



**TOWN OF RICHMOND HILL**  
**FILMING APPLICATION**

**GENERAL INSTRUCTIONS:**

Please complete the attached form and return to the Planning & Regulatory Services Department, Development Engineering Division. Applicant will be notified by Town Staff of any obligations the applicant is required to fulfill in order to complete this application. A fee of \$250.00 plus GST per application and a \$1,000.00 security deposit is required prior to permits being issued (one application per location).

**FILM COMPANY:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_ **OFFICE FAX:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

CONTACTS	POSITION	CELL. PHONE	EMAIL

**PROJECT TITLE:** \_\_\_\_\_

**PRODUCTION TYPE:**     Feature Film;     Music Video;     Commercial;     Other \_\_\_\_\_

**Brief Description:** \_\_\_\_\_

**# of Production Vehicles:** \_\_\_\_\_ **Estimated # of Crew:** \_\_\_\_\_

**DATE(S) OF FILMING:** \_\_\_\_\_

**START & END TIME:**    **From:** \_\_\_\_\_    **To:** \_\_\_\_\_

**REQUESTED LOCATION/STREET:** \_\_\_\_\_

**Are you using:**    Public Property        Private Property   

**DO YOU REQUIRE:**

- road closures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- barricades?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- use of arena or public facility (see note)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- use of a park (see note)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Note:** The use of any arena or public facility (community centre or hall) requires a rental contract from Community Services. Initial approval for the use of any park or arena property will be required from Community Services before any film application is made, you may call (905) 771-8870. Use of arena indoor facility will also require approval from the arena staff.

Please describe any other special considerations: (pyro-technics, pay duty officers etc.) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Telephone Number

## LIABILITY INSURANCE REQUIREMENT:

In order to satisfy the Town's insurance criteria, the following must be provided:

- The execution of the **Town of Richmond Hill Certificate of Insurance Form** evidencing Commercial General Liability Insurance in the amount of not less than \$5,000,000, and if required, Automobile Liability Insurance in the amount of \$2,000,000. This form must be executed by your insurance carrier and returned to the Town.

The Town of Richmond Hill staff will contact emergency/municipal services who must be informed of this project. With their approval, this permit will be processed within 5 days of submission. If you have any questions, please call the Traffic/Transportation section of Planning & Regulatory Services Department, at (905) 771-8830.

## POLICY GUIDELINE REQUIREMENTS: Planning & Regulatory Services Department

1. **Completion of Filming Application and submission to the Richmond Hill Planning & Regulatory Services Department.**
2. **The execution of the Town of Richmond Hill 'Certificate of Insurance' Form evidencing valid Commercial General Liability Insurance in the amount of not less than \$5,000,000. If your event includes the use of automobiles, you will also be required to complete the Automobile Insurance section of the Town Certificate of Insurance Form evidencing a coverage limit of not less than \$2,000,000. The Certificate must identify coverage in effect for the event for which this application is required. The Town form clearly identifies the Town of Richmond Hill as additional insured, and various required coverage endorsements. Please have this executed by your insurance carrier.**
3. **General outline of your proposal to include: location, time period, dates, etc.**
4. **A payment of an agreed per diem fee for use of Town property, payable to the Town of Richmond Hill.**
5. **A copy of the Notification to all affected residents as identified by the Town. (Include Town contact telephone number on Notification): (905) 771-8830.**
6. **Paid Duty Officer(s), if traffic flow is affected, and/or identified by the Town as a requirement.**
7. **Specify in writing all stunts and/or special effects (if any).**
8. **Filming to be limited to hours between 7 a.m. and 11 p.m., due to the local Municipal Noise By-law #159-82, Code Chapter 1055.**
9. **Parking considerations to be adhered to (refer to attached information).**
10. **Describe location of proposed road closure(s) if any.**
11. **If Regional roads are affected, the applicant must contact the Region of York (905-764-6345) to inform them of intentions, and acquire permission (copy to Town contact).**
12. **Fee of \$250.00 plus GST per application and a security deposit of \$1,000.00 is required prior to permits being issued.**
13. **A film credit given to the Town of Richmond Hill.**

*For further information, please contact the Traffic Technician or Development Assistant of the Development Engineering Division of Planning & Regulatory Services Department, at (905) 771-8830, Fax # (905) 771-2405. You may also contact the Economic Department at 905-771-2523.*

# ***FILMING PARKING***

## ***Considerations***

During any Special Event where parking considerations are granted, the following will apply:

1. Only the 3 hour parking prohibition will be waived on streets designated on effective date(s) and time specified on the permit.
2. Parking violations will be enforced where there is a complaint of vehicles parked in prohibited areas where signs are posted for ***NO PARKING, NO STOPPING, AND NO STANDING.***
3. Vehicles will be tagged where the vehicle is parked:
  - a) within 9 metres (30 feet) of an intersection;
  - b) so as to obstruct a private driveway or roadway;
  - c) so as to obstruct a sidewalk;
  - d) so as to obstruct a pedestrian crosswalk;
  - e) so as to interfere with the movement of traffic;
  - f) so as to interfere with the clearing of snow;
  - g) within three metres (10 feet) of a fire hydrant;

### ***NO REQUIRED SIGNAGE***

- h) illegally parked in a Disabled parking space;
- i) parked in a Fire Route.

***Should you have any questions, please contact our Parking Control Office at (905) 771-8860.***

***Thank you,***

Parking Control Office

**TOWN OF RICHMOND HILL**  
**PLANNING & REGULATORY SERVICES DEPARTMENT**

**RELEASE, WAIVER AND INDEMNITY**

IN CONSIDERATION OF the permission being granted at the request of (name of applicant production company) \_\_\_\_\_ to (check appropriate item):

(a) \_\_\_\_\_ conduct intermittent traffic stoppages on (street name and no.):

\_\_\_\_\_  
\_\_\_\_\_

(b) \_\_\_\_\_ rent the recreation facility known as (insert name): \_\_\_\_\_

on the following dates (insert dates) \_\_\_\_\_, (insert name of applicant production company)

\_\_\_\_\_, **HEREBY RELEASES, WAIVES AND FOREVER DISCHARGES**, The Corporation of the Town of Richmond Hill and its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns of, and from all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to any person or property arising out of the acts or omissions of \_\_\_\_\_ (applicant production company) its directors, officers, employees, agents, contractors, representatives, successors, assignees and invitees.

\_\_\_\_\_ (applicant production company) further agrees to indemnify and save harmless The Corporation of the Town of Richmond Hill and its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns from and against any and all liability by any of them or all of them arising as a result of, or in any way connected with the issuance of filming permit \_\_\_\_\_ (permit no.), or the permitted filming.

SIGNATURE: \_\_\_\_\_ (I have the authority to bind the corporation)

DATE: \_\_\_\_\_

# ADD INSURANCE FORM FOR TOWN WEBSITE