



## Application for Photo Shoot or Small Film Shoot

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

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

Date of application: \_\_\_\_\_

Name of company: \_\_\_\_\_

Authorized agent for signing: \_\_\_\_\_

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

Postal code: \_\_\_\_\_

Business phone: \_\_\_\_\_

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

Type of shoot: \_\_\_\_\_

# of Crew: \_\_\_\_\_ # of talent: \_\_\_\_\_

Main Contact on shoot day: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Name of Photographer/Videographer: \_\_\_\_\_

Equipment/Props in the garden: \_\_\_\_\_

Are there any services you request to have provided by the Garden or Park Board Staff? If yes, please provide details:


Please list all locations/dates/times required:

Location:	Date(s):	Crew Arrival:	Shoot Time:	Time off Site:

...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

An agreement is required and will be issued to you once your booking is approved and payment has been provided. All fees will be collected prior to shooting on site. Filming cannot take place until there is a signed agreement, rent is paid in full, and insurance has been provided.

**Cancellation or Rescheduling:**

The shoot fee plus any scheduled supervisory charges will be retained if filming is cancelled for any reason without a minimum of 2 days advance notice. Should you need to re-schedule, a \$50 rescheduling fee will apply. Should there be any damage or additional charges applicable, these will be calculated after the shoot, and payment is required within 10 days of receipt of invoice.

**Cheque payments to be made to:**

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

**Conditions of use:**

1. Special permission required for vehicles of any kind to enter the garden
2. No one (photographer or models) permitted to enter plant beds. No exceptions. Even if a bed looks 'empty' you do not know what is lying dormant beneath the surface. Standing on a bed compacts the soil and could kill or seriously damage dormant plant life.
3. Equipment of any kind (stands, tripods etc) is not allowed in plant beds and must remain on pathways or lawn areas. No exceptions. Even if a bed looks 'empty' you do not know what is lying dormant beneath the surface. Standing on a bed compacts the soil and could kill or seriously damage dormant plant life.
4. Do not remove any silver plant tags which are wired on. Black plant labels may only be removed with the permission of the Garden Superintendent/Designate or Garden Liaison.
5. There is to be NO digging in the Garden and equipment on stakes are also not allowed. They may damage our extensive underground irrigation system.
6. No plants will be pruned, trimmed or removed without permission and under the supervision of the Garden Superintendent/Designate.
7. The Garden Superintendent/Designate or Garden Liaison must be present for duration of all photo shoots.
8. 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
9. It is requested that a location credit be given to VanDusen Botanical Garden, Vancouver, BC.