

CITY OF MAPLE RIDGE FILMING CHECKLIST

ADDENDUM F

- Film Application** submitted at least five (5) business days in advance of requested filming date.
- Film Deposit** will be determined by the Film Liaison after the application has been submitted.
- 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 employee vehicles.
- Meeting arranged** with production company and The City personnel (as necessary).
- Hold Harmless Agreement (Addendum E)** signed and filed with Film Liaison.
- Electrical Permit Application (Addendum B) & Electrical Contractor Authorization (Addendum C)** form submitted.
- Business Licence** application sent to Bylaws Department via Film Liaison.
- Traffic control company** hired. Required Not Required
- Park use request** approved and booked.
- Municipal property use request** approved and booked.
- Insurance certificate received by The City** with the following details:
 - \$5,000,000 coverage
 - Name **The City of Maple Ridge and School Board No. 42** as an additional insured;
(see page 3 of the Filming Guidelines for specific wording)
 - No cancellation without thirty (30) days written notice
- If required, **Noise Relaxation Request (Addendum D)** form submitted at least three (3) business days in advance of filming.
- Resident letter approved** by the Film Liaison and distributed by the film production company.
(see page 5 of the Filming Guidelines)
- If you need to **change the time of your electrical inspection**, including on the day of the inspection (Monday - Friday), call the Film Liaison at 604-467-7488 as soon as possible to re-book the inspection.
- Filming Permit signed** by both parties and a copy is kept on location.