



HRM Film Application Form and Guidelines

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Please return it to the HRM Film Office:

Colleen Connolly, Film Liaison, Halifax Regional Municipality, PO Box 1749, Halifax, NS B3J 3A5
 Phone (902)-490-4944, Fax (902) 490-4568, Email: connolc@halifax.ca

| | |
|--------------------------|-----------------------|
| Today's Date: | Date received: |
| Name of film: | |
| Location manager: | Cell: |
| Film Synopsis: | |

| Filming Date(s) Please attach any additional dates if necessary. | Filming Time(s) | Filming Location(s) Internal or External | Municipal Request(s) (E.g: ITC, EDO's, Street Closure, Sidewalk Closure, # of Parking Meters, Parks, Buildings, Special Effects, etc.) |
|--|------------------------|--|--|
| day(s)_____month_____year_____ | | | |
| day(s)_____month_____year_____ | | | |
| day(s)_____month_____year_____ | | | |
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| day(s)_____month_____year_____ | | | |
| day(s)_____month_____year_____ | | | |
| day(s)_____month_____year_____ | | | |

Notification to residents, and businesses is mandatory at least two days before filming begins.
Copies of the notifications must also be sent to the Film Office.
Please indicate the date you will be notifying residents and businesses: day month year

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| Film production company (local): | | |
| Film production company (parent): | | Phone: |
| Company Address: | | |
| Phone: | Fax: | Email: |
| Base camp location(s): | | Number of base camp vehicle(s): |
| Number of <u>location</u> production vehicles and their sizes: | | |
| Number of Cast: | | Number of crew: |
| Film Type : | Feature film TV movie TV series ½ hour or 1 hour episodes Other: | Commercial/Video University/College |
| Production: | Canadian American Other: | |
| Budget Information: Please indicate whether in Canadian or US funds. | | |
| Total Budget: \$ | _____ Canadian _____ | US _____ |
| HRM Budget: \$ | _____ Canadian _____ | US _____ |

Insurance:

A certificate of insurance naming Halifax Regional Municipality as "additionally insured" must be provided in order to film on HRM property.

The Film Office shall indicate the amount of coverage necessary based on the type of filming involved and the extent of filming that takes place on or around HRM property.

Release and Indemnification Form: A Release and Indemnification Form is attached to this application and must be signed and returned to the Film Office with the application.

Fees: Fees for municipal services are listed in the HRM Film Guidelines. Fees incurred while filming in HRM are based on cost-recovery and should be made payable to the HRM business unit responsible for the service, unless otherwise indicated in the guidelines.

Applicant's signature

Date of signature

Halifax Regional Municipality Film Release and Indemnification

_____ (Name of Company, hereinafter called Company) hereby agrees to be responsible for and to indemnify, hold free and harmless, the Halifax Regional Municipality (Hereinafter called HRM), its Mayor, Councillors, Officers, Employees, Agents and Volunteers from and against, all actions, claims, demands, liabilities, damages, suits or proceedings of any sort, whether arising in law, equity, in contract, tort or otherwise, save for the negligence of the HRM, its Mayor, Councillors, Officers, Employees, Agents and Volunteers, arising out of or resulting from, but not limited to, all activities such as scouting, planning, preparation, construction, filming and clean up necessary to return site to previous condition, as well as any and all other arrangements prior to, during and subsequent to _____ (Event) to be held _____ (Location) on _____ (Date), whether or not caused by the acts or omissions of the Company, its Director's, Officer's, Employees, Agents and any other individual or party for which it is partially or wholly responsible.

Furthermore, _____ (Company) will be responsible for purchasing and maintaining prior to and during the Event, Commercial General Liability insurance in a form at least as broad as the IBC form with an Insurer reasonably acceptable to the HRM to limits of, (check one)

- \$1,000,000
- \$2,000,000
- \$5,000,000
- \$10,000,000
- \$20,000,000

(Limits reflect the risk to the HRM associated with the filming)

Such Commercial General Liability policy shall include, but not be limited to, inclusive Bodily Injury and Property Damage and including Personal Injury, Cross Liability Clause in addition to naming the Halifax Regional Municipality (HRM) as an Additional Named Insured. The Company will also be responsible for purchasing and maintaining prior to and during the Event, as required by law, Workers Compensation for Employees of the Company and Accident Insurance to cover injuries and or death to the paid or unpaid Volunteers or contracted Participants in the Event with limits, terms and conditions reasonably acceptable to HRM.

