

FILMING PERMISSION APPLICATION

CHECKLIST OF REQUIREMENTS

Applicants should note that Filming Permissions will not be issued by the Town of Gravenhurst until a complete application has been submitted and been thoroughly reviewed. A complete application includes the following documentation (see [A Guide to Filming in Gravenhurst](#)):

SMALL PRODUCTION - No road/pedestrian closures and/or on private residences

- ☐ Proof of Insurances - Minimum \$5 million Commercial Liability, naming the Corporation of the Town of Gravenhurst as Additional Insured.
- ☐ Proof of Approvals – All non-municipal approvals related to production (i.e. Police, local governing bodies, agencies or corporation, and/ or land owner(s)).

OR

LARGE PRODUCTIONS – Road/pedestrian closures, pyrotechnics, stunts and/or on municipal property

- ☐ Proof of Insurances - Minimum \$5 million Commercial Liability, naming the Corporation of the Town of Gravenhurst as Additional Insured.
- ☐ Proof of Approvals – All non-municipal approvals related to production (i.e. Police, local governing bodies, agencies or corporation, and/ or land owner).
- ☐ Hold Harmless Agreement - Applicants must enter into a Hold and Save Harmless and Indemnity Agreement, otherwise known as the “Filming Agreement”.
- ☐ Copy of Notification – Notification to Residents/Businesses directly affected by closures or disruptions caused by filming required seven (7) days’ notification prior to filming.
- ☐ Traffic Control Plan

APPLICANT AND PRODUCTION COMPANY INFORMATION

Name of Applicant/Production Company: _____

Address of Production Company: _____
Street Address

Province _____ Postal Code _____

Main Contact Name: _____ Position: _____

Telephone (bus): _____ Telephone (cell): _____

Email Address: _____

Location Manager: _____ Telephone (cell): _____

PROJECT DETAILS

☐ Feature ☐ Film ☐ Television ☐ Music Video ☐ Commercial Documentary ☐ Photography
☐ Promotional Video ☐ Other _____

Date(s) of Production for Approval: _____

Film/Project Title: _____

Description of storyline and scenes being filmed: _____

Name of Producer: _____ Name of Director: _____

Country of Origin of Production: _____

Total Number of Days: _____ Total Crew/Cast _____ Total Project Budget: _____

Estimated Local Spending: \$ _____ ☐ Accommodations ☐ Food/Drink ☐ Skilled Labour
☐ General Labour ☐ Local Actors/Extras ☐ Local Artisans ☐ Security ☐ Application/Permit Fees

TECHNICAL/LOCATION REQUIREMENTS

Please complete the appropriate schedules for all requested filming locations. If applicable, include a map of the route for all applicable road/pedestrian closures or traveling filming. A map of the municipal boundaries can be found on the Town's website. The Town reserves the right to alter any route.

- **Full Road Closure** - Road is completely closed to vehicular traffic.
- **Lane Closure** - A lane is closed to vehicular traffic.
- **Intermittent Road Closure** - Vehicular traffic is momentarily stopped at a specific location with the use of Town Police Officers for a specified period of time.
- **Sidewalk Closure** - Sidewalk is closed. Pedestrians are detoured around the occupied location using other sidewalks.
- **Travelling shot** - Moving vehicles are escorted by police for a travelling shot within a delineated section of the Town or a specified route.

Will road closures or traveling shots be required?

☐ No ☐ Yes, Complete Schedule 'B'

Will driveways or other access ramps be blocked during filming and require approval?

☐ No ☐ Yes, Explain: _____

Will you be filming on streets in residential areas between 11:00 p.m. and 7:00 a.m.?

☐ No ☐ Yes, Explain: _____

Will the site require additional approval for non-clean up, to preserve the integrity of filming?

☐ No ☐ Yes, Explain: _____

Do you have special parking requirements?

☐ No ☐ Yes, Complete Schedule 'C'

Will you be using special effects and props (fireworks, gunfire, etc.)?

☐ No ☐ Yes, Complete Schedule 'D'

Will you require the use of public/municipal sites/facilities?

☐ No ☐ Yes, Complete Schedule 'E'

CONSENT OF UNDERSTANDING

I, the undersigned, hereby confirm I have read and understand the Filming Guidelines and agree that all required information and approvals have been included in this application.

I have authority to bind the Production Company/Corporation:

_____, 20____
(Name Printed, Title)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of issuance of a film permit only.

SCHEDULE 'A'
Hold and Save Harmless and Indemnity Agreement

This Agreement is between The Corporation of the Town of Gravenhurst, herein known as the "Town" and _____, herein known as the "Production Company"

The Production Company agrees that the Town is not responsible, in whole or in part, for negligence, willful or unwilful misconduct of the Production Company, its agents or associates, and at all times the Production Company shall indemnify, hold and save harmless the Town, its employees, officers and elected officials from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by, or imposed on the Town with respect to any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of:

- (i) the production;
- (ii) any agreements or contracts associated with the production;
- (iii) the provision of services or any operations connected with the foregoing;
- (iv) any claim of infringement or violation of any copyright or property; and/or
- (v) against all other claims, demands, costs, royalties and expenses, including reasonable outside attorney's fees and costs that the Town may sustain or incur by reason of right arising from or related to the filming.

The Production Company also agrees to obtain and submit a copy of a valid Commercial General Liability Insurance Certificate subject to a limit not less than \$__ million dollars, with the "Corporation of the Town of Gravenhurst" identified as an Additional Insured. The insurance will include, but not be limited to, bodily injury including death, personal injury, property damage including loss of use thereof, blanket contractual liability, non-owned automobile and contain a cross liability, severability of interests clause.

If applicable, a Standard Automobile Policy (OPA 1) Certificate subject to a limit not less than \$1 million dollars for all vehicles owned, operated or leased by the production company, but only for productions which includes road closures, stunts and/or traveling filming.

Certificates of Insurance are also required for any other special coverage needed, depending on the nature of the filming.

The Production Company will take all reasonable measures to ensure the safety and legality of all actions within its control to ensure all laws, whether municipal, regional, provincial or federal, are met at all times, or unless special approvals have been granted, of which documentation is required prior to commencement of filming.

I have authority to bind the Production Company/Corporation:

_____, 20__
(Name Printed, Title)

I have authority to bind the Corporation of the Town of Gravenhurst:

_____, 20__
(Name Printed, Title)

SCHEDULE 'B'
Street Closures & Traffic Control Measures

Please attach a detailed overview of traffic control measures to be used, in accordance with Ontario Traffic Manual Book 7 – Temporary Conditions. Specify specific control measure for locations if different.

Location 1: _____ Date(s): _____

Details: _____

Location 2: _____ Date(s): _____

Details: _____

Location 3: _____ Date(s): _____

Details: _____

Location 4: _____ Date(s): _____

Details: _____

Location 5: _____ Date(s): _____

Details: _____

Location 6: _____ Date(s): _____

Details: _____

Location 7: _____ Date(s): _____

Details: _____

SCHEDULE 'C'
Special Parking Requests

Location 1: _____ Date(s): _____

Details: _____

Location 2: _____ Date(s): _____

Details: _____

Location 3: _____ Date(s): _____

Details: _____

Location 4: _____ Date(s): _____

Details: _____

Location 5: _____ Date(s): _____

Details: _____

Location 6: _____ Date(s): _____

Details: _____

Location 7: _____ Date(s): _____

Details: _____

SCHEDULE 'D'
Special Effects – Pyrotechnics

Approvals for the use of pyrotechnics will be at the discretion of the Gravenhurst Fire Department. Please attach a detailed safety control measures plan for each location, if different.

Location: _____ Date(s): _____

Effect Type(s): _____

Details: _____

Location: _____ Date(s): _____

Effect Type(s): _____

Details: _____

Location: _____ Date(s): _____

Effect Type(s): _____

Details: _____

Location: _____ Date(s): _____

Effect Type(s): _____

Details: _____

Location: _____ Date(s): _____

Effect Type(s): _____

Details: _____

SCHEDULE 'E'

Municipal Facility Rentals

Applicable facility rental fees can be found on the Town's website. Rental fees are due upon application submission. Should it become necessary to cancel the production, fees related to municipal facility and/or equipment rentals will be refunded, provided not less than 48 hours' notice is given prior to scheduled filming.

Parks, Playgrounds & Beaches

- | | | | |
|--|--------------|--------------|---------------------|
| ☐ Bass Lake Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Church Street Parkette | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Franklin Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Gull Lake Rotary Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Kinsman Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Lions Lookout Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Lorne Street Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Muskoka Bay Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Muskoka Beach Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Ungerman Gateway Park | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Youth Skate Park | Date(s)_____ | Time(s)_____ | # Participants_____ |

Splash Pad

- | | | | |
|--|--------------|--------------|---------------------|
| ☐ Steamship Waterworks | Date(s)_____ | Time(s)_____ | # Participants_____ |
|--|--------------|--------------|---------------------|

Centennial Centre

- | | | | |
|--|--------------|--------------|---------------------|
| ☐ Graeme Murray Hockey Arena | Date(s)_____ | Time(s)_____ | # Participants_____ |
| ☐ Terry Fox Auditorium | Date(s)_____ | Time(s)_____ | # Participants_____ |

The Barge

- | | | | |
|--|--------------|--------------|---------------------|
| ☐ Barge Platform | Date(s)_____ | Time(s)_____ | # Participants_____ |
|--|--------------|--------------|---------------------|

Continued.....

Muskoka Wharf

- ☐ **Cockburn square**
Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Docks/Boat Slips**
☐ Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Lions Pavilion**
☐ Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Events field**
☐ Date(s)_____ Time(s)_____ # Participants_____

Opera House

- ☐ **Main Stage**
Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Trillium Court**
Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Trillium Court**
Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Heritage Square**
Date(s)_____ Time(s)_____ # Participants_____
- ☐ **Other, specify** _____
Date(s)_____ Time(s)_____ # Participants_____