



Commercial Film Permit Package

The Commercial Film Permit package contains the following documents:

- Corporation of the County of Wellington Commercial Film Permit Application
- Corporation of the County of Wellington Commercial Film Permit Application – Hold Harmless Agreement
- Corporation of the County of Wellington Commercial Film Permit Application – Responsibilities of the Film Company Authorization Page
- Commercial Film Permit Application Schedule of Fees
- Notification Letter Template
- Notification Letter Checklist

The Commercial Film Policy, Wellington County Museum and Archives Guidelines for Commercial Filming, Film Production Contacts in Wellington County, as well as other relevant information related to Commercial Filming with The Corporation of the County of Wellington can be found on our website at: www.wellington.ca/en/discover/commercial-filming-in-the-county

E- Transfers should be sent to: film@wellington.ca



Film Permit No.: Date of Issue: Permit Fee: Deposit:

Corporation of the County of Wellington Commercial Film Permit Application

NOTE: The Corporation of the County of Wellington Commercial Film Application is only required for projects to be filmed on County of Wellington property, including building interiors, exteriors, trails, and laneways.

Application Process

Please complete this application and submit online or forward together with any required documentation and payment to:

The Wellington County Museum and Archives
0536 Wellington Road 18
Fergus, Ontario
N1M 2W3
filming@wellington.ca

Applications may be submitted online through our website or emailed. Originals must be provided by courier/mail or personal delivery. For additional information please visit our website www.wellington.ca/en/discover/commercial-filming-in-the-county. We require 48 hours' notice prior to a permit being issued (permits are normally issued the day before

Type of Film Production: Feature Film Music Video TV Series/Movie Commercial Reality TV Educational/Documentary Other, Explain: _____	Production Title: Total # Cast/Crew: The Applicant/Production Company: Telephone: Email: Address: City: Province: Postal Code:
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Location Manager: Location Dept. Telephone: Cell: Email:

Assistant. Location Manager: Phone Number/Cell: Email:
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Film Location and Dates (Exemptions to Noise By-law may be required):

LOC #1:

Film Date(s):

Times:

LOC #2:

Film Date(s):

Times:

LOC #3:

Film Date(s):

Times:

Description of Filming Activities:

Special Effects (Describe any special effects such as pyrotechnics, flammable materials, gunfire or car chases to be used):

Parking/Roads:

Number of vehicles/equipment to be parked on County property

Trucks: ____ Cranes: ____ Picture Cars: ____ Vans: ____ Crew Cars: ____ Trailers/motorhomes: ____ Other: ____

Check all that apply:

Intermittent Traffic Stoppages *Paid Duty Officer Required

Road Closure Required

Travelling Shots *Paid Duty Officer Required

Location of Basecamp:

Location of Crew Parking:

Which local business/industries have you/will you engage while in the Wellington County community? Please list all that apply in the space below. As well, the Corporation of the County of Wellington requests a report regarding the economic impact of the Applicant's presence in the community to be submitted upon filming completion.

*NOTE: A traffic control and parking plan must be submitted.

By filing and signing this Permit Application the Applicant and the Production Company agrees to all terms and conditions set forth by the Corporation of the County of Wellington and agrees to assume all costs for damages and/or restoration.

*****SIGNATURES ADD**

Company Representative

Date

Documents Filed with Application:

Proof of Insurance

Traffic Control

Copy of Notification Letter

Initialed Copy of Policy

DISCLAIMER: The personal information on this form is collected pursuant to the Municipal Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990 for the purpose of the administration of film permit applications. Questions regarding this collection should be directed to the Manager of Privacy and Information, County of Wellington, 519.837.2600 x 2522.



Film Permit Application Hold Harmless Agreement

IN CONSIDERATION OF permission being granted to

(The Applicant/Production Company Name)

_____ to _____

(Event)

_____ on the County of Wellington property on

_____.

(Date)

I/we hereby, RELEASE, WAIVE AND FOREVER DISCHARGE, the Corporation of the County of Wellington (the "County"), its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns OF AND FROM ANY AND ALL claims, demands, damages, costs, expenses, actions and causes of action whether in law or equity in respect of death, injury, loss or damage to any person or property, HOWSOEVER CAUSED arising or to arise by reasons of this event.

The _____

(The Applicant)

(Production Company Name)

FURTHER HERBY UNDERTAKES TO HOLD AND SAVE HARMLESS AND AGREE TO INDEMNIFY, all to the aforesaid from and against any and all liability incurred arising as a result of, or in any way connected with, or negligence related to the request, the resulting permission and the permitted event.

EXECUTION OF THIS STATEMENT IS AN ACKNOWLEDGEMENT THAT THE UNDERSIGNED HAS READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY.

IN WITNESS WHEREOF, the Applicant/Production Company has executed this Agreement, this _____ day of _____, 20_____.

APPLICANT/PRODUCTION COMPANY: _____

Name and Title

WITNESS: _____



Responsibilities of the Production Company Authorization Page

I have read the responsibilities of the Applicant/the Production Company outlined in 'The Corporation of the County of Wellington Commercial Film Permit Policy' and agree to the conditions set out therein.

Signed, sealed and delivered this _____ day of _____, 20_____.

