



SHORT TERM USE GUIDELINES (FOR FILMING, SPECIAL EVENTS AND PARKING)

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Canada

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1.0 INTRODUCTION

The Vancouver Fraser Port Authority, doing business as Port of Vancouver (the “Port”), was created in January 2008 by the Government of Canada through the amalgamation of the North Fraser Port Authority, Fraser River Port Authority and Vancouver Port Authority, in accordance with the *Canada Marine Act*. The Port is accountable to the federal Minister of Transport, and is responsible for the operation and development of the port, specifically the navigable waters, real property and immovables within the jurisdiction of the combined former port authorities. To view the Port’s jurisdiction, please refer to the map attached as Appendix 4.3.

The Port recognizes that third parties may want to make use of its lands and waters for filming, special events and parking uses. Accordingly, Port property may be made available for these requests subject to the submission and approval of an application, provided the request does not interfere with Port operations such as shipping, navigation, and transportation or other Port interests.

The Short Term Use Guidelines and application form have been developed to assist applicants with requests of this nature. The guidelines set out the requirements for each event type and describe the licencing procedures, charges and information required to process an application.

All applicants should review these guidelines prior to completing the application form.

If you are interested in using Port property that is presently occupied, please contact the occupant directly. Your use of the occupied property shall be subject to you reaching an agreement with the occupant. In turn, it is the occupant’s responsibility to obtain the Port’s consent, including all agency and regulatory approvals. Please contact the Port’s Real Estate department at 604.665.9196 for the occupant’s contact information.

2.0 FILMING, SPECIAL EVENTS AND PARKING REQUESTS

2.1 Application Procedures

All requests for use of Port property for filming, special events and parking purposes are to be submitted using the application form attached as Appendix 4.2. The application form is also available for download from our website at www.portvancouver.com.

Requests to enter Port property solely for the purpose of scouting shall require Port's consent. The Port reserves the right at its sole discretion to require that the company be escorted for scouting purposes and the company will be charged a minimum cost of \$50 per hour after the first initial meeting. A minimum of 24 hours notice is required to accommodate any site visits, and site visits shall only be conducted during regular business hours, Monday through Friday, subject to operational requirement.

Completed application forms must be submitted to the Real Estate department **no later than TEN (10) business days prior to the requested date of use**. If the contemplated filming involves site alterations of any kind or the use of special effects of any kind, a longer notice period may be required. Incomplete application forms may delay processing. The Port attempts to ensure the processing of complete applications by the stipulated date. Approval of an application is subject to site availability, internal reviews, and agency approvals (if required). Upon receipt of an application, the Real Estate department will confirm site availability. The submission of an application does not guarantee a licence will be issued.

Should an application be received less than TEN (10) business days in advance of the requested date of use, the Port may accommodate such requests at 200% of the user charge described in Appendix 4.1. This will also apply to a previously submitted request that undergoes material changes in the sole opinion of the Port less than TEN (10) business days in advance of the date of use.

Please note that activities which may cause a nuisance, disturbance, endanger life or health, or adversely impact the environment, business or trade within the Port of Vancouver, in the sole opinion of the Port, shall not be permitted on Port property.

2.2 Licencing Requirements

a) Application Fee

A non-refundable Application Fee of \$100.00 plus GST is required at the time of application. The application will not be processed until the fee is received.

b) User Charge

User charge shall be submitted to the Port in full prior to the licence being issued. The fee schedule is attached under Appendix 4.1, which outlines the minimum charges and are subject to change from time to time.

Additional charges for utilities, equipment, stevedoring labour, Port security, Port Maintenance and Harbour Master staff time will be assessed by separate invoice.

The Port also recognizes charitable organizations and societies and will try to accommodate from time to time, and work with these types of non-profit organizations, when the demand for other revenue generating type events covered in these guidelines do not conflict with the applicants request. To satisfy the Port's requirements for determining the applicant's non-profit status, and when considering whether or not the waiving of the user charge would be approved, applicants are required to provide evidence that:

- (i) The organization is GST exempt;
- (ii) Evidence that the organization is registered as non-profit or society registration status; and
- (iii) Confirmation that the event will have a positive impact to Port marine oriented use or benefit to the Port such as promotional spotlight and/or positive marketing exposures to the overall Port community.

The applicant shall be required to enter into a licence agreement and may or may not pay other charges as indicated by the Port.

c) Security Deposit

A Security Deposit of a minimum TEN THOUSAND DOLLARS (\$10,000.00) is required in the form of a certified cheque or money order prior to the licence being issued. The Port reserves the right to vary the amount of the Security Deposit required.

d) Insurance

Applicants must provide proof of liability insurance coverage evidencing a **minimum** of FIVE MILLION DOLLARS (\$5,000,000.00) Comprehensive General Liability insurance, and/or such other coverage and amount the Port determines. The certificate shall name **Vancouver Fraser Port Authority** and **Her Majesty the Queen in Right of Canada** as Additional Insured, and it must be delivered to the Port prior to any company personnel or equipment entering onto or using Port property.

