UNIVERSITY ENDOWMENT LANDS

FILMING GUIDELINES

1. GENERAL APPLICATION

The University Endowment Lands (UEL) recognizes the benefits derived to the citizens of British Columbia by having a thriving film industry and wants to develop a policy which will allow filming within the UEL while still recognizing the desire of most of the residents of the UEL to continue to enjoy the peace and quiet of their residential neighbourhood. This policy is structured to achieve these goals.

All filming within the UEL will be done under permit and will be subject to the terms and conditions of this policy. Other agencies within this geographic area which may have to be consulted in the review process are: R.C.M.P.UBC Detachment, Metro Vancouver Pacific Spirit Parks, University of British Columbia and the Ministry of Transportation and Highways.

2. OBJECTIVES

a) To ensure that the residents right to the quiet, peace, rest or enjoyment of their property is not unreasonably disturbed.

b) To provide guidelines to assist residents who choose to use their property for filming purposes.

c) To provide a clear set of procedures that will define the approval process.

d) To ensure that all direct costs associated with filming within the University Endowment Lands are recovered.

e) To protect the UEL and the Province against potential liability arising from filming activity.

3. INSURANCE

Applicants are required to purchase and maintain a minimum of $5,000,000 Comprehensive General Liability Insurance and the University Endowment Lands, Province of British Columbia must be designated as a named insured. Permission for filming will not be granted until written proof of insurance on the form subscribed is submitted.

4. GENERAL CONDITIONS FOR FILMING WITHIN A RESIDENTIAL AREA

The following conditions should be reviewed prior to considering filming on the UEL. These have been developed to ensure residents enjoy the quiet of their property while providing the opportunity for filming to take place in a quiet attractive residential neighbourhood. By being sensitive to the needs of the community film companies will be able to continue to use the UEL for filming without encountering the "burn out" which has occurred in some areas of Vancouver.

a) Generally, filming will be limited to a maximum of 6 days in any one location.

b) Filming will not be permitted on more than 2 occasions at the same location within a 12 month period.

c) Schedule 6 of the University Endowment Lands *Land Use, Building and Community Administration Bylaw* limits noise to the hours between:
- 7:30 a.m. and 7:00 p.m. Monday to Friday, excluding statutory holidays; and
- 9:00 a.m. and 4:00 p.m. on Saturdays.

There will be no filming allowed on Sunday, which is normally considered a day of quiet within the UEL.

d) Residential streets will be used for essential unit vehicles at the film location, as many as possible should be accommodated on the property. The film company must locate parking off site for the film crew and make arrangements to shuttle the crew in from the remote location.

e) Special arrangements should be made to locate generators etc. where the noise does not bother the adjoining property owner.

f) Every effort should be made to move the film unit to and from the location during what might be considered regular business hours and not late at night or early in the morning.

g) Arrangements for traffic control are to be made to the satisfaction of the R.C.M.P. As the UEL streets are narrow, parking will be permitted only on one side to permit access by emergency response vehicles. Acadia Road is the main route to the elementary school and nothing should occur to delay or interfere with the students on their way to or from school. In general street closures are discouraged and may only occur with the prior approval of the Manager.

5. APPLICATION

Filming may be approved subject to the conditions of this guideline upon written application. Applications shall be submitted in writing to the Manager of the University Endowment Lands.

A non-refundable fee of $400 will be charged for processing each application.

Any work performed by UEL Public Works staff will be charged back to the film company. The use of metered parking areas are to be pre-paid in addition to costs associated with staff time to block the meters.

University Endowment Lands

Filming Application Checklist

N/A	YES	
☐	☐	Project description and location;
☐	☐	Number of vehicles and descriptions including parking arrangements;
☐	☐	Number of days and dates of filming;
☐	☐	Number of days and dates for set-up and wrap-up;
☐	☐	Time of day filming is to take place;
☐	☐	Arrangements for transporting crew from offsite parking area;
☐	☐	Description of any exterior scenes;
☐	☐	Description of any stunts;
☐	☐	Requests for the use of UEL staff, facilities or equipment;
☐	☐	Requests for any special services such as changing parking signs, etc.;
☐	☐	Completed Residents Comment Form;
☐	☐	Certificate of Insurance ($5,000,000 – UEL, Province of British Columbia as named insured);
☐	☐	Hold Harmless Agreement
☐	☐	$400 Filming Application Fee (cheque/cash)

Ministry of Municipal Affairs and Housing
University Endowment Lands

APPLICATION TO FILM

Phone: (604) 660-1808 Fax: (604) 660-1874

Production Type:

☐ Series ☐ Pilot ☐ Commercial ☐ MOW ☐ Short
☐ Mini-Series ☐ Photo ☐ Documentary ☐ Video ☐ Other_____

