

## **Civic Properties**

**The following is a list of civic buildings and properties that may be appropriate for filming:**

<u>BUILDING</u>	<u>ADDRESS</u>
Vancouver Centennial Museum	1100 Chestnut Street
Vancouver Maritime Museum	1100 Chestnut St./1905 Ogden St.
St. Rock Shelter	1905 Ogden Street
Planetarium	1100 Chestnut Street
Southam Observatory	Vanier Park
Archives	1150 Chestnut Street
Libraries - In General	Various Locations
City Hall and East Wing	453 West 12th Avenue
The Orpheum Theatre	873 & 884 Granville Street
Queen Elizabeth Theatre	649 Cambie Street
Queen Elizabeth Playhouse	649 Cambie Street
City Analyst/Police Museum	238 East Cordova Street
City Pound	1280 Raymur Street
Firehalls - In General	Various Locations
Health Units - In General	Various Locations
Mountain View Cemetery	5455 Fraser Street
Evelyne Saller Centre	320 Alexander Street
Antoinette Lodge	535 East Cordova Street
Old Continental Residence	1390 Granville Street
New Continental Residence	1067 Seymour Street
Barclay Heritage Square	Corner of Broughton and Haro
Cordova House	368 East Cordova Street
Alexander Residence	58 Alexander Street
Central Residence	42 East Cordova Street
Gresham Residence	716 Smithe Street
Oppenheimer Lodge	450 East Cordova Street
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Oppenheimer Lodge	450 East Cordova Street
Roddan Lodge	124 Dunlevy Street
Taylor Manor	951 Boundary Road
Carnegie Centre	401 Main Street
The Gathering Place	609 Helmcken Street
Public Safety Building	312 Main Street
Vancouver Police Offices	2120 Cambie Street
Energy Information Centre	2150 Maple Street
Roedde House	1415 Barclay Street

### **How to request the use of a civic building:**

Submit a written request to the Manager of Building Management at least a week before the date of filming. The information in the request should answer the following questions:

What is the exact location of the proposed filming?

What scene and effect will be filmed?

Why is this particular location being requested?

What are the proposed dates/periods of activity?

What kinds of equipment or support vehicles will be used?

Are there any special technical needs, e.g. utilities, parking, security, altering an operation, chemical treatment on City property, etc?

How many crew and cast will be involved?

Are there any celebrities who might attract a large or disruptive number of onlookers?

Is there any possibility of public controversy?

If the Manager gives approval in principle, the following documentation is required:

1. A license agreement with the City of Vancouver signed by a person on behalf of the production company who has the requisite authority.
2. Deposit and indemnity provisions all to the satisfaction of the Director of Legal Service and the Manager, Building Management, and
3. Proof of insurance satisfactory to the City's Director of Risk Management

**Fees:**

Fees are negotiated on an individual basis. But as a guide, the fee for a building such as City Hall is \$500 per day (or part of a day) for set up and wrap; and \$1000 per day for shooting.

**Other costs:**

If access to buildings or grounds is granted, all costs associated with filming including service staff and extra City security staff, cleaning and damage repair would be a condition of use.

**Emergency procedures**

Most civic buildings are equipped with fire alarm systems which include heat and smoke detectors. Therefore, care must be taken to avoid film production equipment activating detectors. The systems are generally connected to the alarm centre and the Fire Department responds to all alarms.

If an alarm is activated, the buildings must be evacuated. This would include all film production cast and crew. The film company will be responsible for any expense that may be incurred by film production company if the alarm is activated.

Any materials used to protect walls and balustrades in stairwells or exit corridors shall be flameproofed to meet City of Vancouver by-law requirements.

**Smoking restrictions**

Smoking is not permitted in any civic building.

## **Telephones**

Use of telephones in a civic building is generally not permitted except under special pre-approved arrangement.

## **Occupational Health and Safety Regulations**

When film production cast and crew are operating on any Civic Building's property, all Federal, Provincial and Municipal regulations with regard to Occupational Health and Safety will be strictly adhered to.

## **Guidelines for filming at the Vancouver Art Gallery**

The Vancouver Art Gallery consists of two reconstructed and renovated buildings: the Galleries proper in the 1907 neoclassical Francis Rattenbury-designed court house, and the administrative wing in the 1910 Thomas Hopper designed annex.