e) Neighbourhood Notification

The applicant is responsible to provide a minimum of THREE (3) days' advance written notice to all adjacent residents, property owners or tenants who may be affected by the activities. The following information should be included in the notice letter:

- (i) Location;
- (ii) Description of the activities;
- (iii) Dates and times for activities on Port property;
- (iv) Applicant's company name, address and contact information;
- (v) Port of Vancouver contact information (Real Estate department 604.665.9196); and
- (vi) Creative BC contact information (604.730.2732).

f) Licence Agreement

A licence agreement will be issued to the applicant once approvals for all activities are obtained after Port's internal reviews. The applicant will comply with the terms and conditions set out in the licence agreement, which may be updated and/or revised from time to time. The Port reserves the right to add any additional terms that may be required in its sole discretion. The licence agreement must be signed by a signatory of the company or its authorized agent.

2.3 Cancellation

In the event the applicant decides not to proceed with its request, the applicant shall provide a written notice to the Port at least FIVE (5) business days prior to the commencement of activity, and the Port shall refund the applicant the user charge, save and except the application fee and documentation fee, which are non-refundable. No refunds will be issued if notice is provided less than FIVE (5) business days.

2.4 Site Supervisor (Filming Requests Only)

The film company is required to provide, at its sole cost, a site supervisor approved by the Port that has undergone a Port orientation program to:

- i) Monitor all filming related activity on the property;
- ii) Act as a liaison between the Port and the film company;
- iii) Attend preparations for filming, set up for special effects, filming and wrapping as and when requested by either the Port or film company;
- iv) Attend pre and post-filming site meetings with Port representative;
- v) Provide on-site supervision during all filming activity as requested by either the Port or the film company; and
- vi) Provide the Port with a final written post inspection report of the property and confirmation that all filming activities have been conducted in accordance with the Filming Agreement within THREE (3) days following the termination date.

2.5 Security, Safety and Operational Approval

Port Operations and Security department reviews all requests to ensure the proposed activities meet Port's security, operational and safety requirements.

The applicants shall comply with all Port regulatory, operational, security and safety policies and guidelines, as governed by the Canada Marine Act, as well as regulatory approvals through Transport Canada, and other regulatory agencies and government bodies having jurisdiction.

If the activity requires operational assistance from Port Marine Operations (e.g. clearing of debris, vessel escorts, etc.), requests must be made in writing to Port Marine Operations and Security department at least FIVE (5) business days prior to the requested date. Costs for Marine Operations assistance will be in addition to the user charge described in Appendix 4.1 and shall be payable to the Marine Operations department immediately upon receipt of an invoice. Permission from the Port Marine Operations department is also required if a film company wishes to film Port Marine Operations personnel, vessels, equipment, uniforms, etc.

Vehicles may be subject to search by municipal Police, RCMP, Port contracted security, or Canada Border Services Agency (CBSA) while on or around the terminals.

2.6 Environmental Approvals

Port Environmental Programs department reviews all requests involving physical works or activities on Port property to ensure the proposed activities meet the Port's environmental requirements.

The applicant shall not use, or permit to be brought onto Port property, any chemicals or hazardous materials, without the prior written approval of Port's Environmental Programs department.

The scope and duration of environmental reviews can vary, depending on the activities taking place and the existing environment or community in which it will occur.

2.7 Special Effects & Stunts

Written approval must be obtained from the Port prior to the use of special effects including, but not limited to, helicopter or other aircraft use, water craft or motor vehicle chases, collisions or stunts, use of incendiary devices such as flame bars, gun fire, or any other activity that, in the opinion of the Port, would give cause for public concern.

The applicant is required to provide a detailed description of the special effects and stunts, together with a Special Effects proposal and Material Safety Data Sheet. The applicant shall provide the Port evidence of all applicable regulatory approvals, including but not limited to, municipal police or RCMP, Fire Department, Ministry of Transport, air traffic control, as well as evidence of any third party consents (e.g. special interest groups, neighbouring municipality, etc.) required by the Port respecting the applicant's use of the Port property. In addition to the site supervisor required under Section 2.4, representatives of one or more of the approving agencies may be required to be on-site during filming, as determined by the Port in its sole opinion.

3.0 STILL PHOTOGRAPHY REQUESTS

Still photography projects taking place on Port property must be reviewed and approved by the Real Estate department prior to commencement of any activity. The request shall include the following details:

- i) Applicant's company name, address and contact information;
- ii) Name of production (if applicable);
- iii) Requested site with map;
- iv) Requested time and date; and
- v) The nature of and context in which the images will be used.

There are no application fees or user charge for still photograph projects. All projects are subject to the Port's Short Term Use Guidelines.

The following conditions are listed on our standard Still Photography consent boilerplate:

The Port is prepared to allow you entry onto the property on the following conditions:

- i) The applicant will assume full responsibility and liability for activities on Port property and hereby waive any and all claims against the Port, whether for injury to person or damage to property under the management of the Port in any manner arising out of or incidental to or connected in any way with you entry, presence on and use of Port property;
- ii) The applicant agrees to indemnify and save harmless the Port in respect of all claims, losses, costs, fines, penalties or other liabilities, including legal fees, arising out of any and all activities in connection with use of the Port property, including but not limited to the activities on Port property; and
- iii) The Port shall have access and free use of the transparencies relating to the above photo shot.

