



Seguin Municipal Film and Television Promotion Policy

Section 1: Introduction

1.1 Policy Statement

Seguin Township recognizes the direct and indirect economic and cultural benefits to the community associated with the film and television industry. We are committed to supporting and encouraging filming opportunities within Seguin Township while ensuring the rights, safety, privacy, and property of residents and businesses are protected.

All film and television production activity in Seguin Township must be reported to and coordinated through the Community Services Department. This includes all requests for permits and subsequent redirection to the proper municipal departments.

This policy has been developed to provide specific guidelines for the assessment and coordination of commercial filming projects and to ensure that the responsibilities of all parties are agreed to and understood.

1.2 Filming in Seguin Township

Seguin Township is a diverse and thriving community that consists of, not only picturesque cottage country landscapes, but villages that vary in size and character that are home to community centres, parks, trails and beaches.

Knowledgeable staff are available to assist you in the search for specific locations needed for filming. Seguin's unique attributes and helpful resources make Seguin film friendly and open for business.

1.3 Objectives

1. To promote Seguin Township as an inviting environment for filming on location.
1. To facilitate the motion picture industry in its production endeavors by providing centralized and efficient procedure for obtaining municipal authorization when necessary for filming in Seguin Township.
2. To confirm that the applicant has sufficient property damage and public liability insurance coverage, thereby ensuring that, in the event of an accident, all persons including participants are protected from any possible claim or suit arising from the filming.
3. To minimize any inconvenience to the general public and the residents of Seguin Township as a result of filming activities.
4. To ensure that filming shall not jeopardize the safety and well-being of the general public.
5. To ensure that the Municipality recovers its costs for all services rendered associated with filming activities.
6. To ensure that filming activities fully observe the bylaws of the Municipality.
7. Seguin Township reserves the right to approve or deny any request for filming involving property, assets, rights-of-way, etc. owned or governed by the Municipality.

Section 1: Guidelines

1.1 Applications

- In order to obtain approval for filming which involve Municipal property, including beaches, parks, buildings, equipment, and streets, an application must be made to the Township of Seguin's Community Services Department.
- The application must be completed and submitted to the Manager of Community Services at least 10 business days prior to the film activity along with all associated fees. The application will be distributed to the necessary departments for review (Public Works, Planning, Fire/EMS, By-law, etc.).
- Seguin Township cannot guarantee its authorization of the film project and/or provision of services if the project does not comply with Municipal By-laws, Provincial or Federal Laws, or if the project may be considered socially sensitive or distasteful to the general public.

2.2 Notifications

- The film company **MUST** notify affected residents, occupants and local businesses in advance of filming, in writing, of the duration and location of filming, planned special effects if any, road and lane closures, sidewalk usage without obstructing pedestrians and street parking restrictions.
- The production company is also responsible for notifying EMS/Fire/Police of location filming a minimum of 5 business days prior to filming. Notice is to include the following information: duration of filming, specific location(s), use of any special effects, road/lane/sidewalk closures, date and time of filming and parking restrictions.
- Should the Municipality determine that in addition to the delivery of notices, public notification is required through local media, the production company will be responsible for this notification and any and all associated costs.
- Night filming involving intensive lighting, between the hours of 11pm and 7am, will not be permitted unless those affected have been notified in advance in writing and do not object. Written approval, where possible is preferable, including name and address of resident or business owner.
- The production company must comply with the noise by-law and any other legislation governing noise.
- All generators used on streets in residential areas will be equipped with silencers unless otherwise approved.
- Lighting for filming should be orientated away from residences unless residences have been notified and do not express any objection. Lighting should not interfere with the safe movement of traffic.

2.3 Insurance

- If a permit is issued, all companies filming in Seguin Township must present a certificate of comprehensive general liability insurance in the amount of \$2 million per occurrence or such

higher limits as the municipality reasonably requires depending on the nature of filming. All policies must add the Township of Seguin as an additional insured.

