

Student Filming Agreement

1. Student filming in the City of Port Moody must be approved by the City of Port Moody's Production Coordinator or their designate prior to the commencement of any filming activity.
2. Filming Application fees will be waived for film school projects meeting the following criteria:
 - the project must be assigned by the instructor of a recognized school, and be part of the curriculum;
 - the project must be for academic use only, not for commercial gain;
 - the school must agree to and sign the Student Filming Agreement set out in Appendix "B" to this policy; and
 - the school must agree to and sign a Hold Harmless Agreement, substantially in the form set out in Appendix "A" to this policy.
3. All projects are subject to the City of Port Moody's filming procedures and applicable Bylaws.
4. Fully completed Student Filming Applications must be received by the Production Coordinator or their designate no less than five (5) business days prior to the commencement of filming.
5. An insurance certificate, or a memorandum of coverage, from the educational facility, naming the City of Port Moody as additional insured, must be submitted prior to the commencement of filming.
6. Insurance documents may be provided under the educational facility's master policy; a copy may be requested by the Production Coordinator or their designate while reviewing the Application.
7. The project contact assigned as Location Manager is responsible to the City and community for all filming activity and must be on location during all preparation, filming, and wrap activities.
8. Any deviations from the original filming schedule or activity must be approved by the Production Coordinator or their designate.
9. Each City-owned location request will be dealt with on an individual basis. The use of facilities, vehicles, and services, including staff, will be approved upon availability and will be billed at rates established in the Fees Bylaw.

We, the undersigned, take full responsibility for the actions of all cast and crew and any ramifications resulting directly or indirectly from our filming activity. We also take responsibility for ensuring that all activity performed around the assigned area is done in an appropriate and safe manner, and that the activity is restricted to the assigned area(s). We also agree to abide by the conditions of this Agreement and all the City guidelines and bylaws.

Signature of Location Manager

Date

Signature of Instructor of School Representative

Date