Dated this date: _____, 20__ at _____

Signed: _____ Witness: _____

Return to: # # ...
Film Liaison, Halifax Regional Municipality
PO Box 1749, Halifax, NS B3J 3A5
Phone: (902) 490-4944 Fax:(902) 490-4568 Email: connolc@halifax.ca

1. Film Office

The mandate for the Film Office is to ensure the comfort and safety of residents of Halifax Regional Municipality (HRM) while encouraging the film industry to grow within the municipality.

When requesting any municipal service in HRM, the first contact should always be the HRM Film Office. This applies to all location filming that takes place in the Halifax Regional Municipality, except for current affairs and newscasts.

The Film Office coordinates all HRM services for filming in the municipality and communicates to all pertinent HRM business units, we also provides ongoing communication regarding any changes in filming schedules.

Generally, throughout the course of production, location managers and producers should only need to contact the Film Office. However, with more complex requests, the Film Office may direct location managers or producers to an individual municipal business unit for items like permits, street closures or extra duty police officers.

The Film Office also provides a contact within the municipality who can provide information or additional research support on locations in and around the municipality.

The HRM Film Application Form, distributed through the Film Office, should be filled out and returned to the Film Office, prior to filming. This allows the Film Office to track filming in the municipality and better understand the resources required for each filming project.

Halifax is a film-friendly municipality and the HRM Film Office can help make filming here better and easier than anywhere else in Canada.

Contact: **Colleen Connolly**
Film Liaison, Halifax Regional Municipality
PO Box 1749, Halifax, NS B3J 3A5
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2. Insurance

Prior to filming in HRM, film companies must provide the HRM Film Office with a Certificate of Insurance naming Halifax Regional Municipality as "Additionally Insured" and containing a Cross Liability Clause.

A signed HRM Release and Indemnification Form can be obtained from the HRM Film Office (and website) and must be signed and returned with the Certificate of Insurance.

Commercial General Liability Insurance limits shall vary, depending on risk, as follows:

- \$2,000,000 inclusive BI/PD - very low risk film
- \$5,000,000 inclusive BI/PD - standard for filming in HRM
- \$10,000,000 inclusive BI/PD - higher risk film with car chases or explosions
- \$20,000,000 inclusive BI/PD - very high risk, explosions of large magnitude or aerial filming

An Environmental Impairment Liability policy is a requirement for any filming involving the use of hazardous materials or other contaminants. The limit of this liability shall be at least \$2,000,000.

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3. Aerial Filming

Production companies using aerial filming must also obtain insurance from the helicopter company with the following requirements appearing on the Certificate of Insurance:

- a) General comprehensive public liability in the amount of \$20,000,000 per occasion
- b) HRM and the production company named as "Additionally Insured"
- c) A Cross Liability/Severability of Interest Clause

A copy of this Certificate of Insurance must be provided to the HRM Film Office.

The helicopter company conducting the flight(s) is responsible for making the necessary arrangements with Transport Canada for flights in accordance with the altitudes and distances required by Federal legislation and regulation. The helicopter company and production company must also obtain the prior written authorization of the HRM Film Office to conduct helicopter filming, including acceptable arrangements for take-off and landing sites.

4. Notification of Filming to Residents and Businesses

When filming in HRM, production companies must provide written notification to residents and businesses of the event occurring in their area. A copy of this notification is also to be sent to the HRM Film Office and to the city councillor responsible for the district in which filming is taking place. The HRM Film Office will provide the notification to anyone else who requires it.

