



Film Shoot Application Form

(This is an application/request only and does not guarantee a rental agreement will be issued.)

PLEASE DO NOT SUBMIT UNTIL YOU HAVE FINALIZED ALL YOUR LOCATIONS AND DATES

Please print clearly

Date of Application: _____

Production Company: _____

Address: _____

Postal Code: _____

Business Phone: _____

Production Manager: _____

Cell: _____ Email: _____

Location Manager: _____

Cell: _____ Email: _____

Rental Agreement Signing Authority: _____

Cell: _____ Email: _____

Production / Show Name: _____ Episode#: _____

Type of Film/Video:

Feature: _____ Series: _____ Commercial: _____ Documentary: _____ Other: _____

Do you have a COV Master Film Agreement and/or ZO2 billing account setup with CCOV Events and Filming Office? Please specify which: _____

Yes _____ No _____ Pending _____

of Crew: _____ # of Cast: _____ # of Extras: _____

Will the cast include film 'stars' who will be present in the Conservatory? Yes _____ No _____

If yes, please provide name(s):

2025 Film Shoot Application Form Continued...

For Parking Requirements outside the Bloedel Conservatory please contact the Special Events and Film Department:

Special Events & Filming Office
Phone: 604.257.8516
Fax: 604.257.8501
Email: parkevents@vancouver.ca

Detailed description of any alterations needed to be done to the site(s): _____

Special effects and/or noise: _____

Will you require our water fall to be turned off at any time during filming? If yes, further discussion/planning is required: _____

Are there any services you request to have provided by the Conservatory staff? If yes, give details: _____

PLEASE LIST ALL LOCATIONS/DATES/TIMES REQUIRED

Location(s)	Date(s)	Time crew in the Bloedel Conservatory (ie. 8am to 4pm)

2025 Commercial Film Application Form Continued...

IMPORTANT - PLEASE INCLUDE WITH YOUR APPLICATION:

1. A map clearly indicating the areas you intend to use
2. A photocopy of your insurance as required by the City's Risk Management Department
3. A damage deposit cheque of \$5,000 made out to:
City of Vancouver – Bloedel Conservatory
4600 Cambie Street (Queen Elizabeth Park) Vancouver, BC V5Y 2M4
(GST # R121361042)

ONCE AN APPLICATION IS APPROVED:

The rentals department will create a rental agreement with the information provided in the application. At which point we will require payment of the \$1,000 non-refundable reservation fee. This amount goes towards the outstanding balance.

The reservation fee of \$1,000 plus any scheduled supervisory charges are applied if the photography shoot is cancelled for any reason without **60 days** advance notice. Cancellations without 48 hours advanced notice (for any reason) will be charged a fee equivalent to one day's rental plus any scheduled supervisory charges.

If approved, a rental agreement will be forwarded to you via email for your signature. Access will not be provided until there is a signed rental agreement and the rental is paid in full and a copy of the liability insurance is not provided.

CONDITIONS OF USE:

1. Any special requests need to be discussed, approved, and confirmed prior to any booking.
2. Conservatory Supervisor or Liaison must be present during all prep, filming, and wrap.
3. An itinerary and load in/out schedule is required a minimum of 48 hours before a booking in order to ensure that all facility staff are aware of the happenings for the rental day(s).
4. If required, the Renter will inform all residents of the adjacent streets in advance of the shoot dates.
5. No food, or live animals are permitted on site since they may cause threat to the birds in the Conservatory.
6. No real candles, real or artificial floral petals, mist, fog or foam machines, sparklers, SPFX, bubbles, confetti, balloons, rice, chocolate or avocados, as these are harmful to the birds and the sensitive ecosystem of the Conservatory.
7. No loud or aggressive music or strobe or strong flashing lights are permitted as it can be very stressful and upsetting for the birds. If this is a music video, we require a sample of the sound to review in advance of the booking.
8. Please note that many birds do walk the pathway. Everyone must take extra precaution when walking around the pathway and moving equipment for our birds' safety.
9. Please do not feed or attempt to handle any birds at any time.
10. Small birds and fish are not removable under any circumstance.
11. Our larger perched birds may only be removed with the permission of our Conservatory Superintendent or Liaison.
12. The main pathways must be kept clear to allow our regular staff to work unless discussed otherwise.
13. During prep and filming, a sign must be placed outside to inform Conservatory patrons that filming/photography is in progress.
14. Any live plant material, mulch or soil brought in, must be sterilized and in bags. But prior to doing so, must be discussed in advance, then if approved, must be inspected by Conservatory staff.
15. Crew is not permitted to enter planted beds. Please do not remove any plant tags or labels. Plant labels may only be removed with permission of the Conservatory Superintendent or Liaison.

2025 Commercial Film Application Form Continued...

CONDITIONS OF USE:

16. There is to be no digging in the Conservatory unless approved due to potential damage to the facility. Spikes or sunken poles are not permitted. All structures must be free standing, secured above ground (weighted with blocks).
17. No plants will be pruned without permission and under the supervision of the Conservatory Superintendent or Liaison.
18. Everything must be freestanding; nothing can be hung from trees or vegetation or staked in the floral beds.
19. Drones – Please note that the Vancouver Park Board does not allow the use of drones anywhere within or surrounding the Conservatory. We cannot risk disturbance or harm to the birds. Therefore, if you were intending to use a drone/UAV for your event, we hope you understand why this request cannot be fulfilled.
20. Deliveries and/or pickups can only take place within your rental time. The Bloedel Conservatory Staff cannot accept deliveries or assist with pickups on behalf of the client. It is the responsibility of the renter to be present or have someone present for all deliveries and pickups.
21. If required, a refreshment area location will be chosen by mutual consent with the Conservatory Superintendent or Liaison. Catering vehicles must remain in parking lot. Food and/or beverage is not permitted inside the facility.
22. Smoking - No smoking or vaping permitted on premises or in the park itself.
23. All stipulations under Sensitive Area Protection must be adhered to.
24. Renter must ensure that there is no damage done to the Conservatory.
25. If required, the damage deposit will cover part or all restoration of any disturbed areas to the condition in which they were prior to filming. In the event of a disagreement, the Park Board will decide in its reasonable judgment.

