

## **Corporation of the Township of Brock**

### **Film Request Application Process**

1. Applications to film within the Township of Brock using public property/streets must be submitted in letter form at least 10 business days (excluding weekends and holidays) PRIOR to film production set-up which addresses the following:
  - name of production company, address, telephone, and facsimile number;
  - name of the lead contact for the production company together with cellular telephone number;
  - name of the film and brief story line;
  
  - date of film production set-up;
  - date of filming;
  - date of film production tear-down;
  
  - the specific location(s) for filming and shots;
  - the time of film shots (night or day);
  - number of people involved (actors, extras, production crew);
  - number and type of vehicles involved (both in the film and production);
  - whether special effects are to be employed;
  - need for temporary road closures and/or intermittent traffic stoppages; and,
  
  - any other pertinent information and/or special requirements.
2. Applications received will be forwarded to Council for approval; in the event that Council cannot address the application in a timely manner, senior staff may approve the application and provide appropriate notification to Council.
3. Where it is determined that approvals from other agencies is required (e.g. police paid duty officers, permits from the Regional Municipality of Durham, etc.), staff will provide appropriate contact information to the film production company.
4. Staff will also provide contact information for the relevant Business Association and/or Chamber of Commerce in order that the film production company can provide written notification to these parties.
5. Once approved, the film production company will be required to provide the following:
  - an insurance policy naming the Corporation of the Township of Brock as an additional insured in the amount of \$10 million dollars;
  - a clearance certificate from the Ontario Workplace Safety & Insurance Board;
  - written confirmation that the relevant Chamber of Commerce/Business Association has been notified (see Filming Guidelines for content);
  - written confirmation that all residents and business owners potentially impacted have been notified (see Filming Guidelines for content); and,
  - copies of any required permits obtained from other agencies.
6. The film production company will be required to pay an administrative fee of \$500/film to offset staff time involved to co-ordinate required services from the municipality. In addition,

given that the Township does not charge a daily permit fee, contributions to the municipality for streetscape beautification projects would be sincerely appreciated.

## **Corporation of the Township of Brock**

### **Filming Guidelines**

The film production company must comply with the following guidelines/requirements while filming within the Township of Brock:

#### Notice

1. Film companies must provide 5 days written notice to the Beaverton Chamber of Commerce, Cannington Business Association, and/or Sunderland Business Association (as appropriate) of the intention to film within the respective community. The notice should contain the following information:
  - the anticipated set-up date, filming dates, and tear-down date (including time of day);
  - the nature of the film production (story line, etc.);
  - the exact location of the filming to be undertaken;
  - the number and type of vehicles to be used in the film as well as those required for the production (sound, lighting, etc.) together with the intended location (parking);
  - the type and extent of any building facade changes for the film;
  - whether pyrotechnic and/or other special effects are to be used (including gunfire, etc.);
  - the location of any traffic stoppages/road closures and duration; and,
  - the name of your company, address, and telephone number, the lead contact person and their contact numbers (including cellular).
2. Film companies must provide at least 3 days written notice to all residents and/or businesses which may be directly or indirectly affected as a result of the film production. Notice should contain the same information as per the above.
3. Film companies who wish to change the facade of any building and/or use private property as part of the film must arrange for permission directly from the property owner. The municipality will not authorize the use of private property nor attempt to negotiate the use of same on your behalf.
4. Film companies must be prepared to discuss compensation and/or other matters with any business owner and/or resident which may be adversely impacted as a result of the production. Requests for compensation could be received for the use of private property and/or the loss of income for a business as a result of the film production. The municipality acknowledges that such arrangements are strictly between the film production company and the business/resident and will not intervene and/or negotiate on anyone's behalf.

#### Traffic & Parking

5. No production vehicles shall block driveways, business entrances, or fire hydrants. The film company must make arrangements for the parking of such vehicles so as not to interfere with on-street parking (particularly in the central business district of the urban areas). Depending on the location, the municipality may restrict the number of production vehicles.

6. Temporary road closures and/or intermittent traffic stoppages must be approved by the Township of Brock and/or the Region of Durham prior to filming. Paid police duty officers must be retained in the event of intermittent traffic stoppages. The film company shall be responsible for all required signage to guide motorists and/or pedestrians around the site.
7. No permanent or temporary fixtures or road signs shall be covered, removed or altered without the written approval of the Township of Brock.
8. Access for emergency vehicles (police, fire and ambulance) shall be maintained AT ALL TIMES.
9. Permits for the use of Regional Roads must be obtained from the Regional Municipality of Durham Works Department.

#### Pyrotechnics/Special Effects

10. The film production company must notify the Township of Brock Fire Department as to the specific nature of pyrotechnics to be employed and the date of their use. All pyrotechnic use must be approved by the Township of Brock. Film company personnel are responsible to ensure that qualified personnel are present during such activities. The Township reserves the right to deploy fire department personnel at the film companies expense should it be warranted.

#### General

11. The film company shall be responsible to clean the film location at the end of each filming day (including the removal of litter), with a minimum amount of noise and disruption to surrounding residents and business owners. In addition, the film company shall be responsible to restore the film location to the same condition as prior to commencement.
12. The film company must respect the privacy of our residents/business owners and their right to have quiet enjoyment of their property and should not be subjected to any interference of the filming (lighting, exhaust fumes, etc.).
13. The film company shall be responsible for any out-of-pocket expenses incurred by the Township of Brock related to the use of municipally-owned property. In addition, use of Township-owned buildings by the film company shall be subject to the normal rental rates in effect at that time.
14. Film companies will be responsible for employing security throughout the film production dates on a 24 hour basis.
15. The film production company must acknowledge that additional requirements and guidelines may be imposed depending on the nature of the production.