The notification should include: the name of the production company; the name and type of production; the contact person and contact number; the type of activity; duration of filming with times, dates, number of days; parking issues such as excess vehicles on residential streets; and notification of any special effects, gunfire etc. The notification should be delivered at least two days prior to filming in an area.

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5. HRM Streets and Sidewalks

Filming on a street or sidewalk in HRM may require a permit, particularly if there is a need for street closures or intermittent traffic stoppages. Any filming on municipal streets must be discussed with the HRM Film Office to determine whether a permit is required. Street or sidewalk closure permits are issued by Right of Way Services in consultation with Traffic Services. Permits ensure appropriate conditions including signage, traffic control and closure times are met.

A face-to-face meeting with Traffic & Transportation and/or Right of Way is often necessary to ascertain the full scope of requirements for a filming request. Major changes to the requested filming date or time may require a new permit to be issued.

Issuance of a street closure permit requires a minimum of 48 hours before filming. All businesses and residents affected by the closure must be notified and their written consent must be obtained prior to issuance of the permit. Copies of this written consent must be forwarded to Right of Way Services or to the Film Office. Any changes to traffic signs, signals or markings require prior approval from Traffic Services.

Traffic Services also liaises with Halifax Regional Police to coordinate intermittent stoppage in traffic and with Parking Enforcement regarding parking in time-limited zones or reserved metered parking spaces. Traffic Services may issue meter bags for film vehicles.

All filming must comply with the Motor Vehicle Act, Temporary Workplace Traffic Control Manual, all relevant provincial laws and HRM ordinances and by-laws.

Fees are to be remitted to Right of Way Services in the form of certified cheque or money order. Under certain circumstances, a performance security deposit of \$1000 minimum may be required. The deposit will be refunded if the property incurs no damage and is sufficiently returned to its original state by the production company.

Cost: Permit fee: \$100 per location

Contact: **Brian Robarts**
Traffic & Right of Way
Phone (902) 490-6845
Fax (902) 490-4858
21 Mount Hope Ave
Dartmouth, NS

Carmen Eisan
Traffic & Right of Way
Phone (902) 490-6245
21 Mount Hope Ave
Dartmouth, NS

Kevin McEachern
Traffic & Right of Way
Phone (902) 490-6133
Fax (902) 490-6727
21 Mount Hope Ave
Dartmouth, NS

6. Parking and Vehicle Identification

The Film Office can assist with finding suitable parking for film vehicles within HRM. The Parking Enforcement business unit of HRM ensures that Securitas is aware of filming in specific locations as it relates to vehicles parked at either bagged meters or in acceptable on-street locations. Parking Enforcement requires the street name and civic number of the parking location, the duration, the number of production vehicles, and the number of extra duty police officers on site.

Production vehicles parking on HRM streets need to be identified by placing a sign in their windshield noting the name of the film, the locations manager and contact number. Crew cars are generally not included in the production vehicles list. Parking is permitted in designated locations as determined by Parking Enforcement and Traffic and Transportation Services.

For use of HRM parking lots, see section 11

Cost: Varies

Contact: **Pam Naas**
Parking Enforcement
Phone (902) 490-6543, Fax (902) 490-7117
Scotia Square, Lower Level
Halifax, NS

7. Halifax Regional Police

Locations managers are encouraged to meet with Halifax Regional Police to discuss their plans for filming within HRM. On film locations, production companies should hire extra duty officers (EDOs) to provide traffic or crowd control. Hiring of EDOs is necessary if any disruption is expected to the normal flow of pedestrian or street traffic. Booking arrangements should be made two days in advance of the required date and cancellations should occur one day before the required date.

The request for EDOs and for police vehicles is facilitated through the extra duty coordinator's office.

Requests for a police vehicle or motorcycle to be used in a film must be authorized by the Chief of Police. Police need to be informed of the use of firearms or pyrotechnics to field calls from the public. These details should be included in the film schedule for the HRM Film Office to communicate as necessary.

HRM's noise by-law is in effect 24 hours a day, and states that any unreasonable noise disruption at any hour of the day is not permitted. Filming night scenes is permitted as long as police have been notified.

