



# APPLICATION FOR FILMING

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

VanDusen Botanical Garden  
5251 Oak Street  
Vancouver, BC V6M 4H1  
[www.vandusengarden.ca](http://www.vandusengarden.ca)

Contact:  
Jennifer Cooper  
604-257-8661  
[vandusenrentals@vancouver.ca](mailto:vandusenrentals@vancouver.ca)

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

**Please print clearly**

Date of Application: \_\_\_\_\_

Name of Company:\_\_\_\_\_

Title of Show: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Signing Authority Name (First & Last): \_\_\_\_\_

Phone: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Assistant LM: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Film/Commercial: \_\_\_\_\_ Episode#: \_\_\_\_\_

Type of Film/Video:      Series: \_\_\_\_\_ Feature: \_\_\_\_\_ Commercial: \_\_\_\_\_ Documentary: \_\_\_\_\_

Do you have an account set up with Vancouver Park Board City Engineering Dept?  
Yes\_\_\_ No\_\_\_ Pending\_\_\_

# of Crew: \_\_\_\_\_ # of Cast \_\_\_\_\_ # of Extras: \_\_\_\_\_ # of Vehicles to enter Garden: \_\_\_\_\_

Will the cast include film 'stars' who will be present in the Garden? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please give names:

... more

Types of Vehicles and Parking Requirements outside Garden:

--

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

--

Special effects and/or noise:

--

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

--

**PLEASE LIST ALL LOCATIONS/DATES/TIMES REQUIRED.**

**INCLUDE DATES/TIMES FOR SET UP AND TAKE DOWN**

(Note: The Meditation Garden, the former reservoir and the stand of Douglas Firs south of Heron Lake are not available for filming as per Information Sheet.)

Location(s)	Date(s)	Times crew in the Garden (i.e. 7 a.m. to 10 p.m.)

... more

**IMPORTANT – PLEASE INCLUDE WITH YOUR APPLICATION:**

1. A map clearly indicating the areas you intend to use
2. A copy of your insurance as required by the City's Risk Management Department (604) 873-7737.
3. Separate cheques for the following:
  - a. Damage deposit of \$5,000
  - b. Reservation Fee of \$1,000+GST

City of Vancouver – VanDusen Botanical Garden  
5251 Oak Street  
Vancouver, BC V6M 4H1  
(GST # R121 361 042)

Please note: There is a \$4,535.00+GST (1 filming day) cancellation fee if 48 hours advance notice is not received and the \$1,000 reservation fee will be retained. **If approved, a contract will be forwarded for your signature. Filming cannot take place until there is a signed contract.**

**CONDITIONS OF USE:**

1. The User will inform all residents of the adjacent street in advance of the days of shooting.
2. If special sound or light effects are used (e.g. gun fire, loud music, daylight at night etc.), the User must inform the adjacent residents of these prior to filming.
3. All parking must be on West 37<sup>th</sup> Ave. (City permit required). Some limited parking may be available in the Service Yard at the discretion of the Garden Foreman or his designate. The SW corner of our parking lot may also be available for rent based on availability for \$350+GST/day in off peak season, or \$500+GST/day from April-September (all fees subject to GST).
4. During prep and filming a sign must be placed on the pathways informing Garden visitors that filming is in progress. The User staff is expected to treat Garden visitors in a courteous and respectful manner.
5. The main roadways in the Garden must be kept clear as much as possible to allow our regular work vehicles to move about.
6. Small golf carts or gators are allowed for transport of equipment/personnel within the Garden. Vehicles are NOT ALLOWED to leave the paved paths and must be operated at a safe and slow speed that respects the Garden and its visitors. Any vehicles parked on turf areas must be on plywood.
7. All delivery trucks, making deliveries for the User and not part of the regular crew, or contracted to outside suppliers, must know EXACTLY where they are going before entering the Garden and must be escorted in and out of the Garden by a crew member. There are no exceptions to this regulation.
8. Refreshment area location will be chosen by mutual consent with the Garden Superintendent/ Liaison. Catering vehicles must remain on paved areas or on plywood sheeting.
9. All stipulations under Sensitive Area Protection must be adhered to.
10. Crews are NOT ALLOWED to enter planted beds. Do not remove any silver plant tags which are wired on. Black plant labels may only be removed with permission of, and under the supervision of, the Garden Superintendent/ Liaison.
11. No plants will be pruned without permission of, and under the supervision of, the Garden Superintendent/Liaison.
12. There is to be NO DIGGING in the Garden because of possible damage to the Garden's extensive irrigation system. Spikes or sunken poles are NOT ALLOWED in any areas. All structures must be secured above ground (with blocks etc.).
13. The User will be charged for the costs of restoration of any disturbed and/or damaged areas/ plants 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.
14. Filming can only take place in one area of the Garden at a time. If multiple units wish to film in the Garden simultaneously in different areas, then double rental fees or additional staffing fees may apply.
15. Garden Superintendent/Liaison must be present in the Garden during all prep, filming and wrap.
16. Please note that the Vancouver Park Board does not allow the use of drones anywhere in the Garden due to wildlife and general public concerns. We cannot risk disturbance or damage to migratory birds and other wildlife in their natural breeding habitat and feeding grounds within the Garden, as well as patron privacy.