



THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL - 2167 OAK BAY AVENUE - VICTORIA, B.C. V8R 1G2  
PHONE (250) 598-3311 FAX (250) 598-9108 WEBSITE: [www.oakbaybc.org](http://www.oakbaybc.org)

**APPLICATION FOR USE OF  
MUNICIPAL FACILITIES FOR FILM PRODUCTION**

**APPLICANT:**

Local Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: Res: \_\_\_\_\_

\_\_\_\_\_ Bus: \_\_\_\_\_

Headquarter (Mother) Co. Address: \_\_\_\_\_

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

Headquarter (Mother) Co. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Local Manager's Name & Address: \_\_\_\_\_

Phone #'s: Bus: \_\_\_\_\_ Res: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Brief Description of Production: \_\_\_\_\_

**REQUESTED FACILITIES** (Check the appropriate square):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> On street parking | <input type="checkbox"/> Municipal Hall            | <input type="checkbox"/> Other City Buildings |
| <input type="checkbox"/> Street Occupancy  | <input type="checkbox"/> Municipal Fire Hall       | <input type="checkbox"/> Equipment            |
| <input type="checkbox"/> Street Closure    | <input type="checkbox"/> Municipal Police Building | <input type="checkbox"/> Manpower             |
| <input type="checkbox"/> Municipal Park(s) | <input type="checkbox"/> Traffic Control           |   |

Location of Filming: \_\_\_\_\_ Dates and Times: \_\_\_\_\_

Brief Description of Requirements: \_\_\_\_\_

**INDEMNITY:**

The applicant will, if approval is granted for the services or facilities requested in the application, indemnify and save harmless the Municipality from and against any and all claims, including without limiting the foregoing all claims for bodily injury or property damage caused by, arising from or connected with any act or omission of the applicant or any agent, employee, customer, licensee or invitee of the applicant, and against and from all liabilities, expenses, costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property facilities or services of the Municipality.

**INSURANCE REQUIREMENTS:**

If the application is approved, the applicant will be required to obtain and keep in force throughout the period of use permitted under this application in the joint names of the Municipality and the applicant as their interests may appear comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the licensed area in an amount not less than \$3,000,000 per accident or occurrence and other wise with an Insurer and deductible and on terms satisfactory to the Municipality. The applicant on demand by the Municipality will deliver to the Municipality forthwith from time to time, the Certificate of Insurance giving evidence of such coverage.

On behalf of the applicant, I acknowledge that I have read and understood the conditions contained in the Film Permit General Conditions, and agree to comply with them and any additional conditions noted on the reverse of this page.

\_\_\_\_\_  
*Authorized Signatory of the Applicant-Sign and Print Name*

Date: \_\_\_\_\_

This application becomes the Permit as approved by:

\_\_\_\_\_

Date: \_\_\_\_\_

*Film Industry Coordinator for the* \_\_\_\_\_

Permit #: \_\_\_\_\_

The Corporation of the District of Oak Bay  
("The Municipality")

The following general conditions apply to all Film Permit Applications:

1. The Municipality requires that anyone planning a film production on Municipal property, including streets, sidewalks and other public space, have a permit. Filming locations must not compromise the safety of participants or the public and must be approved in advance by the Municipality.
2. The Municipality requires that the applicant for all filming permits shall provide proof of a valid public liability insurance of at least \$3,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The Policy will include the Municipality as an additional named insured and contain a cross liability clause.
3. The applicant must comply with all existing Municipal Bylaws. Any exemptions must be applied for in writing and approved by Oak Bay Municipal Council.
4. All fees as stated in the Municipal Fee Schedule are the responsibility of the applicant and must be paid as per negotiated (see our Fee Schedule for specific costs, deposits and bonds). The Municipality requires that all Municipal costs be recovered.
5. Where applicable, the applicant must obtain an Electrical Permit from the Province of British Columbia, Electrical Safety branch and must be available on site for inspection.
6. The Municipality requires that the Film Company notify neighbourhoods/areas of their upcoming activities by one of two methods as follows:
  - (i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.
  - (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signaturred survey of the area is required which should encompass a radius of no less than 2 city blocks. Large or disruptive productions may require advertisements in newspapers and other local media as well.
7. No road in Oak Bay may be closed without prior written permission from Oak Bay Municipal Council and all road closures require prior notification of Police, Fire and Ambulance Services.
8. The Chief Constable of the District of Oak bay reserves the right to revoke a Permit or shut down a shoot in case of emergency.

9. The applicant is responsible for maintaining the site/route in a clean condition and for any clean-up following and is liable for any damage caused to Municipal property as a result of the Film Company's use of the facilities. Any damaged or missing equipment/chattel of the Municipality will be replaced/reimbursed by the applicant.
10. The applicant hereby indemnifies and agrees to indemnify and save harmless the Municipality in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site/route by the applicant.
11. Where applicable, the applicant must obtain a Special Effects Permit from the Fire Department and must be available on-site for inspection.

**SCHEDULE OF FEES  
FOR FILM PRODUCTION**

**APPLICATION PERMIT FEE:** **NIL**

The application would be issued after the initial meeting between the Film Coordinator or designate and the applicant if necessary, and the applicant is advised that the filming proposal is acceptable.

**ELECTRICAL PERMIT FEES:** **Established by Provincial Government  
Electrical Safety Branch**

The applicant must hold a valid electrical qualification certificate issued by the Chief Electrical Inspector of BC (*Safety Branch*) and must apply and pay a fee for an Entertainment Permit and/or Permit for a Temporary Entertainment Installation from the Province of British Columbia, Electrical Safety Branch.

**DAMAGE DEPOSIT:** **To Be Estimated**

A clean-up and Damage Deposit of a minimum of \$500.00 may be required when facilities included for "shoots" involving locations or the use of facilities on Municipal streets or in Municipality buildings and structures over the daily charge rate.

**POLICE: Minimum 4 hour callout** **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24 hour cancellation notice.

**FIREFIGHTERS:** **To Be Estimated**

Fees subject to estimates based on services and equipment requirements with a minimum 4 hours callout and a 24 hour cancellation notice.

**PUBLIC WORKS - Sign Shop: LABOUR AND EQUIPMENT:**  
*(For construction, placement and removal of signs)* **To Be Estimated**

**PUBLIC WORKS - Waterworks:**  
*(Fire Hydrant Connection Fee per day including GST)* **To Be Estimated**

**MUNICIPAL BUILDINGS AND STRUCTURES** **To Be Estimated**

Fees for MUNICIPAL BUILDINGS AND STRUCTURES will be estimated upon request. Criteria for fees are dependent on specific area requirements and actual overhead costs.

**MUNICIPAL RECREATION BUILDINGS**

Fees for **MUNICIPAL RECREATION BUILDINGS** will be established upon request. Criteria for fees are dependent on specific area requirements, actual overhead costs and loss of facility income.

**MUNICIPAL PARKS AND PLAYING FIELDS**

**To Be Estimated**