



APPLICATION INFORMATION

This General Application package must be submitted at least fourteen (14) days in advance of filming. For major films with multiple road closure requests, please allow additional time for requests to be processed and approved. All Film Applications should be submitted to the Events Department via email to events@penticton.ca.

[] The Application Fee for a Film Permit with the City of Penticton is \$262.65 (2024 rate, non-refundable) and is payable at the time the application package is submitted to the City.

Upon submission of the General Application and payment of the application fee, the film application will be reviewed by staff. Upon approval of the General Application, the Applicant will be issued a Film Permit – License to Use and will be advised of associated fees and charges. The Applicant is required to pay all applicable fees as set out in the City of Penticton’s current Fees and Charges Bylaw.

A Security Deposit is required at the time the Film Permit – License to Use is issued. The Security Deposit for film activities within the City of Penticton is dependent upon total estimated costs (minimum \$5000). The deposit is refundable upon completion of the production and City assessment to confirm no damages have been incurred. Applicants will be invoiced for all City costs after production is complete. Applicants may choose to apply the deposit funds toward the total invoice from the City.

The Security Deposit for film activities within the City of Penticton is dependent upon total estimated costs (minimum \$5000).

PRODUCTION INFORMATION

Title of Production: _____ Is this title Confidential? [] Yes [] No

Project Description (including purpose, i.e. TV, commercial, feature film):

Dates of Filming: _____

Production Schedule: (include as attachment if necessary)

Table with 2 columns: Requested Location(s) and Dates and Hours Used. Includes multiple rows of horizontal lines for input.



PRODUCTION TEAM

Crew and Cast Size (number of people): _____

Circus Size and Description (number, size and type of vehicles): _____

CONTACT INFORMATION

Production Company Name: _____

Address: _____

Business Number: _____ Website: _____

Phone Number: _____ Email: _____

Applicant Name: _____ Position/Title: _____

Cell Phone: _____ Email: _____

The Applicant must appoint a Designated Representative and an alternate from the film Production Company or organization who will be responsible for all film company activities. The Designated Representative or alternate must be on site through the duration of all filming and filming activities, and a twenty-four (24) hour contact phone number must be provided to the City. The Designated Representative is responsible for ensuring that all cast and crew are informed, abide by City of Penticton bylaws and policies, and abide by the Creative BC Code of Conduct.

Designated Contact Name: _____

Position/Title: _____

24-Hour Cell Phone: _____

Email: _____

Alternate Contact Name: _____

Position/Title: _____

Cell Phone: _____

Email: _____



ANTICIPATED CITY SERVICES

Please indicate if you anticipate requesting any of the following City services or permits. This is solely for the purposes of estimating the scope of work involved with your project. Separate Location Applications will be required for each filming location.

- | | |
|--|---|
| <input type="checkbox"/> Road / Sidewalk Closures | <input type="checkbox"/> Special Effects or Stunts |
| <input type="checkbox"/> Parking Lot / Stall Rentals | <input type="checkbox"/> Drone Usage (see details below) |
| <input type="checkbox"/> Facility / Park Rentals | <input type="checkbox"/> Electrical Usage |
| <input type="checkbox"/> Construction / Temporary Structures | <input type="checkbox"/> Catering/Food and/or Liquor Services |
| <input type="checkbox"/> Noise Exemptions | <input type="checkbox"/> Other (Please indicate: _____) |

ADMINISTRATIVE REQUIREMENTS

Please attach all applicable forms and information for the approval of this General Application. Applicants are required to submit the following documents before completing Location Applications and in order to be granted a Film Permit – License to Use with the City of Penticton.

Insurance:

- a) Applicants are required to obtain general liability insurance for a minimum of \$5,000,000 listing the City of Penticton as an additional insured. A copy of your policy must be submitted as part of your application package.
- b) Evidence of insurance provided to the City of Penticton of your current liability insurance in the amount of no less than FIVE MILLION (\$5,000,000.00) DOLLARS naming the City of Penticton as an additional insured and including the following clauses:
 - i. "Cross Liability" clause: "The insurance afforded by the insurance policy shall apply in the same manner to all insureds, as though separate policies were issued to each insured in the event an action is brought against any of the named insured by or on behalf of any other named insured."
 - ii. "Cancellation" clause: "It is understood and agreed that the coverage provided by this policy will not be changed or amended in any way or cancelled (prior to thirty (30) days after written notice of such change or cancellation shall have been given or sent by registered mail to all named insured)."
- c) If the Applicant is using a drone during filming and has received flight authorization by Transport Canada, the Applicant must provide evidence that their insurance covers use of a drone and any liability arising out of its use.
- d) If the Applicant is has received an approved liquor permit under the British Columbia Liquor Control and Licensing Act, the Applicant must provide evidence that their insurance includes extended coverage to include "Liquor Liability."



ADMINISTRATIVE REQUIREMENTS

Drone Usage:

- a) Applicants must apply to Transport Canada and/or [NAV Canada](#) for drone usage and approval.
- b) Drone Operators must hold a valid Transport Canada Special Flight Operations Certificate (SFOC) regardless of device weight.
- c) If/When granted flight authorization by Transport Canada, the Event Organizer must provide the City with evidence that their insurance covers use of a drone and any liability arising out of its use.
- d) The use of drones should be included in the community notification letters provided to affected businesses and residents.

Waiver, Release and Indemnification: See below

Business License:

- a) Submit a [New Business License Application Form](#).
- b) If permit is required for less than 30 days, please select "Temporary License".
- c) Submit a copy of your Business License to the Recreation Coordinator.

Film Policy Acknowledgement

- a) I have read, understood and agree to adhere to the City of Penticton’s Film Policy and Procedures.

Application Fee

- a) The Application Fee for a Film Permit with the City of Penticton is \$262.65 (2024 rate, non-refundable).

Applicant’s Signature

Date Signed

Approved:

Staff Name (Printed)

Staff Signature

Date Signed



Waiver, Release and Indemnification

We, _____(insert company name), will indemnify, save harmless, release and forever discharge the City of Penticton, their elected and appointed officials and employees from and against all manners of actions, causes of actions, claims, debts, suits, damages demands and promises, at law or in equity, whether known or unknown, including without limitation for injury to persons or property including death, or any person directly or indirectly arising or resulting from, or attributable to, any act, omission, negligence or default of _____ (insert company name) in connection with or in a consequence of the use of any City of Penticton property, facilities or services, save and except to the extent caused by any act, omission, negligence or default of the City of Penticton, its elected and appointed officials and employees.

Dated this _____ day of _____, 20__.

_____(insert company name),
by its authorized signatory(ies):

Signature: _____

Print Name: _____