



# Town of Canmore Annual Film Permit Application

A film permit is required for any filming (still photography or motion) on Town of Canmore public lands for professional and/or commercial purposes. Public lands include Town of Canmore owned venues, streets, roads, parks, playgrounds, recreation areas, environmental reserves, parking lots and pathways within the Town’s boundaries.

An annual film permit will facilitate an efficient, cost effective process for applicants who frequently submit film permit applications over the course of a calendar year.

The use of Unmanned Aerial Vehicles (drones) is prohibited within Town of Canmore boundaries, unless by special permitted use for commercial operations. The issuance of an annual film permit **does not** permit or include any filming to take place by drone.

Applications and supporting documentation for an annual film permit must be submitted to the Town of Canmore a **minimum of fifteen (15) business days prior to the start of any film project.** Please submit applications to Film Permitting at [film@canmore.ca](mailto:film@canmore.ca).

<b>Date of Application:</b>	<b>Business License #:</b>
<b>Company Name:</b>	
<b>Application Contact:</b>	
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Website:</b>	

<b>Billing Company Name:</b> <i>(If different from above)</i>	
<b>Billing Contact Name</b>	
<b>Company Billing Address:</b>	
<b>Phone Number:</b>	<b>Email Address:</b>

### Additional Business Information

Please provide additional information about the Business submitting the annual film permit application. Provide a company profile including the type of business, its products and/or services. Please provide information on additional staff who may be included in any filming activities under the permit.

<b>Company Profile:</b>	
<b>Key Staff Member #1:</b>	<b>Role:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Key Staff Member #2:</b>	<b>Role:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Key Staff Member #3:</b>	<b>Role:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Key Staff Member #4:</b>	<b>Role:</b>
<b>Email Address:</b>	<b>Phone Number:</b>



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## **Applicable Projects**

- Projects qualified under the agreement are those scheduled to complete within a single, eight (8) hour day. Permitted filming hours are Monday to Saturday from 07:00 - 23:00, and Sunday from 08:00 - 23:00.
- Filming utilizes Town of Canmore property (municipally owned or leased property)
- Any scheduled filming on government or park land must be approved/permitted by the corresponding governing bodies and copies of approvals must be provided to the Town of Canmore

## **Acknowledgements**

The applicant must initial beside each statement to acknowledge the following:

\_\_\_\_\_ An annual Film Permit Agreement is valid within any given calendar year - January to December.

\_\_\_\_\_ All new agreements or renewals must be confirmed and signed off by all parties by December 15th in order to schedule any filming on January 1st.

\_\_\_\_\_ Once the annual film permit is issued, the applicant agrees to notify the Town of Canmore of all scheduled film dates using the Notice of Scheduled Filming. Notifications are to be received ten (10) business days in advanced of any scheduled filming, and the notice will be submitted using the designated Town of Canmore template.

\_\_\_\_\_ The Town of Canmore reserves the right to revoke issuance of an Annual Film Permit to a production company or individual that does not comply and/or satisfy the criteria outlined in these guidelines.

\_\_\_\_\_ Any damage resulting from filming activities, whether caused directly or indirectly by the Production Company, or an associated party, is the responsibility of the Production Company.

\_\_\_\_\_ The applicant shall indemnify and save harmless the Town of Canmore from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Town of Canmore as a result of, or in connection with the said use of the location(s) by the Applicant, its employees, contractors, agents or representatives; and specifically, the Town of Canmore will not be responsible for any liability arising from these activities with respect to advertising or any copyright or trademark infringements.

\_\_\_\_\_ While more than one contract worker (photographer or videographer) may be listed under the primary Permit holder's annual film permit, each contractor or subcontractor must obtain their own business license. More information can be found at [canmore.ca/businesslicenses](http://canmore.ca/businesslicenses).

## **Supporting Documentation**

In order to process an Annual Film Permit, the applicant must provide all required supporting documentation to the Event & Film Permitting Coordinator at the time of application submission.

Components	Applicable?	Additional Documents Required
Insurance* (Required for All Filming)	Yes	- Proof of Liability Insurance (minimum of 2 million dollars in coverage) - Must name the Town of Canmore as an additional insured for the term of the annual film permit timeframe
Canmore Business License	Yes	- Required for commercial purposes



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		<ul style="list-style-type: none"> <li>- Must present valid annual business license for the term of the annual film permit timeframe</li> </ul>
Business/Resident Notification Protocols	Yes	<ul style="list-style-type: none"> <li>- Outline of communication plan to be used when notify businesses, storefronts, residents and homeowners in proximity of filming locations</li> <li>- Plans should include a letter to those directly impacted by the filming, inclusive of those being subjected to lights/noise from filming</li> <li>- Notice to businesses and/or residents must be made five (5) business days prior to the start of filming</li> </ul>
Public Notice Protocols	Yes	<ul style="list-style-type: none"> <li>- Outline of communication methods to be implemented on-location to inform the general public in the vicinity of filming</li> <li>- The public must be given the option to avoid background placement in any filming or photography taking place</li> </ul>
Dispute Resolution Process	Yes	<ul style="list-style-type: none"> <li>- Outline of what steps will be taken to mitigate any concerns or issues raised by businesses and/or residents who may be impacted by any filming</li> </ul>
Emergency Response Plan	Yes	<ul style="list-style-type: none"> <li>- Outline emergency response plan (if required)</li> <li>- Outline of protocols for reporting and handling of any serious accidents or claims for liability or loss with respect to this agreement</li> </ul>
Waste Management Plan	Yes	<ul style="list-style-type: none"> <li>- Review the Towards Zero Waste Policy</li> <li>- Outline waste handling procedures &amp; disposal methods to be implemented (when required)</li> <li>- Other documents may be required upon review of a Notice of Scheduled Filming form</li> </ul>

**Signature**

The applicant consents the utilizing my digital signature in lieu of an original signature on paper.

By signing this application, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

\_\_\_\_\_

**Applicant Name**

\_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_

**Date**