

Town of Lunenburg

Film Agreement Application



This application must be submitted at least **20 days** before film activities begin or **30 days** for projects requesting road closures, special effects or complex needs.

1. Contact and Production Information

Production company: _____

Production contact: _____

Phone: _____ Email: _____

Onsite contact: _____

Phone: _____ Email: _____

Alternate onsite contact: _____

Phone: _____ Email: _____

2. Filming Details

Title of production: _____

Type of production: _____

Provide a summary description of the film production, including what will be filmed:

Total production budget: _____

Total spent in Lunenburg _____

Work in Lunenburg start date: _____

Work in Lunenburg completion date: _____

Dates and Times of filming: _____

Please attach a shooting schedule that shows dates, times, and locations. Attach a map or sketch of the requested locations if applicable.

Location(s) of film: Include a list of filming locations and attach a map or a sketch of requested film locations:

☐ Street ☐ Greenspace ☐ Municipal property/buildings ☐ Front Harbour

☐ Private property ☐ Other: _____

Number of staff onsite: _____

Do you require street and/or sidewalk closures? ☐ Yes ☐ No

If yes, complete a Street Closure Permit Application.

Number of vehicles onsite: _____

Types of vehicles:

Parking requirements:

Will you be using generators? ☐ Yes ☐ No

All generators used on streets or public areas must be equipped with silencing attachments or other measures.

Will there be special effects and stunts: ☐ Yes ☐ No

Anyone using special effect pyrotechnics, whether to reproduce a visual gunshot effect during a stage play, to provide a waterfall of silver sparks for a rock concert, or to destroy a car in a film scene, must be certified by Natural Resources Canada (NRCAN). Please provide proof of certification if applicable.

Describe any special effects or stunts:

Will you have amplified sound? ☐ Yes ☐ No

Will you have temporary tents or structures? ☐ Yes ☐ No

Will you be requesting an exemption to the Noise Bylaw? ☐ Yes ☐ No

Activities requiring exemption requests include fireworks, pyrotechnics, and loud music during certain hours. If unsure, consult with the Economic and Development Officer.

3. Notification

In cases where residents and businesses may be affected by film-related activities, including but not limited to road or sidewalk closures, traffic congestion, filming at night, special effects and the use of gunfire, the Town requires the applicant to provide a written letter of notification to residents and businesses of the events occurring in their area.

☐ A copy of the draft notification must be submitted to the Town for review before any film-related activities start.

4. Insurance

☐ Include a copy of your insurance coverage. Refer to the Film Policy and Procedures to review the insurance requirements.

Minimum insurance coverage may vary depending on the risks associated with your production: If unsure, consult with the Economic and Development Officer.

Type of production	Insurance amount
Student filming and low-risk film productions	Valid commercial general liability insurance coverage of at least \$2-million
Medium-risk film productions This includes but is not limited to, car chases and pyrotechnics	Valid commercial general liability insurance coverage of at least \$5-million
High-risk film productions This includes but is not limited to, large pyrotechnics displays or explosions and aerial filming	Valid commercial general liability insurance coverage of at least \$10-million

5. Agreement to Indemnify

Upon signing the application, the Applicant agrees to save harmless and indemnify and defend the Town of Lunenburg and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Town by any person arising out of matters in any way related to any act, failure to act, or otherwise of the Applicant and its employees, officers, servants, volunteers, and agents in respect of, or pertaining to the activities described in this application.

6. Waiver of Liability

Upon signing the application, the Applicant hereby releases, waives, and forever discharges the Town and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the Town may be responsible in respect of the conduct of the said event.

7. General Conditions

- Applicants must comply with all regulations outlined in the Film Policy and Procedures and adhere to all local, provincial, or federal regulations.

- Filming at Town properties, including streets and sidewalks, is subject to the compatibility of community booking schedules.
- The Town may require that the applicant utilize external emergency services, traffic control, etc. on-site during filming. All costs associated with these requirements are the responsibility of the applicant. Where the Town does not provide services, the Applicant is required to pay the service provider directly.
- The Production Company and/or Applicant must place signs in public access areas, informing residents that the facility or property is being used for filming and delays may occur.
- The Production Company and/or Applicant is responsible for clean up at the location at the end of the day with minimal noise and disruption. Upon completion of film activities, the Production Company and/or Applicant must ensure that any Town-owned or maintained properties are returned to original condition. Failure to do so will result in the Town billing the Production Company and/or Applicant for any necessary clean-up, repairs, damages, loss, etc.
- It is the responsibility of the Production Company and/or Applicant to ensure that their staff operate safely and professionally in their duties.

8. Fees

Film Agreements include an application fee and daily shooting fees. There is also a daily parking fee for production vehicles. Please see the attached fee schedule.

9. Signature

By signing this agreement, you agree to operate within the terms and conditions as outlined in this application; and that you have read, understood, and will adhere to all provisions of the Town of Lunenburg Film Policy and Procedures.

Name

Signature

Date

10. Completed Forms

Completed forms should be submitted using one of the following methods:

- Email at permits@townoflunenburg.ca
- In-person at Town Hall at 119 Cumberland St., Lunenburg
- Mailed to P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0

Office Use Only
Type of Film:
Daily Shooting Fees:
Production Risk Level:
☐ Reviewed by the Economic Development Officer
☐ Requested street closures approved by the Director of Public Works (if required)
Application decision
☐ Approved ☐ Not Approved
Approving Signature: _____
Notes for Applicant: