

Film Application submitted at least five business days in advance of prep day.

Film Deposit determined by the Film Coordinator upon submission of the application.

Street Use Request (Addendum A) submitted with site plan (see below)

Site Plan submitted showing area of filming times, dates and parking locations of production units and crew vehicles.

City Liaison contacted for Sign Placement.                      Required                      Not required

Survey arranged with production company and City personnel (as necessary).

Hold Harmless Agreement (Addendum D)

Electrical Contractor Authorization (Addendum B) form submitted with Genny Op Signature.

Business License application submitted.

Park use request approved and booked.

Municipal Property use request approved and booked through Film Coordinator.

Insurance certificate received by the City with the following details:

- \$5,000,000 coverage
- Name the city of Maple Ridge and School District No. 42 as additional insureds (see page 3 of Filming Guidelines for specific wording)
- No cancellation without 30 days written notice.

If required, Noise Relaxation Request (Addendum C) form submitted at least three business days in advance of filming.

Resident letter (as per template) submitted and approved before distribution.

If you need to change the time of your electrical inspection including on the day of inspection (Monday –Friday), call the Film Coordinator at 604-340-5197 as soon as possible to re-book the inspection.

Filming Permit Signed by both parties and a copy is on location with ALM.