Filming Company:_____

Location Manager:_____ Cell:_____ Tel:_____

Ass't. Location Manager:_____ Cell:_____ Tel:_____

Producer(s):_____ Cell:_____ Tel:_____

Production Manager:_____ Cell:_____ Tel:_____

Special Effects Coordinator:_____ Cell:_____ Tel:_____

Request Permission to Film on the University Endowment Lands as Follows:

Name of Production:_____

Location: _____

Arrival Date & Time:_____ Departure Date & Time:_____

Date & Time when filming to occur:_____

Number of Filming Days:_____ Number of Crew on Location:_____ Length of Work Trucks:_____
(Attach map showing parking requirements)

Special Requirements (signage, parking, hydrant use etc.):_____

_____

_____

Proposed Activities:

☐ Gun Fire ☐ Car Stunt ☐ Stunts ☐ Explosion ☐ Exterior Set Construction
☐ Rain or Snow ☐ Tow Shots ☐ Animals ☐ Drive up/away
☐ Fire ☐ Wet Downs ☐ Helicopter ☐ Drive by ☐ Exterior Flood Lighting

ATTACH A DESCRIPTION OF PLANNED ACTIVITIES INCLUDING THE TIMES THESE ACTIVITIES WILL OCCUR.

Signature of Applicant:_____ Date Signed:_____

Please Note:
The Ministry of Municipal Affairs and Housing and the University Endowment Lands recognizes the popularity of the UEL as a location for filming and wishes to encourage the film industry in B.C. However, our main responsibility is to the residents of the UEL and to ensure that the residents have the opportunity to enjoy the peace and quiet of their environment with a minimum number of disruptions.

For Office Use Only: **APPLICATION:** ☐ **APPROVED** ☐ **NOT APPROVED**

UEL Manager:_____ Date Signed:_____

Comments: This Application is *APPROVED* subject to the following conditions:

Distribution: Applicant, RCMP, Fire Department, BC Ambulance Service, Ministry of Transportation, UBC C & CP, UEL Public Works

UNIVERSITY ENDOWMENT LANDS
RESIDENTS' COMMENT FORM

We, the undersigned, have read and understand the letter to residents from the film company dated _____(copy attached) informing us of the intention to film scenes at (address)_____, on:

(date) _____ from (time)_____ to (time)_____,

(date) _____ from (time)_____ to (time)_____,

(date) _____ from (time)_____ to (time)_____.

We have shown our agreement or disagreement to the filming by the placement of our signature hereunder.

NAME	ADDRESS	AGREE	DISAGREE	SIGNATURE

I:\Forms\Administration PK\Filming\Filming Resident Consent Form.doc

Ministry of Municipal Affairs and Housing

University Endowment Lands
5495 Chancellor Boulevard
Vancouver V6T 1E2

Phone: (604)660-1808
Fax: (604)660-1874

www.universityendowmentlands.gov.bc.ca

Ministry of Municipal Affairs and Housing
University Endowment Lands

HOLD HARMLESS AGREEMENT

_____

_____ (the Licensee)

will indemnify and save harmless the Province of British Columbia, Ministry of Municipal Affairs and Housing, University Endowment Lands (UEL), its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the UEL may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, out of the Licensee's occupancy or use of

_____

_____ (the Property)

or by reason of any act or omission of the Licensee or of any agent, employee, officer, director, sub-licensee or invitee of the Licensee pursuant to this Agreement**,** excepting always liability arising out of the independent negligent acts of the UEL.

Licensee's Insurance

1. The Licensee shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain at all times throughout the term of this Agreement, the following insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the UEL:

   (a) Comprehensive General Liability in an amount not less than Five Million ($5,000,000) Dollars inclusive per occurrence against bodily injury, personal injury and property damage occurring on, in or about the Property and including liability assumed under contract. The UEL is to be added as an additional insured under this policy, and this policy shall be endorsed to provide the UEL with 30 days advance written notice of cancellation or material change.

2. The Licensee shall provide the UEL with evidence of all required insurance upon request. Such evidence of insurance shall be in the form of a detailed Certificate of Insurance. When requested by the UEL, the Licensee shall provide certified copies of required insurance policies.

The Licensee hereby waives any right of recourse it may have or obtain against the Province of British Columbia, Ministry of Municipal Affairs and Housing, University Endowment Lands, its employees or agents, with regard to loss or damage to its property located on, in, or about the Property.

Business Name:_____

Applicant:_____ Title: _____

Signature:_____ Date: _____

Ministry of Municipal Affairs and Housing

University Endowment Lands
5495 Chancellor Boulevard
Vancouver, BC V6T 1E2

Phone: (604) 660-1808
Fax: (604) 660-1874

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CERTIFICATE OF INSURANCE

Freedom of Information and Protection of Privacy Act
The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection and use of this information can be directed to the Director, Client Services, Core Government and Crowns at 250 356-8915, PO Box 9405 STN PROV GOVT, Victoria BC V8W 9V1.
Please refer *all other questions* to the contact named in Part 1.

