



PERMIT # ISSUED: _____

2015 FILMING APPLICATION

Welcome to King Township! Please complete this application and forward together with any required documentation and payment to:

King Township
Attention: Clerk's Department
2075 King Road
KING CITY, ON L7B 1A1

Telephone: (905) 833-5321 Ext. 4018
Email: ksmyth@king.ca

PLEASE PRINT

Date of Application: _____

Film Company

Address

Location Manager / Contact Person

Telephone Number

Fax Number

Cell Number

Filming Date(s)

Project Title and Episode Number If a TV Series

Location Information

Exterior Filming

Interior Filming

Number of Production Vehicles: _____

Production Type:

- | | |
|---|---|
| <input type="checkbox"/> Feature | <input type="checkbox"/> Movie for Television |
| <input type="checkbox"/> Mini Series | <input type="checkbox"/> TV Series |
| <input type="checkbox"/> Commercial / Music Video | <input type="checkbox"/> Student |
| <input type="checkbox"/> TV Special | <input type="checkbox"/> Other |

Township Road(s) To Be Utilized:

	Name	Date	Time(s)	Closure(s) Partial or Full?
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(1) _____

(2) _____

(3) _____

Have You Arranged for York Regional Police Paid Duty Officers? _____

NOTE: EMERGENCY VEHICLE ACCESS TO BE MAINTAINED AT ALL TIMES

**NOTE: IF REGIONAL ROADS ARE TO BE USED, APPROVAL MUST BE OBTAINED FROM THE REGIONAL MUNICIPALITY OF YORK.
(Contact the Transportation Department at 905-830-4444)**

DETAILS OF FILMING: Please indicate if there will be any stunts, noise or special effects: (Water, Crash, Gunfire, Speed, Fire, Etc.)

INSURANCE:

The production company shall supply an Insurance Certificate of general comprehensive liability to the Township, naming the **Corporation of the Township of King** as an additional insured party. Amount of coverage will be determined at the time of application, and in any event, a minimum of \$5,000,000.00 will be required.

CHECKLIST:

DOCUMENTATION AND PAYMENT TO BE PROVIDED TO THE TOWNSHIP:

- | | | |
|----|--|--------------------------|
| 1. | This Completed Application | <input type="checkbox"/> |
| 2. | Certificate of Insurance | <input type="checkbox"/> |
| 3. | Signed Schedule 'A' – "Hold Harmless Agreement" | <input type="checkbox"/> |
| 4. | Signed Schedule 'C' – "Responsibilities of the Film Company" | <input type="checkbox"/> |
| 5. | Copy of Resident / Business Filming Notification Letter | <input type="checkbox"/> |
| 6. | Film Permit Fee (Per Schedule 'D' Schedule of Fees) | <input type="checkbox"/> |
| 7. | Security Deposit (Per Schedule 'D' Schedule of Fees) | <input type="checkbox"/> |

**Applications may be faxed to King Township at 905-833-2300.
Originals must be provided by courier / mail or personal delivery.**

Personal information is being collected in accordance with the requirements of the Municipal Act, and will become part of the decision making process of the application as noted on this form. Personal information will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all information received other than personal information may be included in the documentation which will become part of the public record. Should you have any questions or concerns with regard to the collection of personal information, please contact the Clerks Department, Township of King at (905) 833-5321.



**KING TOWNSHIP
FILMING PERMIT APPLICATION
SCHEDULE 'A' HOLD HARMLESS AGREEMENT**

IN CONSIDERATION OF the permission being granted to _____
(Company Name)

_____ To _____
(Event)

on King Township roads or property on _____
(Date)

I/we hereby RELEASE, WAIVE AND FOREVER DISCHARGE, the Corporation of the Township of King (the "Township"), its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns OF AND FROM ANY AND ALL claims, demands, damages, costs, expenses, actions and causes of action whether in law or equity in respect of death, injury, loss or damage to any person or property, HOWSOEVER CAUSED arising or to arise by reason of this event.

The _____ FURTHER HEREBY UNDERTAKES TO HOLD AND
(Company)

SAVE HARMLESS AND AGREE TO INDEMNIFY, all to the aforesaid from and against any and all liability incurred arising as a result of, or in any way connected with, or negligence related to the request, the resulting permission and the permitted event.

EXECUTION OF THIS STATEMENT IS AN ACKNOWLEDGEMENT THAT THE UNDERSIGNED HAS READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY.

IN WITNESS WHEREOF, the Applicant has executed this Agreement, this _____ day of _____, 2015.

APPLICANT:

Name and Title

WITNESS:

Name and Title



**KING TOWNSHIP
FILMING PERMIT APPLICATION
SCHEDULE 'B':
RESPONSIBILITIES OF THE FILM COMPANY**

1. All affected residents and businesses (as determined by the Clerk or Designate) must be notified by the Applicant, in writing as follows;
 - (a) Filming: No Special Effects – **48 hours** in advance of the duration, location and subject matter of the filming.
 - (b) Filming: Minor Special Effects – **7 days** in advance of the duration, location and subject matter of the filming.
 - (c) Filming: Major Special Effects – **14 days** in advance of the duration, location and subject matter of the filming.

All letters of notification and letters to other involved parties (Fire Department, Police, etc), shall be copied to the Clerk or Designate for reference.

2. The maximum number of production vehicles, clearly identified, allowed by permit on streets in residential areas shall not exceed six (6). Only technical production vehicles are permitted to be parked near the film location. All remaining base camp vehicles, crew vehicles, and transportation shuttles must be parked off the main street and / or parked in a lot during filming. It is the responsibility of the Production Company to secure parking for non-production vehicles. Please contact the Clerks Department for suggested locations. A copy of the filming permit must be prominently displayed in the windshield of all production vehicles.
3. All equipment and vehicles not in use must be parked in such a manner as not to cause any interference to pedestrians or vehicular traffic. The use of traffic delineators at the front and back of parked production vehicles in dark or low visibility situations is strongly encouraged.
4. Production vehicles must not block fire hydrants, driveways and access / ingress ramps.
5. All generators used on streets in residential areas will be “blimped” generators unless otherwise approved.
6. Filming in residential areas shall be restricted to hours between 7:00 a.m. and 11:00 p.m. unless a majority of affected residents, having been duly notified in writing, give their consent in writing, and a noise by-law exemption (if necessary) has been received.

7. Lighting for filming shall be oriented away from neighbouring residences and should not interfere with the safe operation of traffic movement.
8. The applicant shall reimburse the Township for any costs incurred as a result of the filming prior to the deposit (certified cheque or letter of credit) being released following the filming such as damages to roads or signage, clean up of debris and trash from the site, etc.
9. The applicant shall place signs in public access areas and in areas of heavy traffic to inform people that the area is used for filming and delays may occur. Any such delays must not exceed 5 minutes, unless agreed upon in advance.
10. The applicant shall pay the cost of providing all signs, barricades, delineators and other traffic control measures. No barricades will be placed on a street or road unless authorized by the Township.
11. Film crews shall not remove, cover or alter any Township street signs or seasonal floral displays. The Township will complete any alternations or removal of signs, or floral arrangements as may be deemed necessary by the Production Company. All costs associated with the above requirements will be at the expense of the Production Company.
12. A traffic control plan shall be submitted for approval by the Director of Operations, such plan to include:
 - limits of proposed road closure(s)
 - location and description of traffic control signs and barricades.
13. Filming must be organized to minimize the disruption to traffic and be scheduled for during off-peak periods.
14. Traffic control associated with the filming shall be under the complete authority of the York Regional Police and at the applicant's expense. The applicant shall provide proof that Paid Duty Officers have been engaged. Applications for Paid Duty Officers must be submitted online to York Regional Police at <https://paidduty.yrp.ca> . Applications must be submitted two weeks prior to the required date. Inquiries or questions may be directed to 905-830-0303.
15. Inspection by the King Fire Department will be required where special effects involving pyrotechnic devices, fireworks or flammable or combustible liquids or materials are planned. **The applicant shall pay the cost of any paid duty firefighters required on location as deemed necessary by the Fire Chief.**
16. Upon completion of filming, the applicant is responsible for clean up immediately, it is expected that location clean up will occur on a daily basis. If additional clean up is required, the Public Works Department will complete it, and the applicant will be billed for the labour and supply costs.

17. The applicant shall comply with any other conditions or guidelines as deemed necessary by the Clerk / Designate, Director of Operations or the Fire Chief.

18. The Clerk / Designate may withdraw permission to film at any time for noncompliance by the applicant with the policy.

Filming On Regional Roads

When roads under the jurisdiction of the Regional Municipality of York are used, approval must be obtained from the Region of York (telephone number 905-830-4444). The Township will request a copy of the application from the Region for information.

Schedule of Changes

In the event that changes to the productions schedule become necessary as a result of unforeseen circumstances (weather, actor availability, act of God), all residents and businesses affected must be notified in writing immediately and a copy submitted to the Clerk/designate.



**KING TOWNSHIP
FILMING APPLICATION
SCHEDULE 'D': SCHEDULE OF FEES**

Administrative Fee: \$519.00 (TAX EXEMPT)

Processing / review / approval of filming application (letters, faxes, telephone calls, etc.) and includes roads fee for processing / review / approval of filming application.

NOTE: The \$519.00 administrative fee paid for filming permits is contributed to the Township of King Heritage Fund.

FEE IS PAYABLE AT TIME OF APPLICATION

Security Deposit:

NO Special Effects.....	\$ 1,500.00
MINOR Special Effects (e.g. snow, water).....	\$ 5,000.00
MAJOR Special Effects (e.g. explosions, fire).....	\$20,000.00

Determination of security deposit required will be made by King Township.

Security deposits must be in the form of Cash, Debit, Certified Cheque or Letter of Credit.

Security deposits are returned following confirmation that any costs relating to damages, repairs, cleaning, etc. have been paid by the applicant.