

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 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.

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

librarymarketing@halifaxlibrary.ca | T: (902) 490-5869 | 60 Alderney Drive, N.S. B2Y 4P8