If more than two officers are required for a film shoot, the third officer must be a supervisor. All financial arrangements must be made through the extra duty coordinator's office and paid in advance.

For non-Halifax Regional Police jurisdictions, RCMP should be contacted.
The Film Office can assist with the information

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| Cost: | Effective April 2009 | |
| Constable: | \$55.17/hour (min. 4 hours) | Supervisor: \$65.66/hour (min. 4 hours) |
| Police vehicle: | \$75 for complete shoot | Motorcycles: \$50.00 - A 3% fee plus HST will be charged on all police transactions |
| Contact: | Supt. Sean Auld Central Division Commander Phone (902) 490-5133 Fax (902) 490-5690 HRP Headquarters 1975 Gottingen St. Halifax, NS | Cst. Bryan Naas Extra Duty Coordinator's Office Phone (902) 490-5039 Fax (902)-490-3575 |

8. Fire Safety

After consulting with the Film Office, the production company should have their special effects person contact HRM Fire Prevention two weeks in advance of any filming in HRM that will require the use of pyrotechnics. They will need the specifics of the pyrotechnics use and will determine if a permit is required.

A permit is also required if a tent larger than 10' by 10' is being used for filming. A diagram should accompany the permit outlining electrical usage and general purpose of the tent.

Fire Prevention will need to inspect buildings if fire control systems are to be altered. The inspector will need to know how long the system will be shut off and may determine that Fire Watch personnel or a private security guard with a fire background be on site during filming. Fire exits are not to be blocked.

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| Cost: | (Prices do NOT include HST) | |
| Pyrotechnics permit: | No fee | Tent permit: \$50 |
| Fire Inspector: | No fee from 8 am to 4 pm Mon-Fri Other times: \$47.38/hour (min. 4 hours) | Fire Watch: \$47.38/hour (min. 4 hours) |
| Aerial truck: | \$400/day | Pumper/Engine: \$300/day |
| Smaller, tactical unit: | \$200/day | Staff cars: \$100/day |
| Officer: | \$50/hour (min. 4 hours) | Firefighter: \$40/hour (min. 4 hours) |

Contact: Craig MacDonald
HRM Fire Prevention
Phone (902) 490-4193, Fax (902) 490-5228
40 Alderney Gate
Dartmouth, NS

9. HRM Parks & Outdoor Sport / Special Event Sites

Halifax Regional Municipality has a wide range of park and outdoor sport/special event sites available for film use. An Outdoor Facility Application can be obtained from the Outdoor Sport and Community Events Scheduling Office and must be completed at least five working days prior to use of any HRM park.

Filming at a park or alternate site should be completed between the hours of:

7:00 am - 9:30 pm during weekdays

8:00 am - 7:00 pm during Saturdays

9:00 am - 7:00 pm during Sundays

If a film company needs to shoot beyond these hours, special permission must be granted from HRM Parks/Scheduling staff. The production company is responsible for any charges if security overtime is required.

The production company must adhere to HRM park ordinances and other applicable HRM ordinances and by-laws. Written permission is required before making any alteration of the property.

Point Pleasant Park and the Public Gardens each have a park supervisor who must be contacted for use of either of these locations. Animals are not permitted within HRM sites without permission.

Written approval is required to use special effects on HRM sites.

The production company is responsible for cleaning the site before and after filming. All HRM sites must be returned to their original state. If the area is not returned to its original state, the production company will be billed for clean up services or restoration.

A pre and post inspection of the proposed site will be performed by HRM staff. Filming is not permitted to interfere with already programmed activities for a site.

The Scheduling Office will issue a contract for services. A signed contract and payment should be remitted in advance of site use to the Scheduling Office in the form of cash, cheque, Visa, MasterCard or American Express. You may need to show your contract on site for verification of site rental.

For a list of HRM park areas or HRM cemeteries, contact the Film Office.

There is no fee for filming in either Point Pleasant Park or the Public Gardens, however, a donation to the Civic Support Program would be appropriate.

Cost:

Facility Request: \$10

Non-commercial shoot: \$75 facility/day

Commercial shoot: \$150 facility /day

Contact:

Tracy Murphy

Point Pleasant Park
Phone (902) 490-4518
Fax (902) 490-4588

Bev MacPhail

The Public Gardens
Phone (902) 490-3995
Fax (902) 490-3997

Outdoor Sport and Community Events

Scheduling Office
Phone (902) 490-7100

10. Buses and Ferries

Metro Transit operates the public transportation system including conventional fixed-route bus service, Access-A-Bus, the Halifax-Dartmouth-Woodside harbour ferry service, Community Transit to outlying areas, and charter/shuttle services.

Requests for filming on Metro Transit services can include either regular service routes (providing there is no disruption to passengers) or a charter for private use subject to availability.

Cost:

| | | | |
|-----------------------------------|-----------|--------------------------------|---------------------------|
| On-site supervision:: | \$50/hour | Charter of ferry: | \$400/hour (min. 4 hours) |
| Regular ferry service fee: | \$500/day | Charter bus and driver: | \$150/hour and tax |

Contact:

Lori Patterson
Phone (902) 490-6609
Fax (902) 490-6688
200 Ilsley Ave.
Dartmouth, NS

11. HRM Owned / Operated Buildings / Parking Lots

Temporary leasing agreements for HRM owned or operated buildings are provided through Real Property Services. The leasing document must be set up prior to filming and usually takes 10 days to process.

The cost associated with the lease depends on the duration of use and on the specific site requested. A post-lease site review will be conducted.

For a list of municipal sites, contact the Film Office.

Cost: Varies

Contact:

Anne Hickling
Transportation and Public Works
Phone (902) 490-5399
Fax (902) 490-5456
375 Cowie Hill Road, Halifax, NS

12. Emergency Vehicles and Garbage Collection

To ensure the safety and comfort of HRM citizens, police and fire vehicles and ambulances are not to be disrupted in their provision of services. Emergency vehicles always have the right of way.

Every effort should also be made to ensure residential garbage is collected on schedule. Garbage and organics & recyclables trucks should be allowed access to residential streets whenever possible. This may mean moving parked film vehicles to allow access.

If residential garbage cannot be collected, the production company is responsible for ensuring garbage, green carts, and recyclables are moved to a location where they can be collected without disruption. If moved, green carts and garbage cans must be returned to their pre-assigned civic addresses.

Garbage collection in HRM usually starts by 7:00 a.m.

Alternative arrangements must be made before this time to ensure residential garbage collection occurs on the scheduled day.

Film companies are required by HRM by-law to provide four types of solid waste receptacles.

They are:

1. food waste
2. box board
3. soiled paper
4. and yard waste

The receptacles should be appropriately placed to capture the different material streams generated at specific locations. They should also be colour coded and clearly labelled for easy identification by users.

Cost: None
Procurement of required receptacle and collection of solid waste is the responsibility of the generator.
For a list of local haulers check under "garbage" in the local yellow pages.

Contact: **Andrew Carter**
Solid Waste Resources
Phone (902) 490-5987 Fax (902) 490-6690

13. Film Preparation and Wrap

All HRM property must be left in the same condition or better after filming is completed.

Conduct of Cast and Crew

- Filming in residential areas must take place between 7 am and 11 pm, unless written consent is received from all affected residents.
- Production vehicles must not be arriving or leaving a residential location after 11 pm.
- Production vehicles must turn off their engines as soon as possible when arriving in a residential area.
- Set up and tear down of film sets must not occur past 11 pm in residential areas.
- Trash must be disposed of daily at the filming location.
- Meals must be contained within the set boundaries.
- Noise levels must be as low as possible.
- Common courtesy and respect must be shown to HRM residents when filming in a residential neighbourhood

14. Monitoring and Evaluation

Whenever possible, the HRM Film Office will have a representative attend film locations to maintain information sharing with the locations manager and to ensure that film locations are set up as proposed.

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