

FILM LOCATION APPLICATION FORM



Fax to: 905-372-1306

Date of Application: _____

FILM COMPANY: _____

PRODUCTION TYPE: _____

PROJECT TITLE: _____

ADDRESS: _____

LOCATION MANAGER: _____

PHONE NUMBER: _____

CELL NUMBER: _____

FAX NUMBER: _____

NUMBER OF CAST & CREW: _____

NUMBER OF PRODUCTION VEHICLES: _____

FILM LOCATION: _____

DATES & TIMES: _____

LOCATION OF PRODUCTION VEHICLES: _____

DATES & TIMES: _____

SPECIAL INSTRUCTIONS: Please provide a brief description of the scene. Attach sketches when necessary.

COURT ROOM RENTAL FILMING AGREEMENT

Town of Cobourg | 55 King St W Cobourg | 905-372-4301 | www.cobourg.ca

RENTAL RULES

- A \$200.00 damage deposit is required at the time of booking, if payment is not received within 7 days of the booking, this agreement will be considered null/void, and could be let out to another user, only cash, debit or cheque will be accepted.
- A rental charge of \$500.00 per day plus H.S.T is required 5 business days before filming.
- During the event, a Commissionaire (appointed by the municipality) will be on duty for all hours of the event, and his/her time charged to the user. A 3 hr minimum call in charge will be charged to user. \$16.00 per hour for security + HST.
- One maintenance personnel will be on site at all times during the shoot at an hourly rate of pay that will be governed under CUPE Local 25 Collective Agreement, plus benefits minimum 3 hours, Saturday at time and a half and Sunday at double time.
- Any damage done to the area (at the discretion of the Supervisor of Buildings Maintenance) will result in the \$200.00 damage deposit being retained by the municipality and any additional charges will be charged back to the user.
- There shall not be more than 121 persons in the room at any given time, as per Ontario Fire Code Regulations.
- A walk about with the Supervisor of Buildings Maintenance is required no later than 3 weeks before filming to answer questions and finalize setup details.
- NO FOOD OR DRINK AT ANYTIME IN THE ROOM.
- The room is to be used AS IS, NOTHING IS TO BE MOVED.
- NO CANDLES.
- Rental of the court room includes the court room area only; areas behind the court room are strictly out of bounds.
- Nothing is to be attached or affixed to any floors, walls, or ceilings.
- The municipality is not responsible for any personal loss, injuries, or death to any person while facility is in use.

VICTORIA HALL IS CONSIDERED A PUBLIC BUILDING, SO THEREFORE, THE CUSTOMER ACKNOWLEDGES, THAT DURING THEIR EVENT, THE MAIN LOBBY, WASHROOMS, AND STAIRCASES ARE ACCESSIBLE FOR PUBLIC USE.

DATE OF EVENT:

USER'S NAME:

PRINT NAME:

TELEPHONE:

ADDRESS:

EMAIL:

SIGNATURE:

MUNICIPALITY OF MUNICIPALITY:

INFORMATION NEEDED FROM THE FILMING COMPANY:

WALKTHROUGH OF BUILDINGS/GROUNDS:

Date: _____ Time: _____

FILM COMPANY REPRESENTATIVE:

REQUIREMENTS:

SPECIAL HYDRO HOOK UP:

_____ Yes _____ No

INTERNET ACCESS:

_____ No _____ Yes (Contact Computer Services, Town of Cobourg)

*Extra security required if using back door entrances after regular business hours and on weekend. Total guards needed, three (3).

ANY ADDITIONAL REQUIREMENTS:
