

Film and Photo Shoot Request Form



Application Date Date Reviewed

About You

Application Contact Name

Cell phone number

Email address

Business or Organization Name

Location contact name and phone number, if different

About the Shoot

Type of shoot: ___ Film ___ Photo

Library location Where inside the library?

Date of shoot Is your date flexible? ___ Yes ___ No

Start time Duration Are your times flexible? ___ Yes ___ No

Number of people on location: ___ Crew ___ Cast

List of equipment

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.....

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Subject matter

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Library Requirements

Costs

Costs associated with filming on library property are addressed in the procedure. Costs will be invoiced on a cost recovery basis. Deposits and/or payments are to be made payable to the Halifax Regional Library.

Requests for services

Include and attach all requests, along with locations, dates, times, and site maps as necessary.

Insurance

Prior to filming in and around Halifax Regional Library facilities, film companies must provide the Halifax Regional Library Board with a Certificate of Insurance naming Halifax Regional Library Board and Halifax Regional Municipality as Additionally Insured and containing a Cross Liability Clause.

Library location release and indemnity

A signed Halifax Regional Library Board Release and Indemnification Form must be signed and returned with the certificate of Insurance.

Agreement

I have read the Halifax Public Libraries policy Request for Film Shoots and agree with the terms and conditions as defined in the policy.

.....
Applicant's Signature

.....
Date of Signature

Library Approval

.....
Senior manager's signature

.....
Date of signature

Contact:

Mairead Barry

Halifax Public Libraries

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