



## Guidelines for Filming Your Property

1. Initial contact is generally made by a location scout or location manager, who is hired locally by the film company. This person will be your contact during the duration of the “shoot”. Call the [BC Film Commission](#) (604-660-2732) or the [Directors Guild of Canada](#) (604-688-2976) to check the credentials of the scout and/or the project.
2. Agree upon the exact number of days required for the shoot plus preparation and wrap time. (A shooting day is approximately 14 hours long.)
3. Arrange for a walk-through with the location manager to determine exact interiors desired for filming; where equipment and vehicles will need to be positioned or parked; any “off-limits” areas specified by the owner; and any areas such as roof, trees, fences, windows, which may need to be used or altered during filming.
4. Decide which personal property of the owners may be used for filming, how and where to store items not used, and who will be responsible for packing and moving.
5. Determine who will be allowed on “set” during period of use.
6. Set rules regarding: smoking, use of washrooms, laundry, water, electricity, kitchen, protective floor coverings, trash etc.
7. Location manager must inform the owner where cast and crew will be eating their meals.
8. Decide how the owner will be accommodated during filming and any living expenses that may be required.
9. Set vehicle parking for cast and crew.
10. Find out the nature of the project and how your location will be used. Will there be special effects like smoke, fire, gunshots?
11. Establish clean-up requirements, who is responsible and when it is to be completed (within 24-48 hours), and arrange with location manager for final “walk-through” for the owner’s approval.
12. Location fees are negotiable. The owner should feel comfortable with the amount agreed upon, and a payment schedule should be established prior to any filming.
13. Owner may request and negotiate a security/damage deposit.
14. Owner should have a written agreement detailing specifics and may wish to add the following: “The applicant (film company) agrees to indemnify owner and to be solely and absolutely liable upon any and all claims, suits and judgements against the owner and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. This agreement may be revoked at any time.” This contract should be signed by a principal agent of the production company.
15. Owner must get a certificate of insurance, including a [Hold Harmless Agreement](#) protection in case of any injuries on the property. All production companies should carry insurance policies that cover third-party rentals for property damage and liability. A photocopy the insurance certificates should be given to the owner before any crew comes on the property.

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