

City of Vancouver

Student Application to Film



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CITY OF VANCOUVER FILM OFFICE
453 W 12TH AVENUE
VANCOUVER, B.C. V5Y 1V4

Site office 126 Keefer Street
(P) 604.257.8840 (F) 604.257.8859 film.office@vancouver.ca
www.vancouver.ca

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GUIDELINES FOR STUDENT FILM PROJECTS

- 1) Filming in the City of Vancouver must be approved by the City of Vancouver's Film Office prior to any filming activity.
- 2) Filming application fees will be waived for film school projects which meet the following criteria:
 - The school must have a legal agreement and current insurance in place with the City of Vancouver
 - The project must be assigned by the instructor and be part of the curriculum
 - All personnel working on the project are doing so without financial compensation
 - The project is for academic use only, not to be used for commercial gain.
- 3) All projects are subject to the City of Vancouver's filming guidelines and applicable by-laws. Contact the Vancouver Film Office for current guidelines.
- 4) *Student filming applications* **must be fully completed** and both pages returned to the Vancouver Film Office **no less than four working days** prior to filming.
- 5) Costs will be incurred if City services are required, such as posting *Temporary No Stopping* signs, hooding City meters and hiring police for traffic control or weapons escort.
- 6) The project contact assigned as Location Manager must be on set and is responsible to the City and community for all filming activity.
- 7) Any deviations from the original filming schedule or activity must be approved by the Vancouver Film Office prior to the commencement of filming.

We, the undersigned, take responsibility for ensuring that all activity performed around the assigned area is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this application and all City guidelines and by-laws.

Signature of Location Manager: _____ Date: _____

Signature of Instructor: _____ Date: _____



City of Vancouver Student Application to Film

Phone 604.257.8840 Fax: 604.257.8859

Title of Production: _____ Start Date: _____ End Date: _____
 Location Manager: _____ Day Phone: _____ Cell #: _____
 School & Dept: _____ Instructor: _____
 Address: _____ Phone: _____ Fax: _____
 Date of application: _____ # cast on location _____ # of crew: _____

Genre / Them of production: _____

Proposed Activities:

†Other

- Rain or Snow
- Fire
- Wet Downs

†Stunts

- Driving scenes
- Drive up/away
- Drive by
- Animals
- Park use
- Props

Location: _____ **Date:** _____ **Times:** _____
Including set up and take down

Description of scene: _____

Lighting:

Include equipment positions, area to be illuminated, type of light, ancillary equipment (stands, cranes, reflectors, etc.).

Camera(s):

Include equipment positions, ancillary equipment (stands, reflectors, etc.).

To be completed by Film Office

Additional requirements: _____

Approved: _____ Date: _____
 Film Office Liaison Signature

Unless specifically approved, VEHICLE AND PEDESTRIAN TRAFFIC MUST REMAIN UNINTERRUPTED AT ALL TIMES
 Signature above authorizes work as described. This document must be on set at all times. All activity must be completed within filming hours: Monday - Thursday 7am-11pm. Friday 7am-midnight. Saturday 8am-midnight. Sunday 8am-11pm