



## FILM PERMIT APPLICATION

\*\*\*\*FOR FILMING ON VILLAGE OF PEMBERTON PROPERTY\*\*\*\*

Completed applications and applicable documentation must be submitted, and all requirements met, four (4) weeks prior to production. If the application is submitted less than three (3) weeks prior to production, or the requirements have not been met, there will be no guarantee that a Film Permit will be issued. These requirements may be waived at the discretion of the Manager.

### APPLICANT INFORMATION

Type of Group:  TV  Commercial  Motion Picture (Major/Minor)  Student

Permit No. 20\_\_-F\_\_

Production Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email/ Fax: \_\_\_\_\_

### CONTACT INFORMATION

Applicant Contact:	Designated Representative:
Name: _____	_____
Position: _____	_____
Phone: _____	_____
Email/ Fax: _____	_____

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Film Permit Application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services ([sfraser@pemberton.ca](mailto:sfraser@pemberton.ca) or 604-894-6135).

### PRODUCTION INFORMATION

Production Name: \_\_\_\_\_

Cast/Crew Size: \_\_\_\_\_

Date(s): \_\_\_\_\_

Areas Requested:

Airport – East Taxiway  One Mile Lake/Beach/Trails  Downtown Barn

Airport – Runway  Downtown Core

Airport – Apron  Other areas in Village: \_\_\_\_\_

### START & FINISH TIMES: (If multi-day event, please attach Production Schedule)

Set Up: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Take Down: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

## FILM PERMIT APPLICATION

**PRODUCTION DETAILS** as per Section 4 of the Film Permit Application Policy. (If required, attach an additional piece of paper):

---



---

**PROPOSED ACTIVITIES** (include locations, stunts, special effects, construction):

---



---

**DRONE/UAV ACTIVITIES** (include locations, durations)  Special Flight Operations Certificate (Drone/UAV) Received by Village of Pemberton

---



---

**RESTORATION PLAN** (plan to remove all waste i.e. garbage, recycling, ice/grey water)

**PRODUCTION SERVICES** (Please select the services provided by the production company)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Emergency/First Aid | <input type="checkbox"/> Garbage                               | <input type="checkbox"/> Parking / Traffic Control               |
| <input type="checkbox"/> Security            | <input type="checkbox"/> Recycling                             | <input type="checkbox"/> Portable Toilets (~1/100 people)        |
| <input type="checkbox"/> Water               | <input type="checkbox"/> Electricity (Available at some parks) | <input type="checkbox"/> Washrooms (Available at some locations) |

**DOCUMENTATION INCLUDED WITH APPLICATION (mandatory)**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Safety / Security Plan |
|------------------------------------|---|

**DOCUMENTATION INCLUDED WITH APPLICATION (if applicable)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site / Route Plan                                 | <input type="checkbox"/> VCH Food Permits | <input type="checkbox"/> Business Licence                   |
| <input type="checkbox"/> Parking / Traffic Control Plan                    | <input type="checkbox"/> MOTI Approvals   | <input type="checkbox"/> Poll of affected residents         |
| <input type="checkbox"/> Special Flight Operations Certificate (Drone/UAV) | <input type="checkbox"/> Signage Plan     | <input type="checkbox"/> Draft letter to residents affected |
| <input type="checkbox"/> <b>Copy of NOTAM</b>                              |   |   |
| <input type="checkbox"/> Noise Exemption Request                           |   |   |

**SECURITY DEPOSIT RELEASE**

- The following obligations must be met prior to the release of the security deposit:
- Clean-up has been completed and the named Park or Public Space has been returned to its pre-event state.
  - All signage, temporary structures etc. have been removed.
  - Garbage, waste and debris has been satisfactorily removed.
  - Public Washrooms have been left in a satisfactory condition.

