

# Film and Photo Shoot Request Form



Application Date \_\_\_\_\_

Date Reviewed \_\_\_\_\_

## About You

Application Contact Name \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_

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

_____	_____
_____	_____
_____	_____
_____	_____

Subject matter

## Library Requirements

### Costs

Costs associated with filming on Library property apply depending on the scale of the production. Costs will be invoiced on a cost recovery basis. Deposits and/or payments are to be made payable to the Halifax Regional Library.

Class of shoot	During open hours	After hours/weekends
Amateur/personal/small non-profit	\$50/hour + cost of room rental if needed	\$100/hour + cost of room rental if needed
Commercial/advertising/promos	\$100/hour + cost of room rental if needed	\$200/hour + cost of room rental if needed
Full film/TV production	Day rate of \$2,000 - \$6,000 depending on size and scope	1.5x open hours rates

### 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.

Halifax Public Libraries **does not** sign external location releases.

## Agreement

### Confidentiality 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

Marketing & Communications  
Halifax Public Libraries

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