

FILMING APPLICATION



Administration Fee - \$100 (Non-Refundable)

The minimum charge for use of a library facility is \$1,000 + applicable taxes.

Additionally, a damage deposit of \$1000 is required when a library facility (interior or exterior) is used for filming. This will be refunded minus any costs required for additional clean-up.

Organization/Production Company:		
Address:		
Phone #	Fax #	Email

Location Manager:	
Cell #	Email
Assistant Manager:	
Cell #	Email
Assistant Location Manager	
Cell #	Email
Contact Person:	
Phone #	Cell #
Email	
Film Liaison:	
Cell #	Email

Name of Production:	Episode #
Type of Production (<i>Feature, Movie, TV, Photo, Music Video, Commercial, Other</i>):	
Brief Description of Production & Requirements:	
Requested Location of Filming:	
Dates & Times:	

Schedule	Start Date	End Date	Start Time	End Time
Prep				
Shoot				
Wrap				

Parking Requirements:		Additional Information:	
Number of stalls		Total # of crew on location	
		Total # of cast & extras on set	

***Note Insurance requirements for renting at the North Vancouver District Public Library**

The Library must be named as an additional insured party on the Film Company's liability policy. The Library reserves the right to set an appropriate amount of liability. Cross liability endorsement must be included in the insurance provisions.