Gallery hours:

10 a.m. to 5:30 p.m.  
12 p.m. to 5 p.m. Saturdays and statutory holidays  
10 a.m. to 9 p.m. Thursdays  
Closed Mondays (October through March), Tuesdays.

Office hours for the annex are 8:30 a.m. to 5:15 p.m. Monday through Friday.

Before filming at the Vancouver Art Gallery or on its grounds, the production company must:

Complete Application to Film requirements set out by the Film Office.

At least 10 business days before filming:

Submit details on the desired location, times of filming, time required for preparation and wrapping to the Vancouver Art Gallery's rental coordinator.

Deliver to the City of Vancouver Film Office proof of the production company's insurance policy assuring a minimum of \$ 5,000,000 comprehensive general liability insurance (or the amount the City's Director of Risk Management determines). The insurance policy must name the Vancouver Art Gallery and the City of Vancouver as additional insured and contain a cross liability clause in favour of both entities. A copy of insurance for the Vancouver Art Gallery is to be given to the rental coordinator.

Deliver to the rental coordinator the agreed-upon fees before any personnel or equipment enter or use the premises.

## **Fees:**

### Gallery Building

Main Vancouver Art Gallery building -- \$3500 minimum (exact fee to be determined based on shooting days and space required; limited availability).

Annex Building, Lobby and Building Entrance

Preparation: \$ 500 per day or any part thereof  
Shoot \$ 2,500 per day or any part thereof  
Wrap \$ 500 per day or any part thereof

#### Building Exteriors and Driveways

\$ 800 - \$ 1200

#### Damage Deposit

Interior filming in either building will require a damage deposit, reimbursable at the conclusion of the contract period.

#### Additional costs

In addition to negotiated costs associated with filming including but not limited to the Gallery's film liaison person, building service staff and all extra Gallery security personnel will be a condition of use.

Payment of additional costs to be received within 15 days of presentation of invoice.

Cancellation of scheduled filming or postponement for any reason may result in penalty costs.

#### **Parking**

City streets and Art Gallery loading bay -- parking of production vehicles require proper city permits.

North driveway -- This is a structural slab under a waterproof membrane. Production trucks, dressing rooms and mobile equipment should not drive over or assemble on this slab without approval of the Vancouver Art Gallery rental coordinator.

South paved plazas - no vehicles permitted.

#### Emergency procedures

The galleries and annex fire alarm systems include heat and smoke detectors. Care must be taken to avoid film production equipment activating the detectors. When an alarm is activated, the building may be evacuated, including all film production cast and crew. The gallery will not be responsible for any expense that may be incurred by film companies if the alarm is activated.

#### **Smoking**

City of Vancouver by-laws do not permit smoking in the building.

#### **Telephones**

Public pay phones are located on the main floor, near the northwest entrance. Gallery phone lines are operating at capacity.

**Electrical power.**

The power supply at the Gallery is used to near capacity. Film production crews requiring any additional power must consult with the Vancouver Art Gallery building supervisor. Existing wall outlets may be used for low demand lighting.

**Conservation requirements**

The galleries proper have temperature, humidity and lighting requirements that must be strictly observed. The director or a designate will have sole discretion to set limits in this regard. Any breach of this provision would be grounds for revoking permission to film and immediate removal of all film personnel and equipment from the premises.

**Security**

The Vancouver Art Gallery will determine security requirements for interiors. The production company will be responsible for exterior requirements, including the care and safety of all their equipment, materials, employees and contractors. Vancouver Art Gallery security personnel will at all times retain the absolute right to halt any activity that they deem to be injurious to the works of art, gallery personnel, the buildings or public safety.

**Vancouver Art Gallery Contacts:**

Robin Naiman, Rental Coordinator	604-662-4714
Linda Oglov, Head of Marketing & Development	604-682-4668
Marilyn Pringle, Events Coordinator, Marketing	604-682-4668
Herb Martinson, Security Supervisor	604-682-4668
Al Simpson, Building Supervisor	604-682-4668
Ken Neilson, Manager of Building Services	604-871-6715
Emergency line	604-682-2287