



Filming Checklist – Recreation Centres

RECREATION CENTRE FILMING BOOKINGS ~ GENERAL INFORMATION & BOOKING CHECKLIST			
(The information below is vital for ensuring that the venue meets all the operational, safety, and logistical requirements of the filming activity being planned)			
PRODUCTION NAME:			
Contact person:			
Location Requested: (ARC/MRC/MSA)		Areas Requested: (arena, ice surface, multipurpose room, parking lot, other)	
Filming Dates Requested:		Time Required	
Filming Prep Dates Requested		Prep Time Required	
Filming Wrap Dates Requested		Wrap Time Required	
Number of expected attendees:			
** Facility or event space access outside of the times listed above and listed on your Facility Use License is not guaranteed. Please ensure you book sufficient time and spaces to fully meet your filming needs.			

FILMING CONTACT INFORMATION			
All communication with respect to the user contract and event details shall come from these main contacts named below			
Film Booking Contact Name		Phone:	
		Email:	
Film Technical Director		Phone:	
		Email:	
Onsite Film Contact (main contact for City staff to coordinate during filming)		Phone	
		Email	

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PRE-FILMING CHECKLIST						
SITE VISIT						
<input type="checkbox"/> Conduct Site Visit with Film Office and City staff to review available amenities <input type="checkbox"/> DRAFT Site map sent to City for Review (min. 14 days prior to prep date) <input type="checkbox"/> Final site plan to be approved by City Staff and all onsite film personnel to have a copy <input type="checkbox"/> Site map / layout approved by City <input type="checkbox"/> Final List of production asks/requests provided to City						
Date of Site Visit		Time:				
Site Visit – Film Representative						
Site Visit – Film Office Representative						
Site Visit – City Representatives						
SITE VISIT						
Production requesting filming MUST meet with the Facility Staff at <u>least one month</u> prior to the event to review site layout, amenities, and filming expectations.						
Appointments for the site meeting may be made by contacting the Film office at 604-864-5670 or by email to filming@abbotsford.ca .						
SITE MAP						
Please ensure site map clearly lays out all site setup information for review /approval by City Staff. Final site map approval will be required a minimum of seven (7) business days prior to prep date.						
EVENT REQUESTS						
# of Chairs		# of Tables				
Elevator requests (where applicable)						
# of skates (must be prepaid)		# of helmets (must be prepaid)				
Food/Beverage services (City approval required for any outside food/beverages)		Will there be onsite catering?				
Site Security Requirements						
Other Support Rooms/Areas required						
Public WiFi (existing wifi does not support streaming)						



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OTHER: PLEASE PROVIDE A LIST OF ADDITIONAL FILM ASKS (Special lighting, arena glass removal, atmospheric smoke, etc)	
POWER REQUIREMENTS: (120V)*	*Power required beyond 120V will require external generator at production's cost
EQUIPMENT REQUEST NOTES: Limited quantity available. Due to the number of events/programs in the facility we cannot guarantee all items/quantities will be available for your production. Production should bring their own equipment if required. The following equipment items are not available: <ul style="list-style-type: none">• Equipment dolly / ladders / extension cords / fridges	
<i>** Additional City staff may be required, at additional cost to production, to support filming needs (prep, filming, wrap, before/after regular hours)</i>	
DECORATIONS/SIGNAGE <ul style="list-style-type: none">• Any decorations or signage to be displayed must be stand alone, or if marking on floor/ attached to walls/etc MUST use green painter's tape or chalk to mark floors or hang signage on walls.• The use of two sided-tape, electrical tape, duct tape, staples, nails, screws, or tacks is not permissible.• All remnant of tape used must be removed upon completion of event or extra charges will be levied for its removal. This includes tables and chairs• Facility must be returned to original pre-event condition upon completion of the booking. This includes any additional cleaning necessary (at Film Production's cost).• Sponsorship signage not to be removed – only approved signage coverings accepted with approval from PRC office staff	
PARKING/FIRE LANES <ul style="list-style-type: none">• Production parking will be limited to designated areas only – upon discussion and approval by City staff• Fire lanes must be kept clear at all times	
PREP DAY(S) <ul style="list-style-type: none">• Coordinate equipment arrivals and departures• Signage needs for participants "Notice of Filming" etc• Manage any issues that arise / Ensure operational activities run smoothly• Monitor adherence to safety regulations• Track any damage or issues to report• Hallways/walkways/entrances must be kept clear at all times• All onsite film personnel to have copy of final approved site plan• All onsite communication during event will be through designated Filming & City contacts only	



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DURING FILMING

- Coordinate equipment arrivals and departures
- Ensure film permit available at all times
- Manage any issues that arise / Ensure operational activities run smoothly
- Monitor adherence to safety regulations
- Track any damage or issues to report
- Hallways/walkways/entrances must be kept clear at all times
- All onsite event personnel to have copy of final approved site plan
- All onsite communication during event will be through designated Filming & City contacts only
- Hours of film permit to be strictly adhered to
- City is not responsible for safety, security, loss/damage of any equipment left onsite before, during or after the event.
- No storage available unless approval by City
- Items left overnight for use the next day will be the sole responsibility of the Film Production, and must only be stored in locations approved by the City.
- Filming activities should not interfere with other patrons/staff in the facility, and equipment should not present any safety concerns for other facility users.

WRAP DAY(S)

- Oversee cleanup and teardown
- Ensure venue is left in same or better condition
- Submit any necessary reports to PRC Staff and Film Office
- Provide feedback to venue if necessary

ADDITIONAL FILMING NOTES (Please provide any additional information necessary)

Electrical cords and other equipment in public areas must be secured, and not present any tripping/safety hazards to patrons/staff. Cord covers where applicable

Submitted by (print name)	Date Submitted
Signature:	
Received by City Staff (print name)	Date Received
Staff Signature	