



FILMING REQUEST SCHEDULE A

Safety and Security
3700 Willingdon Avenue
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PURPOSE

External media production will use the facilities for:

NOTICE REQUIRED FOR FILMING REQUESTS

Requests for filming must normally be made at least two (2) weeks in advance, and will not normally be accepted fewer than ten (10) days in advance.

BCIT COORDINATOR OF FILM PRODUCTION

The BCIT coordinator of film production contact will coordinate access to all areas of Institute and those areas of the Institute where leases have been granted to the third parties. For interior locations the BCIT film liaison contact must secure approval from the administrative manager of the Department or School occupying the space and a Manager from Safety and Security in the event of fire safety programs or access.

BCIT locations and contacts are located at: bcit.ca/business/industry/filmlocations.

FEE ARRANGEMENTS

All arrangements including determination of the fees for location, parking, facilities maintenance and employee services; evidence of insurance; and the execution of agreements of posting of bonds when required must normally be completed at least forty-eight (48) hours prior to the commencement of filming.

NO MAJOR ALTERATIONS

No major set construction or alteration of buildings will be permitted. Any set decoration must be clearly specified in writing and all areas occupied in connection with the filming must be returned to their normal condition.

USE OF AUXILIARY POWER

Film production industry filming at the Institute which require auxiliary sources of power must be silenced generators and cables must be safely stowed/secured/covered at the film production companies own expense.

SCRIPT APPROVAL REQUIREMENT

A program script, outline or storyboard must be submitted prior to the commencement of filming so that the BCIT Marketing and Communications Department can ascertain that such filming will not damage the reputation or image of the Institute.

IDENTIFICATION OF BCIT

For production that does not involve BCIT events and activities, BCIT maintains the option of acknowledgement or anonymity of the Institute, including promotion and credits.

RIGHT OF REFUSAL

Notwithstanding the terms and conditions of this policy, BCIT has the right to refuse any request for filming on the premises of the Institute. Factors in such a decision may include but are not limited to the reputation and financial security of the production agency, and the history of previous dealings with that agency.

FEES AND OTHER CHARGES

A location fee of () dollars, per day will be charged to any production agency using Institute locations for the purposes of producing feature films, television commercials, general entertainment programs and commercial still photography and () dollars, per day, for use of the Institute prior to and after the location shoot (prep and wrap). For productions that require locations for more than two (2) weeks, a separate location fee may be negotiated in lieu of the daily rates.

WAIVER OF FEES

The location fee may be waived for non-commercial production agencies and public broadcasting institutions producing education and public interest programs, including documentaries.

The policy for film liaison will not apply to news and public affairs coverage of Institute events, activities and personalities by television, film or sound recording.

However, when news and public affairs coverage includes complex documentary filming, the Institute policy for commercial filming will apply, including fees, and assistance will be provided by the BCIT Film liaison contact.

COLLECTIVE AGREEMENTS

The Institute is bound by the terms of various collective agreements with its support, instructors and faculty. Under these collective agreements, certain functions on the Institute fall under union jurisdiction. If such functions are required, the film producer agrees to utilize and pay union staff at the rates contained in the said collective agreements.

ADDITIONAL CHARGES

The cost of any additional services provided by BCIT, including parking, security, facilities maintenance and employee services and caretaking will be charged in addition to the location fee.

FINAL APPROVAL

Film production companies must sign off on the BCIT Prime Contractor Health and Safety Program and the Facility access Agreement prior to commencement of filming. The Director of Safety and Security or designate is responsible for the final signed approval for filming on Institute property.

BCIT FACILITIES TO BE USED

SCHEDULE

BCIT STAFF TO BE USED

STATEMENT OF WORK

PRICE AND PAYMENT

In consideration for access to the BCIT facilities and for the assistance of BCIT staff _____,
will pay BCIT the sum of \$ _____ upon receipt of an invoice from BCIT.