- A Hold Harmless Agreement as set out in Schedule “B” must be entered into with Seguin Township.

2.4 Municipal By-laws and Fees

- All film production must comply with the Township of Seguin Municipal By-laws and associated fees.

2.5 Clean-up

- Production crews shall clean the filming location, and any other location associated with the film production at the end of each filming day and ensure that the area is returned to its original condition.

2.6 Film Credit

- Production companies will provide Seguin Township with a film credit.

2.7 Safety

- Interior safety signs in buildings must not be covered (e.g. fire, exit signs) unless expressly agreed to by the Township.
- All production companies must adhere to the Ontario Ministry of Labour’s Safety Guidelines for the Film and Television Industry of Ontario, 4th Edition-January, 1999 and the Ontario Ministry of Transportation’s Manual of Uniform Traffic Control Devices for Temporary Work Sites. This information is available from the respective Ministries.

2.8 Municipal Facilities and Property

- If the production company films at a Seguin Township owned facility, park or sports field they must book the facility through the Program Coordinator and pay the associated rental fees.

2.9 Parking and Traffic/Road Closures

- Production vehicles must adhere to the Township of Seguin parking regulations. Fire hydrants are to remain clear and accessible.
- A parking plan must be submitted when more than five (5) vehicles are used at one filming location.
- Production vehicles will not block pedestrian crossovers, signalized intersections, driveways, accesses, ramps, parking lot entrances and accessible parking for persons with disabilities. Exceptions may be identified on the permit.
- Temporary closure of roads for filming on-location is subject to prior approval and advance notice of two weeks is required. This request must be identified on the Film Location Application. Fees may apply.
- Except where a road has been closed for filming, all moving vehicles are to adhere to the posted speed limits and to other applicable laws.

2.10 Railway Tracks

- No film activity/parking is to occur within 13 metres of all railway tracks.

2.10a Special Effects

- It is the production company’s responsibility to identify their intent to use guns, gunfire, pyrotechnics, bomb/mock ups, flash power, detonators, and flammable liquids/material including the filming of dangerous stunts on the “Film Location Application.” If the application is approved, the production company must identify their intent to use the above to the OPP, Fire and EMS Services. Notification of the location of use of special effects must include a site map.
- Intent to have open air burning must be identified on the application. If approved, all open air burning must be with clean, organic material.
- All pyrotechnic special effects and fireworks handling and discharge shall confirm to NRCAN Display Fireworks Manual and NRCAN Pyrotechnics Special Effects Manual.
- The production company must provide the Township with certification that the individual(s) handling and discharging the pyrotechnic special effects and fireworks is qualified to do so. This must be accompanied with the application and approved by the Fire Chief through the Film Location Permit Application process.

2.10b Damage

- In the event of damage to private or public property, including damage to trees and vegetation, the production company shall be responsible for all costs associated with restoration.

Section 3: Policy Review

The Seguin Municipal Film and Television Promotion Policy shall undergo an annual review based on change within the industry standards and shall be updated as required. The Township of Seguin reserves the right to make discretionary changes to the Municipal Film and Television Promotion Policy at any time, and will advise the film location manager of any such changes prior to on-location filming.

On behalf of the Township of Seguin, we welcome you to the area and wish you a successful and enjoyable stay!

Attachments:

- Schedule A – Film Location Application
- Schedule B – Hold Harmless Agreement
- Schedule C – Film Location Parking Plan
- Schedule D – Sample Letter of Notification to Residents/Businesses
- Schedule E – Application Checklist

Film Location Application Fee: \$500.00

Schedule A: Film Location Application

(This checklist must be signed and submitted with payment to the Township of Seguin with all supporting information at least 2 weeks before the event)

Date of Application: _____

Company Name: _____

Business Address: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Designated Representative on Site: _____

Project Details

Project Title: _____

Subject of Film/Shot: _____

Total Days of Filming: _____

Dates Requested: _____

Total project budget: _____

Total Budget for filming in Seguin: _____

Production Country of Origin: _____

Total Number of Seguin Locations: _____

Location Details (to be submitted for **EACH** filming location)

Location: _____

Date(s) at location: _____ Time(s) at location: _____

Road Closure/Traffic Interruption: YES NO

Give details of the road closure/interruption, the types of vehicles on site and parking requirements.