4.0 APPENDIX

4.1 Fee Schedule

Vacant Land & Water	Preparation and Wrapping	\$750.00 per day
	Filming/Special Events	\$1,500.00 per day
	Parking	\$750.00 per day
Roadways	Filming/Special Events	with ITC: \$5,000.00 per day
		No ITC: \$1,000.00 per day
Building	Preparation and Wrapping	\$1,250.00 per day
	Filming/Special Events	\$2,500.00 per day
Canada Place	Preparation and Wrapping	\$2,500.00 per day
	Filming	starting at \$5,000.00 per day
Application Fee	Non-refundable \$100.00	
Late Application Charges	Requests for use made less than ten (10) business days prior to commencement may be accommodated at 200% of total user charge	
Cancellation	Full refund minus Application Fee & Documentation Fee upon written notice at least five (5) business days prior to the commencement of event.	
Documentation Fee	Non-refundable \$300.00	
Security Deposit	Minimum of \$10,000.00 per agreement by way of certified cheque or money order	
Additional Charges	<p>Port of Vancouver Maintenance and Marine Operations and Security staff time, berthage, stevedoring labour, equipment charges and/or vessel use will be assessed by separate invoice to be paid to the invoicing department directly.</p> <p>Security Charges for Port of Vancouver contracted security personnel will be assessed by separate invoice to be paid to the invoicing party directly.</p>	
Notes	<ol style="list-style-type: none"> 1. Based on a 24-hour day or portion thereof. User Fees outlined above are minimum charges only. Port of Vancouver reserves the right, at all times, and at its sole option, to vary the charges according to the degree of risk, property location, length of term, staff time, etc. 2. Intermittent Traffic Control (ITC) may be performed outside of regular business hours only. Traffic shall be stopped intermittently and for no longer than three continuous minutes during each 10 minute period. 3. Please make all cheques payable to "Vancouver Fraser Port Authority". 4. All fees above are subject to GST. (GST #108167669RT). 	

4.2 Application Form (Filming, Special Events and Parking)



Filming, Special Events and Parking Application Form

Completed application must be received by the Real Estate Department no later than TEN (10) BUSINESS DAYS prior to the requested date of use. A longer period may be required if proposed activities require site alterations of any kind or the use of special effects. Incomplete applications may delay processing.

Applicant Information			
Company Name:			
Contact #1:		Title:	
Cell No.:		Email:	
Contact #2:		Title:	
Cell No.:		Email:	
Mailing Address:		City:	
Province:		Postal Code:	
Event Information			
Name of Production/Event:			
Production/Event Type:	<input type="checkbox"/> TV Series <input type="checkbox"/> Feature Film <input type="checkbox"/> Commercial <input type="checkbox"/> Documentary <input type="checkbox"/> Mini Series <input type="checkbox"/> Music Video <input type="checkbox"/> Short <input type="checkbox"/> Other: <input type="text"/>		
Requested site(s) (please attach a map and indicate whether land and/or water lots*):			
Prep Date(s) & Time:			
Film/Event Date(s) & Time:			
Wrap Date(s) & Time:			
Will there be catering services on site: <input type="checkbox"/> Yes <input type="checkbox"/> No			
No. of vehicles:		No. of crew:	
Types of vehicles:			

What are your parking arrangements?
Description of scenes (if filming) and use of property:
Proposed Special Effects (SPFX proposal and MSDS sheet will be required):
<input type="checkbox"/> Gunfire <input type="checkbox"/> Explosion <input type="checkbox"/> Aircraft <input type="checkbox"/> Car Stunt <input type="checkbox"/> Smoke <input type="checkbox"/> Rain/Snow <input type="checkbox"/> Fire <input type="checkbox"/> Wet Downs <input type="checkbox"/> Animals <input type="checkbox"/> Use of Hazardous Goods <input type="checkbox"/> Other:
Details:
Is Intermittent Traffic Control required? <input type="checkbox"/> Yes (<i>Please indicate traffic stoppage points on a map</i>) <input type="checkbox"/> No
If yes, please provide details for safety precautions:
Please specify if you are planning to use and/or remove any of Port's assets (i.e. use of fire hydrants, removal of speed signage, etc):

A non-refundable application fee of \$100.00 + GST is required in order to process your request. Please make payable to "Vancouver Fraser Port Authority" and submit it to the address below:

Real Estate Department
 Port of Vancouver
 100 the Pointe, 999 Canada Place, Vancouver, BC V6C 3T4
 Telephone: 604-665-9196 Fax: 1-866-212-1686 Email: real.estate@portvancouver.com

FILM CREDIT NOTING "PORT OF VANCOUVER" WOULD BE APPRECIATED

4.3 Port of Vancouver Jurisdictional Map

