



**APPLICATION FOR FILMING / PHOTOGRAPHY**

**SPECIAL EVENT & FILM SERVICES**

**VANCOUVER PARK BOARD (STANLEY DISTRICT)**

**2099 Beach Avenue, Vancouver, BC V6G 1Z4**

**Telephone: 604-257-8516 Fax: 604-257-8501 E-mail: [parkevents@vancouver.ca](mailto:parkevents@vancouver.ca)**

**Web: <http://vancouver.ca>**

**THIS IS AN APPLICATION/REQUEST ONLY AND DOES NOT GUARANTEE A PERMIT WILL BE ISSUED. TO AVOID ANY MISUNDERSTANDING BE SURE TO READ 'TERMS AND CONDITIONS'.**

Production Company Name:		Production Manager:	
Address:	City:	State/Prov:	Postal Code/ZIP:
Office Phone: ( )		Fax:( )	
Location Manager:		Email:	
Phone Numbers: Office:( )		Cell: ( )	
Assistant Location Manager:		Email:	
Phone Numbers: Office:( )		Cell: ( )	

Do you have an account set up with City Engineering Dept.? Yes  No  Pending  Z02 # \_\_\_\_\_

If not, a valid copy of your insurance is required to be submitted with this application (details on page 2 of this application)

Park & Location(s)	Date(s)	Set Up Time	Film Time(s)	Take Down time

Name of Film/Commercial:	Episode #:
--------------------------	------------

Type of Production:	Series	Movie of the Week	Feature	Commercial	Pilot	Commercial	Other
---------------------	--------	-------------------	---------	------------	-------	------------	-------

Types of Vehicles & Parking Requirement:	Total # of Crew Vehicles: _____
	Total Linear Feet of Circus Vehicles: _____
	Total Linear Feet of Work Trucks: _____

Subject of Production:	# of crew _____ # of extras _____
------------------------	-----------------------------------

<p><b>Proposed Activities:</b></p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Gun Fire</td> <td><input type="checkbox"/> Car Stunt</td> <td><input type="checkbox"/> Stunts</td> </tr> <tr> <td><input type="checkbox"/> Rain or Snow</td> <td><input type="checkbox"/> Tow Shots</td> <td><input type="checkbox"/> Animals</td> </tr> <tr> <td><input type="checkbox"/> Fire</td> <td><input type="checkbox"/> Drive up/away</td> <td><input type="checkbox"/> Set Construction</td> </tr> <tr> <td><input type="checkbox"/> Helicopter</td> <td><input type="checkbox"/> Drive by</td> <td><input type="checkbox"/> Unmanned Aerial Vehicle*</td> </tr> <tr> <td><input type="checkbox"/> Explosion</td> <td><input type="checkbox"/> Wet Downs</td> <td><small>*Requires separate application</small></td> </tr> </table> <p>Details:</p>	<input type="checkbox"/> Gun Fire	<input type="checkbox"/> Car Stunt	<input type="checkbox"/> Stunts	<input type="checkbox"/> Rain or Snow	<input type="checkbox"/> Tow Shots	<input type="checkbox"/> Animals	<input type="checkbox"/> Fire	<input type="checkbox"/> Drive up/away	<input type="checkbox"/> Set Construction	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Drive by	<input type="checkbox"/> Unmanned Aerial Vehicle*	<input type="checkbox"/> Explosion	<input type="checkbox"/> Wet Downs	<small>*Requires separate application</small>	<p><b>Tents:</b> Lunch      BG Holding</p> <p>Number of Tents: _____</p> <p>Size of Tent(s): _____</p> <p>Set up/Take Down Time: _____</p> <p>Details:</p>
<input type="checkbox"/> Gun Fire	<input type="checkbox"/> Car Stunt	<input type="checkbox"/> Stunts														
<input type="checkbox"/> Rain or Snow	<input type="checkbox"/> Tow Shots	<input type="checkbox"/> Animals														
<input type="checkbox"/> Fire	<input type="checkbox"/> Drive up/away	<input type="checkbox"/> Set Construction														
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Drive by	<input type="checkbox"/> Unmanned Aerial Vehicle*														
<input type="checkbox"/> Explosion	<input type="checkbox"/> Wet Downs	<small>*Requires separate application</small>														

Do you wish to deny public access to any park area, roads or trails? If yes, give details and safety precautions:

Are there any services you need to have provided by

Park Board Staff   
  Police   
  City Engineering   
  Fire and Rescue Services

If checked, please give details:

**IMPORTANT: PLEASE INCLUDE A SITE MAP CLEARLY INDICATING THE SPECIFIC AREA(S) YOU INTEND TO USE.**

*Payment is required in order to process your request. Payment can be made by credit card or cheque made payable to "Vancouver Park Board - SD" and mailed to the address above .*

# STANDARD PERMIT REQUIREMENTS FOR FILM & PHOTOGRAPHY

## FILMING & PHOTOGRAPHY FEES:

FOR CURRENT FEES, CHARGES, AND REFUND POLICY PLEASE REFER TO OUR WEBSITE:

[www.vancouver.ca/parks/fees/permitfilming.htm](http://www.vancouver.ca/parks/fees/permitfilming.htm).

## INSURANCE REQUIREMENTS:

THE LICENSEE MUST OBTAIN COMPREHENSIVE GENERAL LIABILITY INSURANCE PROTECTING THE CITY OF VANCOUVER, VANCOUVER BOARD OF PARKS AND RECREATION, AND THE VANCOUVER POLICE BOARD AGAINST LIABILITY FOR BODILY INJURY, DEATH OR PROPERTY DAMAGE, ARISING OUT OF THE EVENT. THE MINIMUM LIMITS SHALL BE \$5,000,000 INCLUSIVE PER OCCURRENCE, MAXIMUM DEDUCTIBLE \$5000.00 PER OCCURRENCE, WITH A CROSS LIABILITY CLAUSE. **ACCEPTABLE PROOF OF INSURANCE MUST BE RECEIVED BY THE BOARD OF PARKS AND RECREATION PRIOR TO THE USE OF ANY FACILITIES COVERED UNDER THIS PERMIT.** NOTE: THE FOREGOING SATISFIES THE CITY'S MINIMUM INSURANCE REQUIREMENTS. THE CITY DOES NOT WARRANT THAT THIS INSURANCE IS ADEQUATE FOR THE LICENSEE'S NEEDS. BY ACCEPTING THIS PERMIT, THE LICENSEE ACKNOWLEDGES SOLE RESPONSIBILITY FOR OBTAINING WHATEVER COVERAGE THE LICENSEE DEEMS NECESSARY.

INSURANCE CAN BE OBTAINED THROUGH ANY INSURANCE AGENT. FOR YOUR CONVENIENCE, THE FOLLOWING AGENT IS FAMILIAR WITH THE INSURANCE REQUIREMENTS: SPORT B.C. INSURANCE, (604) 737-3018.

## TERMS AND CONDITIONS:

THE FOLLOWING "TERMS AND CONDITIONS" ARE INCORPORATED INTO AND, FORM PART OF, THE PERMIT AGREEMENT:

1. THE LICENSEE IS RESPONSIBLE FOR ENSURING THAT: THE ASSIGNED AREA IS APPROPRIATE FOR THE ACTIVITY; THE ACTIVITY IS CONDUCTED IN A SAFE, ORDERLY MANNER; THE ACTIVITY IS RESTRICTED TO THE ASSIGNED AREA; THE EVENT ACTIVITIES DO NOT INTERFERE WITH OTHER PARK USERS.
2. ANY PROPERTY DAMAGE WHICH OCCURS DURING THE PERMITTED EVENT, SET-UP OR TAKE-DOWN, IS THE RESPONSIBILITY OF THE LICENSEE. DAMAGE TO PARK PROPERTY SHOULD BE REPORTED IMMEDIATELY. IT WILL BE ASSESSED AND REPAIR COSTS BILLED TO THE LICENSEE.
3. THE LICENSEE IS RESPONSIBLE FOR LEAVING THE AREA CLEAN AND LITTER-FREE AND MAY BE BILLED FOR ANY SUBSEQUENT COST INCURRED BY THE BOARD FOR CLEAN-UP.
4. IF TRAFFIC CONTROL IS REQUIRED, THE VANCOUVER POLICE DEPARTMENT AND THE CITY ENGINEERING DEPARTMENT MUST BE CONSULTED.
5. ALL PERMITTED GROUPS MUST USE SPORTSFIELD WHITING (NON-TOXIC) WHEN MARKING VANCOUVER PARK BOARD FIELDS/PARKS.
6. BARBECUES MAY BE USED PROVIDED THEY ARE THIRTY (30) INCHES FROM THE GROUND, BUT NOT ABOVE, OR ON ASPHALT, CONCRETE OR PICNIC TABLES. COALS ARE TO BE TAKEN OFF-SITE.
7. ONLY PAPER OR PLASTIC CUPS MAY BE USED FOR BEVERAGES. FOR SAFETY REASONS, NO GLASS CONTAINERS ARE PERMITTED.
8. WITH RESPECT TO PICNIC RESERVATIONS, PROCESSING FEE REFUNDS WILL BE PROVIDED FOR CANCELLATIONS UP TO FOURTEEN (14) DAYS PRIOR TO BOOKING DATE. THERE WILL BE NO REFUNDS DUE TO INCLEMENT WEATHER CONDITIONS.
9. THE CITY OF VANCOUVER RESERVES THE RIGHT TO CANCEL AN EVENT OR ACTIVITY FOR ANY REASON AND SHALL NOT BE RESPONSIBLE FOR ANY ASSOCIATED COSTS OR DAMAGES.

## PARK BOARD BY-LAWS REQUIRE THAT UNLESS SPECIFICALLY PERMITTED:

1. VEHICLES ARE NOT TO BE DRIVEN ONTO GRASSED AREAS OR RESTRICTED ACCESS AND SERVICE ROADS AT ANY TIME. NON-PERMITTED VEHICLES MAY BE TOWED.
2. SERVICE OF FOOD IS SUBJECT TO BY-LAW REQUIREMENTS OF THE CITY HEALTH DEPARTMENT.
3. THE SALE OF GOODS, THE COLLECTION OF AN ADMISSION FEE, OR THE OPERATION OF A CONCESSION IS PROHIBITED.
4. THE OPERATION OF A PUBLIC ADDRESS SYSTEM, OR AMPLIFIED MUSIC, IS NOT PERMITTED.
5. "NO ALCOHOLIC BEVERAGES ARE TO BE DISPENSED, SOLD OR CONSUMED ON THE PARK AT ANY TIME." (SECTIONS 42 AND 43 OF THE LIQUOR CONTROL AND LICENSING ACT.)
6. SIGNAGE, BANNERS OR ADVERTISEMENTS ARE NOT PERMITTED.
7. THE ERECTION OF STRUCTURES, FENCES, POLES, TENTS, STAGES, BLEACHERS, PORTABLE TOILETS, THE USE OF FIRE OR FIREWORKS, OR THE INSTALLATION OF ELECTRICITY IS PROHIBITED.

**PARK USERS MUST CARRY THE PERMIT AND PRESENT IT UPON REQUEST. PERMITS WILL BE REVOKED WITHOUT PAYMENT OF ANY COMPENSATION IN THE EVENT OF A BREACH OF ANY LAWS, BY-LAWS, OR CONDITIONS SET UP HEREIN OR IN FORCE. NON-COMPLIANCE MAY ALSO RESULT IN ADDITIONAL CHARGES.**