

## CEMETERY FILMING GUIDELINES

### General Application

The City of North Vancouver recognizes the benefits derived to the community by having a thriving film industry. These guidelines have been structured to allow filming within the old section of North Vancouver Cemetery (NVC) while still recognizing the desire of the citizens to enjoy the peace and quiet of the NVC while visiting their loved ones.

All filming within the old section of NVC will be done under permit and will be subject to the terms and conditions of the filming policy together with these guidelines, and the rules and regulations included.

### Objectives

- a) To ensure that the visitors rights to the quiet, peace, rest or enjoyment of the NVC is not unreasonably disturbed so that the opportunity to visit is always permitted without delay.
- b) To provide a clear set of rules and regulations defining the expectations of the City of North Vancouver.
- c) To ensure that all direct costs associated with filming in the NVC are recovered.
- d) To protect the NVC and the City of North Vancouver against potential liability arising from filming activity.

### Application

Filming may be approved subject to the conditions of these guidelines upon the usual written application to the City of North Vancouver Film Office, including the following information:

- a) Project description and exact location within the old section of the NVC.
- b) Number of vehicles and descriptions including off-site parking arrangements.
- c) Dates and hours of preparation, filming and cleanup.
- d) Arrangements made for transporting crew from off-site parking areas.
- e) Complete details of scenes, stunts and other necessary arrangements etc.
- f) Request for the use of any City staff, facilities or equipment.
- g) Requests for any specials services such as signage changes etc.

### Insurance

Adherence to the usual requirement under the City of North Vancouver Film Permit and Application, to a minimum of \$5,000,000 Comprehensive General Liability Insurance designating and naming the City of North Vancouver as additional insured.

## **Fees**

A location fee of \$3,000/day will be charged for filming in the NVC. Prep and wrap days will be charged a fee of \$1,500/day.

Any work performed at the NVC by City staff will be charged back to the film company. The fixed fee for these services will be \$90/hour per City staff member.

## **Rules & Regulations**

- a) Approval for filming in the Cemetery must be preceded by a site visit with the caretaker and/or film liaison.
- b) No circus trucks permitted in the Cemetery without permission of the City Film Liaison.
- c) Filming will be limited as to the number of consecutive use days including preparation and cleanup. Some exceptions may be made for filming in the evening.
- d) No filming on Saturday, Sunday or Statutory Holidays.
- e) No catering trucks or food in the vicinity of the grave sites.
- f) The Production Company must arrange for a qualified flag person to be in attendance during the day.
- g) It is mandatory to have courteous flag people who understand the needs of the people arriving in the area and are able to provide access and egress information in the Cemetery.
- h) No dolly carts will be permitted to straddle existing graves.
- i) Any digging of mock graves will be done by City staff at an additional cost of \$1,250 per grave.
- j) While filming during off hours in the Cemetery, City staff, Cemetery Caretaker or grounds crew will be required to work overtime to ensure compliance to these rules at an additional cost of \$90/hour per City staff person.
- k) Day to day Cemetery maintenance work which creates noise or could inconvenience the filming process will not stop unless previously arranged.
- l) All persons on site must be respectful of the gravesites and courteous to all visitors to the Cemetery. There is to be no filming of the names on the headstones.
- m) The City reserves the right to shut down filming with little or no prior notice when necessary, if the filming process disrupts the natural ambiance of the Cemetery.