I HAVE THE AUTHORITY TO BIND THE APPLICANT/THE PRODUCTION COMPANY:

Signature

Printed Name

IN THE PRESENCE OF:

Witness

Printed Name



Commercial Film Permit Application Schedule of Fees

Fee for film production on County of Wellington property:

Permit Fee:	\$500.00 + HST.
Security Deposit:	\$3,000.00 for 1-3 days (Add \$1,000 for each additional day)

This deposit shall not be returned until all invoices, charges and claims have been cleared. Any structures, grounds, landscape features or artifacts damaged as a result of the activities of the film production will be restored to the condition that existed prior to the occurrence of the damage to the County of Wellington's sole satisfaction. Where damage has occurred, a letter detailing the extent and cost of repair or restoration will be sent to the Applicant and a request for payment will be made. The Applicant may prefer to pay for the work and have the certified security deposit cheque returned. Should the Applicant refuse to pay for the damages outlined in the letter, the certified security deposit cheque will be cashed and the subsequent repair undertaken by specialists supervised by the site. Any monies owing or remaining from the security deposit cheque will be processed accordingly. Where this is not possible, the County of Wellington will be compensated. Appraisals and restoration work will only be undertaken by the specialists approved by the site supervisor. The Applicant and the Applicant's Insurer, should be aware that some subject properties are historic sites, in some cases National Historic Sites, and are subject to a higher standard of care and preservation than may normally be the case.

Fees for film production at Wellington County Museum and Archives:

Booking hold fee:	\$200 Per day + HST.
Filming Rates/Fees:	\$500/Hour* + HST.
	OR
	\$3,500 + HST. Per day, based on an 8 Hour Day.

*inclusive of \$200/HOUR staffing fees.

Additional fees will be incurred should the closure of the Wellington County Museum and Archives Historic Site be required for the Applicant. As well, additional fees may be incurred at the discretion of the Wellington County Museum and Archives for the rental of halls or the need for additional staffing or resources. Due to the popularity of the site, a booking hold fee of \$200 will be required upon booking. Fees for additional days/hours will be invoiced and are due no later than two weeks from when the final invoice is received. The booking fee will be reflected in the final invoice.

*NOTE: This film permit fee is waived for all post-secondary film projects and charitable organization/nonprofit film projects, or at the discretion of the Film Liaison.

Notification Letter Template

Production Company Name/Show Title/Image Inserted Here with Production Phone Numbers and Email Addresses

Filming Notification

Delivery Date: (Insert Date)

Productions are to follow the COVID-19 Safety Guideline for the Film and Television Industry in Ontario approved by the Ministry of Labour, Training and Skill Development. Information can be found at <https://www.filmsafety.ca/safety-guidelines-i-ontario/>. Productions are required to have a site-specific health and safety plan in place and to follow any additional safety requirements set out by the County of Wellington.

To Residents & Businesses in the vicinity of:

We will be filming (insert interior or exterior) scenes at
Location Address

(Insert date) between the hours of (insert hours)

Prep: (Insert date and hours if applicable)

Filming: (Insert date and hours if applicable)

Wrap: (Insert date and hours if applicable)

Our production vehicles and various pieces of film equipment will be located on:

(Insert the location or locations. Be as specific as possible.)

We will begin reserving the above areas with cones on (date) at (time), with vehicles arriving (date) at (time), and departing (date) by (time).

Displaced permit parkers affected by our filming activities are kindly asked to park in their driveways (if applicable), surrounding streets, nearby pay lots or (insert pre-arranged parking location here). On our filming day, please contact (insert name of LM or ALM) from the Locations Department. We will direct you to available parking and/or reimburse your parking receipt.

*** All of our filming & related activities are undertaken under the authority & approval of the County of Wellington. ANY INTERMITTENT TRAFFIC STOPPAGES/CONTROL will be conducted under the safe supervision of the Ontario Provincial Police.***

On behalf of the production, we thank you for supporting the County of Wellington's flourishing and vibrant film industry. Questions? Please contact our production office at (insert production phone number), or the County of Wellington at

film@wellington.ca

For more information about filming in the County of Wellington, visit www.wellington.ca/en/discover/commercial-filming-in-the-county

(Please include the following contact information:

First Name, Last Name

Location Manager

Insert Phone Number

First Name, Last Name

Assistant Location Manager

Insert Phone Number)

Please be sure that the above critical information included in your letter of notification fits on one standard page.



Notification Letter Checklist

The Letter of Notification must include/state:

- ✓ The film company, type and title of production, and be on the film company letterhead
- ✓ Provide the name and phone number of the location manager and the assistant location manager
- ✓ Provide the duration of filming (i.e. number of days, recurring location for [x] number of days, over [x] number of months)
- ✓ Must provide the times that coning and/or production vehicles will arrive at the location
- ✓ Provide wrap date and time
- ✓ Propose alternate parking arrangements for those with parking permits that may be displaced during filming
- ✓ Provide information about any street dressing, gunfire, or special effects
- ✓ General contact information for the County of Wellington (not contact information for individual staff of the County of Wellington)
- ✓ Include the following statement: "To obtain further information regarding the guidelines for filming, please refer to the County of Wellington's website at www.wellington.ca/en/discover/commercial-filming-in-the-county