



City of Coquitlam Student Filming Application

Coquitlam Film Office

Phone: 604.927.3548 Fax: 604.927.6510

Email: filming@coquitlam.ca

To be completed and returned a minimum of five (5) working days prior to filming along with a signed letter from instructor stating request. Attach Insurance Rider naming City of Coquitlam as additional insured.

Instructions: If more information is required than a field allows for, please attach additional pages. Please submit a separate application for each location.

Date of Application: _____ School (the "Applicant"): _____

Production Title: _____ Film Permit Number: _____

Contact Information

Student Name (*Location Manager*): _____

Phone: _____ Fax: _____ Email: _____

Instructor Name: _____ Email: _____

School Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Location Information

Filming Location: _____

Prep & Wrap Date(s): _____ Date(s) of Filming: _____

Parking Requirements:

Special Effects

Special Effects Coord.: _____ Email: _____ Cell Phone: _____

Stunt Coordinator: _____ Email: _____ Cell Phone: _____

Special Effects:

- | | | | | | |
|---------------------------------------|-------------------------------------|--|--|--|--|
| <input type="checkbox"/> Explosions | <input type="checkbox"/> Fires | <input type="checkbox"/> Wet Downs | <input type="checkbox"/> Stunts | <input type="checkbox"/> Car Stunts | <input type="checkbox"/> Guns/Gun Fire |
| <input type="checkbox"/> Dust Control | <input type="checkbox"/> Drive by | <input type="checkbox"/> Animals | <input type="checkbox"/> Rain/Snow | <input type="checkbox"/> Tow Shots | <input type="checkbox"/> High Speed |
| <input type="checkbox"/> Park Use | <input type="checkbox"/> Helicopter | <input type="checkbox"/> Drive up/away | <input type="checkbox"/> Noise By-Law Variance | <input type="checkbox"/> Children under 14 | <input type="checkbox"/> Exterior Set Construction |
| <input type="checkbox"/> Other: _____ | | | | | |

Details/Additional Information:

Lined area for providing details or additional information.

Conditions of Filming - Refer to Student Filming Guidelines

By signing this document the Applicant agrees it will take full responsibility for ensuring that all activity performed in and around the assigned filming location is done in an appropriate and safe manner and that the activity is restricted to the assigned area(s). The Applicant further agrees to abide by the conditions of this application and all City of Coquitlam filming guidelines and all applicable Federal and Provincial laws and applicable municipal bylaws.

The Applicant also hereby relinquishes all rights to make any demand, or claim, or institute legal proceedings or litigation for any loss, damages, costs, actions, causes of action, claims, debts, demands and promises against the City. No litigation or claim will therefore be initiated against the City by the Applicant relating to the Project. Further, except where caused by the sole negligence or willful misconduct of the City of Coquitlam or its servants or employees, the Applicant agrees to indemnify and save harmless the City of Coquitlam, its elected and appointed officers, agents, servants and employees from and against all liability, claims, damages, losses, costs, actions, causes of actions, suits, proceedings expenses and demands of every kind, description and nature whatsoever, including legal fees and disbursements on a solicitor and own-client basis arising out of or in any way connected with the issuance of this permit, the conduct of the Project or use of the City of Coquitlam’s properties in the course of completing the Project.

By signing below, the Applicant is acknowledging that it is aware of the contents of this application, including the waiver and release and agrees that it has been advised to seek legal counsel in respect of the same.

Date:

Authorized Signatory for the Applicant:

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Student Filming Application. Should you have any questions or concerns about the collection of your personal information please call the Film Office at 604-927-3548.

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Student Filming in the City of Coquitlam must be approved by the City of Coquitlam Film Coordinator prior to any filming activity.

The City of Coquitlam is committed to encouraging and supporting the growth of the British Columbia and Canadian film industries. Film permit application fees will be waived for film school projects that meet the following criteria:

1. The project must be assigned by an instructor of a recognized and accredited school and must be part of the curriculum.
 - All persons working on the project must do so without receiving any financial compensation.
 - The project must be for academic use only and is not to be used for commercial gain.
 - The school must provide the Film Office with a letter on school letterhead attesting that the project is assigned by an instructor and is part of the school curriculum; that all personnel working on the project are doing so with no financial compensation and the project will not be used for commercial gain.
 - All persons working on a project must adhere at all times with all Provincial and Federal laws, municipal bylaws and these filming guidelines.
2. A Student Filming Application, **signed by the instructor**, must be submitted for each location no less than five working days prior to filming.
3. The project contact identified as the Location Manager on the Application to Film for this project is responsible to the City of Coquitlam and community for all filming activities. This person must be on the set at all times while filming is taking place at the identified location.
4. Any deviations or changes from the original filming schedule or proposed activities as set out in the Application to Film must be approved in advance by the City of Coquitlam Film Coordinator.
5. The costs of any special services (RCMP for traffic control, fire personnel, special effects supervision, escort for fire arms etc.) are the sole responsibility of the school. A security/damage deposit may be required before filming activities begin depending on the scope of filming and to recover any costs incurred by the services provided by the City of Coquitlam should such services be required.
6. A blanket insurance policy of \$5,000,000 naming the City of Coquitlam as an additional insured with respect to the project is mandatory and proof of such a policy in the form of a Certificate of Insurance or other satisfactory document must be delivered to the Film Coordinator at least two days before any filming begins.