



GUIDELINES FOR STUDENT FILM PROJECTS

Locations are one of the film industry's key resources and it is imperative that they are treated with due care. Following these guidelines ensures proper care is taken and locations are available for future use.

1. Filming in the City of Burnaby must be approved by the Burnaby Film Office prior to any filming activity.
2. Filming application non-refundable fees will be \$50.00 + Applicable Tax for film school projects which meet the following criteria:
 - The school is an accredited and recognized education institution.
 - The school must sign all legal documents and provide current insurance of no less than five million dollars in place with the City of Burnaby.
 - The project must be assigned by the instructor and be part of the curriculum.
 - All personnel working on the project are doing so without financial compensation.
 - The project is for academic use only, not to be used for commercial gain.
3. All projects are subject to the City of Burnaby filming guidelines and applicable by-laws. Contact the Burnaby Film Office for current guidelines.
4. Student filming applications **must be fully completed** and all pages returned to the Burnaby Film Office **no less than five working days** prior to filming. Please email the completed form to filming@burnaby.ca.
5. Costs will be incurred if City services are required, such as posting Temporary No Stopping signs, hooding City meters, hiring police for traffic control or weapons escort and Fire Dept for other special effects. A security/damage deposit may be required before filming activities begin depending on the scope of filming.
6. The project contact assigned as Location Manager must be on set and is responsible to the City and community for all filming activities.
7. Any deviations from the original filming schedule or activity must be approved by the Burnaby Film Office prior to the commencement of filming.

We, the undersigned, 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 application and all City guidelines and by-laws.

SECTION 1: PROJECT DETAILS

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|-------------------------|-----------------|
| PROJECT TITLE | INSTRUCTOR NAME |
| SCHOOL | STUDENT NAME |
| SIGNATURE OF STUDENT | DATE |
| SIGNATURE OF INSTRUCTOR | DATE |