Number of Vehicles on Site: _____ Number of People on Site: _____

Special Effects (please list):

Description of Filming Activity:

Print Name of Applicant

Signature of Applicant

Date

Schedule B: Hold Harmless Agreement

_____ (the Applicant) agrees to assume and hold harmless the Township of Seguin, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they have been granted a permit by the Township of Seguin.

Further, _____ (the Applicant) agrees to indemnify and defend, saving harmless the Township of Seguin, its officers, employees, and agents against liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage cause by or arising out of any act or omission of either the licensee, his agents or employee, including any officers or employees of the Township of Seguin, or caused by or arising out of the condition of any Township owner or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued.

Company Name: _____

Applicant: _____

Signature: _____

Title: _____

Date: _____

Please submit completed application to:

Dominique O'Brien
Manager of Community Services
Seguin Township
(705) 732-4300 ext 262
dobrien@seguin.ca

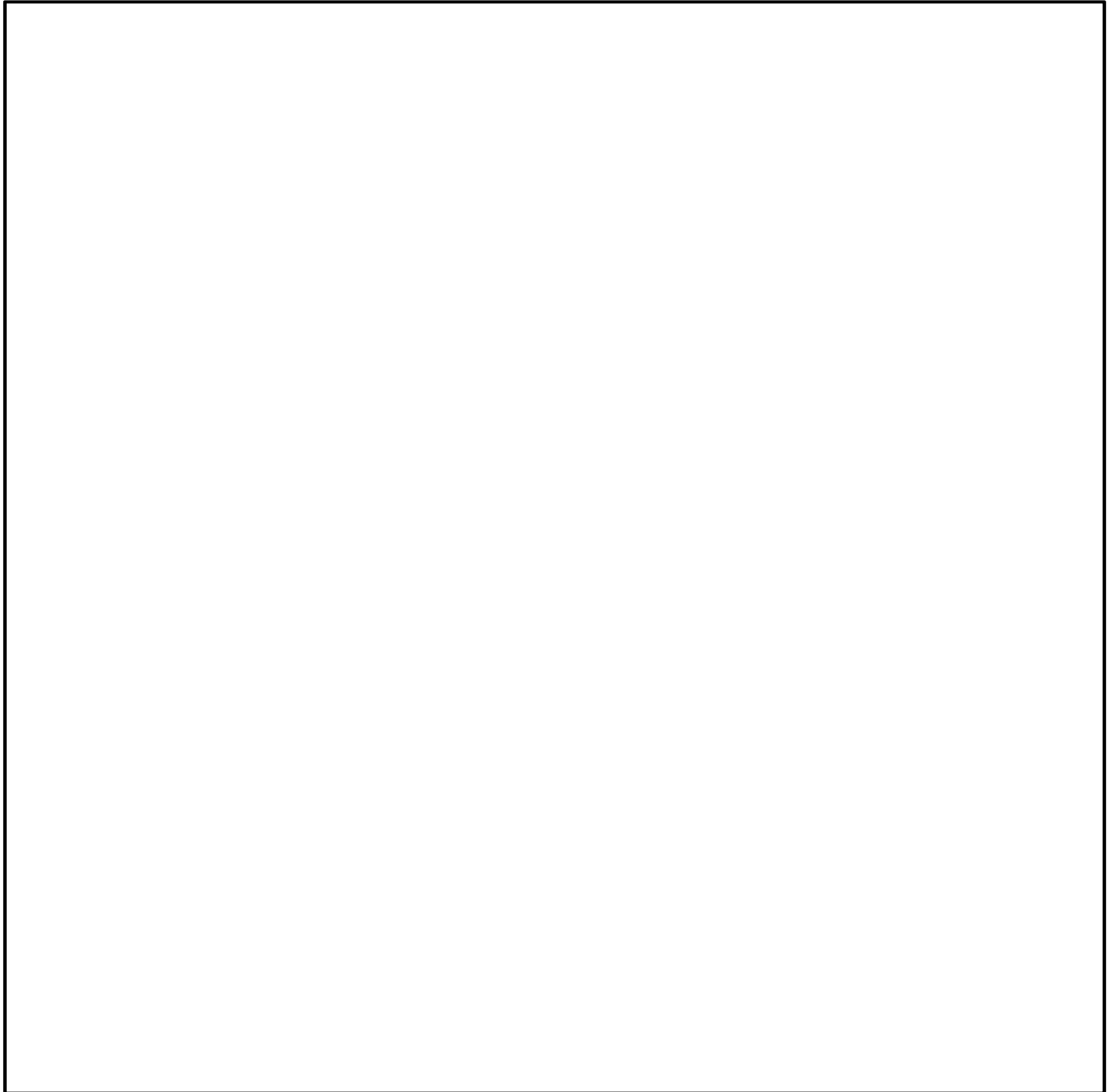
By Mail:

Seguin Township
15 Humphrey Drive
Seguin, Ontario
P2A 2W8

Schedule C: Film Location Parking Plan

A parking plan must be submitted when more than five (5) production vehicles are used at one filming location.

Please identify driveways, curb zones and intersecting streets. Show all required parking, including any personal automobile parking for cast and crew, and identify each vehicle by size, type and length.



Schedule D: Sample Letter of Notification to Residents/Businesses

PRODUCTION COMPANY NAME

DATE

Dear Neighbours,

This letter is to inform you that on **DAY/DATE, PRODUCTION COMPANY** will be filming scenes at locations in this area from approximately **START TIME** to **FINISH TIME**. "**PROJECT NAME**" is produced by **PRODUCTION COMPANY**.

The filming of this production will include:

INSERT APPROPRIATE ACTIVITIES INCLUDING ROAD CLOSURES, TRAFFIC INTERRUPTIONS, PARKING OF PRODUCTION VEHICLES, ALTERATIONS TO NEIGHBOURHOOD, CONTROLLED SPECIAL EFFECTS.

We are aware of the inconvenience caused by our activity and apologize in advance. Rest assured that we will do everything possible to minimize the impact of our activities on your neighbourhood. If you have particular concerns that must be addressed, please call the Location Manager at **PHONE NUMBER**. We will do everything possible to find a mutually agreeable solution.

Your cooperation will help make this location shoot a success and we appreciate your generous support.

Thank you in advance for your understanding and cooperation.

LOCATION MANAGER

PHONE NUMBER

ADDRESS

Schedule E: Application Checklist

The production company/applicant is responsible for providing the following to the Manager of Community Services 10 days prior to filming:

- Completed Film Location Application
- Completed Hold Harmless Agreement
- Proof of General Liability Insurance
- Application Fee of \$500.00
- Fee(s) for rental of Municipal Facilities/Parks (if applicable)
- Location details for each filming location
- Shooting schedule
- Proof that private property use is authorized by the owners (if applicable)
- Parking Plan (if applicable)
- Special effects filming site plan and copy of pyrotechnician's qualifications/certifications (if applicable)
- Copy of all notifications to residents/businesses (if applicable)
- Proof of Paid Off-Duty OPP Officer(s) support (if applicable)
- AODA Plan (if applicable)

The completed checklist must be submitted along with the Film Location Application and payment to Dominique O'Brien, Manager of Community Services.

**15 Humphrey Drive
Seguin, Ontario
P2A 2W8
705.732.4300 ext 262
Fax: 705.732.4508
dobrien@seguin.ca**