Part 1 To be completed by the Province

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO *(Name of office)* Ministry of Municipal Affairs and Housing, University Endowment Lands	AGREEMENT IDENTIFICATION NO.
PROVINCE'S CONTACT PERSON NAME & TITLE Jonn Braman, Manager	PHONE NO (604) 398-5180 FAX NO (604) 660-1874
MAILING ADDRESS 5495 Chancellor Boulevard, Vancouver, BC	POSTAL CODE V6T 1E2
CONTRACTOR NAME	
CONTRACTOR ADDRESS	POSTAL CODE

Part 2 To be completed by the Insurance Agent or Broker

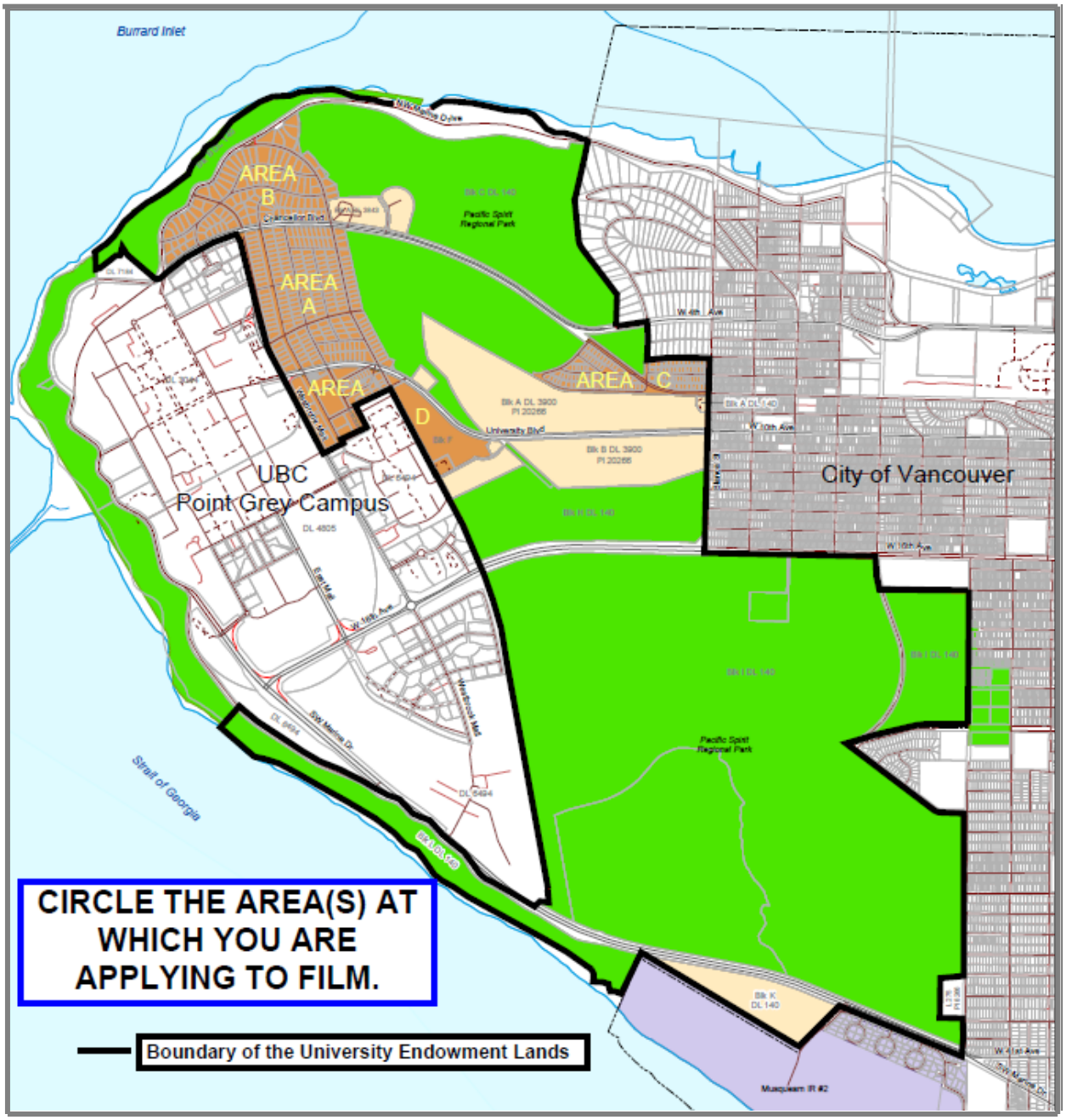
INSURED	NAME	
	ADDRESS	POSTAL CODE
OPERATIONS INSURED	PROVIDE DETAILS	

TYPE OF INSURANCE *List each separately*	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT

This certificate certifies that policies of insurance described herein are in full force and effective as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:

AGENT OR BROKER COMMENTS:

AGENT OR BROKER	ADDRESS	PHONE NO ( )
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S)		DATE SIGNED

University Endowment Lands
Boundary Map

(Please circle the area(s) at which you are applying to film.)