

Filming Guidelines

Filming Permit

A film permit is required to film in Port Moody. A filming application must be received a minimum of five business days (ten business days for stunt and special effect work) prior to the commencement of filming in Port Moody.

Deposit

A deposit for the full amount of the estimated filming costs, including the permit fee, is required in the form of a certified cheque prior to the commencement of filming.

Proof of Insurance for Film Companies

The city requires a Certificate of Insurance issued to the City of Port Moody by an authorized licensed insurance agent prior to the commencement of filming activities.

Comprehensive General Liability Insurance covering bodily injury, death and/or damage to or destruction of property including loss of use thereof, arising from the above Named Insured's activities on city property. Such insurance is to include Broad Form Property Damage. Blanket Contractual Liability, and Cross Liability or Severability of Interest Clause as defined below.

Minimum Liability Coverage of \$5,000,000 (five million) per occurrence for bodily injury and/or property damage and in the aggregate with respect to products and completed operations.

The City of Port Moody and/or Port Moody Police Department, their officers, agents, employees and volunteers are added as Additional Insured but solely with respect to the liability which arises out of the activities of the Names Insured. The Port Moody Art Centre and/or Port Moody Public Library to be included as additional Insured if the Port Moody Art Centre and/or Port Moody Public Library property are used for filming.

Electrical Permit Requirements

Electrical permits are issued by the province and not by the City of Port Moody. Film Companies must comply with the Provincial Electrical Inspector.

General Sales Tax

GST is applicable to all services that the city provides, with the exception of film permit fees. The City of Port Moody's GST number is #108077884.

Traffic

The Film Office will liaise with the Port Moody Police Department on all traffic issues and requests.

Stunts and Special Effects

Any stunts or special effects must be approved by the City of Port Moody. The approval process will require:

- A detailed description of the stunt or special effect to be submitted at least 10 days in advance.
- A site meeting with any parties that may be affected (i.e. Police, Fire Dept, etc).

If a stunt requires an environmental impact assessment it may take longer than 10 business days to get approval. Any costs associated with such an assessment will be the responsibility of the film company to pay.

Explosions will be subject to all Federal rules and regulations, and it may take longer than 10 business days to get approval.

Curfew

Normal curfew hours are 7am to 10pm.