65 per hour (4hr min charge per call out)

Electrician \$65 per hour (4hr min charge per call out)

Note: Prices could vary depending on contractor/day/time

***Please note, when filming on the Riverview site, there is also a fee payable to the “BC Mental Health Foundation”: \$500 per filming day or \$1,500 - \$2,000 per week.**

2. Cancellation Fee

In the event the Producer cancels or shortens the days booked under this agreement by three or more days, a fee of eight hundred and fifty dollars / one thousand three hundred (depending on location), (\$850 - \$1,300) will be charged for each cancelled day provided; however, that the fee will be reduced to four hundred and twenty-five dollars / six hundred and fifty (depending on location), (\$425 - \$650) for each cancelled day that another film company is on site coinciding with the days cancelled by the Producer.

3. Fire Safety

All utilities and life safety (fire safety) equipment have been either decommissioned or removed from the sites. The Producer will be responsible for supplying and maintaining temporary life safety equipment and providing a continuous fire watch in all buildings while they are occupied by production workers.

Smoking is prohibited inside any of the buildings.

4. Leaving of Sets, Removal of Blanks, Building Conditions

All set building, set relocation or alteration must be authorized by the ARES movie liaison.

All flats and other items relating to the sets must be dismantled and removed after filming has been completed. All affected areas must be cleaned up and repainted as to the same condition as it was previously. All disconnected or removed lights are to be reconnected and/or replaced.

Fastening to or defacing architectural features (marble baseboards, terrazzo floors, asbestos floor tile, glazed tiled surfaces, wood flooring, etc.) is not allowed.

Under no circumstances will garbage or set flats be left out in the open for any period of more than a day.

Painters will utilize good trade practices. Painted areas will encompass a whole room or contiguous area and be of a consistent colour or colour scheme. Areas allowed to be “aged down” will be subject to a complete repaint. Painting implements, utilizing latex paint only, may be cleaned in the utility sink in the washroom on the second floor. The sink must be cleaned upon completion.

5. Cleaning

Film companies are responsible for leaving the premises in a clean and orderly fashion. This includes the off-site removal of all flats, pallets and construction materials. This is best accomplished if you supply your own garbage container. If this fails to happen by your dismantling date and time as specified in your contract, ARES will arrange for cleaning and charge all costs to your account.

All construction waste must be disposed of in **your** own container but other minor waste from food preparation must be disposed of daily.

6. Electrical Service

No electrical panels are to be altered. ARES does not allow any tie-in to electrical panels. Extra power must be supplied by the company using the building in question.

All equipment must be returned to the original or better condition.

7. Restricted Hours of Filming

Riverview: Please note that all **exterior** film activity can commence at 07:00 a.m., and must be completed by 10:00* p.m. This means that any movement of heavy trucks, lights and wrap-up must be complete by that time. Please remember, this is a residential setting.

* Special allowances may be approved.

8. Restriction of Gunfire and Unusual Stunts/Noises

Please note that no gunfire sound effects or other intrusive noises should be used on site without first obtaining permission. If you are planning on using gunfire or any other special effects, please advise the ARES liaison to determine if it will be allowed.

9. Fire Hydrants

Any connections to any fire hydrants must be approved by ARES. If you choose to make a connection, it must be inspected by our ARES liaison at the end of use to verify that it can still do its primary job - provide water in the event of a fire. All costs for this work will be the film company's responsibility **and will be in addition to the daily fee.**

10. Photograph Survey of Building

It is up to the film company to take photographs of what was on site prior to making modifications, and provide ARES with a file of before and after photographs.

11. Animals

The film company is to ensure that no animals (pets) of any kind are brought onto the site.

12. Consumption of Alcohol

There is to be no alcohol consumed on site at any time during the duration of the filming contract.

13. Miscellaneous Items

- Obey the speed limit.
- Lock all unattended vehicles.
- Maintain the washrooms in clean condition.

14. Final Inspection - Wrap

When filming is complete and the sets have been dismantled, the location manager must accompany an ARES' representative around the building and/or site to ensure that clean-up has been completed to ARES' satisfaction.

Additional Detailed Filming Guidelines to follow with contract.