**Upon approval of the release of the security deposit:**  Return Cheque by mail, or  Contact Organizer for pick up

## FILM PERMIT APPLICATION

### TERMS & CONDITIONS

1. **Damage/Clean Up** – Municipal property must be returned to its pre-event state. Failure to clean up will result in the forfeiture of the damage/clean-up deposit and other damage/clean-up costs will be charged to the Applicant.
2. **Event Insurance** – Provide a copy of Certificate of Comprehensive Liability Insurance, in the minimum amount of \$5,000,000, each occurrence naming the Village of Pemberton as an additional insured.
3. **Occupant Load** – Production in buildings and tents must not exceed the occupant load established by Pemberton Fire Department, as per BC Building Code and the BC Fire Code.
4. **Fire Safety** - A minimum 5 lbs. fire extinguisher must be on-site during all production.
5. **Fees & Deposits** – Production companies must hold a valid Village of Pemberton Business Licence (\$150).
6. **Serving Food** – If food services are being provided, Vancouver Coastal Health Permit to Operate (Temporary Food Permit) must be provided.
7. **Approvals from Other Organizations** – If necessary, arrange for approvals from:
  - a. Ministry of Transportation and Infrastructure (MOTI)
  - b. Village of Pemberton Fire Department and Public Works as required
  - c. Royal Canadian Mounted Police (RCMP)
  - d. Vancouver Coastal Health (VCH)
  - e. British Columbia Ambulance Service (BCAS)
  - f. Transport Canada
8. **Emergency Services** – If necessary, arrange for Emergency Services to be on site during production.
9. **Site Plan/Route Plan** – Provide a detailed site plan and/or route plan for production and circus parking and evacuation.
10. **Parking/Traffic Control Plan** – Provide a parking/traffic control plan identifying where the crew and circus parking will be and arrangements to provide adequate parking.
11. **Signage Plan** – Provide a signage plan, which may only identify “event in progress” or, for larger productions, will identify access and egress routes, street and on street parking closures, directional signage and/or other instructional requirements. (The costs associated with signage will be borne by the Production Company)
12. **Washrooms** – Should public washrooms not be available, or the washrooms available are not adequate to accommodate the number of crew/cast, sufficient portable toilets must be provided (~1/100 crew and cast).
13. **Waste Management** – Provide a plan to manage waste (i.e. garbage, recycling, ice/grey water removal).
14. **Provide Notice** – Provide notice to neighbours of the type of production, date, time, and hours (including set up/take down). Notice requirements vary according to the size and nature of the production. Village staff will advise as to the notification area and must approve, prior to the distribution of the notification, the text and scope of the notice required for each event in accordance with Village Bylaws.



## FILM PERMIT APPLICATION

### FEES & DEPOSITS

#### Commercial & Corporate Organizations:

Refundable Damage/Clean Up Deposit	\$5000
Non-Refundable Permit Fee	\$ 125
Business License Fee	\$ 150
Student Film Permit Fee	\$ 50

\*Additional and negotiated fees may apply at the discretion of the Village Official as per Filming Bylaw No. 818, 2017 and Filming Policy, ADM-023, 2017.

Daily Filming Fee	\$ 300*
-------------------	---------

### WAIVER & INDEMNITY CLAUSE

The Applicant agrees that the Village of Pemberton Council members, officers, employees, and agents have made any warranties or representations respecting the suitability or condition of the premises/spaces within the Village of Pemberton. The Applicant releases, indemnifies and saves harmless the Village of Pemberton Council members, officers, employees and agents from and against all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Organization and its directors, officers, employees, volunteers, contractors, agents, successors, assigns and members in the use of Village public spaces.

### PAYMENT & CANCELLATION POLICY

1. Full payment is required at the time of permit issue.
2. Events cancelled with less than 14 days prior to the event will not receive a refund. This requirement may be waived at the discretion of the Manager.
3. There are no refunds due to poor weather conditions.

### APPLICANT ACKNOWLEDGMENT

I am the \_\_\_\_\_ [print position in Production Company] with \_\_\_\_\_ (Production Company). I warrant and represent that I submit this application on behalf of the Organization and have sufficient power, authority and capacity to bind the Production Company with my signature. I have read, understood and agree to the above listed Terms & Conditions and Waiver & Indemnity Clause. I understand that I will be notified by the Village of Pemberton if this Film Permit application is approved.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*