



## **FILMING POLICY LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA**

### **PURPOSE:**

To provide a comprehensive Filming Policy in order to facilitate the use of the Parliament Buildings and Grounds for use by external media production companies as film locations without disruption or cost to the Legislative Assembly of British Columbia or the Government of British Columbia.

### **OBJECTIVES:**

1. To assist the B.C. filming industry by offering the use of the Legislative Precinct and Grounds as physical resources for filming locations and to provide expert service to filming production companies, recognizing the complexity of their needs when filming on location, and in keeping with the interests of the Legislative Assembly of British Columbia by not incurring any costs.
2. To provide and control general access to the Legislative Precinct and Grounds and limited access to interior locations for commercial production companies producing feature films and general entertainment programs, subject to:
  - the preservation of the institutional reputation, dignity and image of the Legislative Assembly of British Columbia and minimal disruption of normal business activities.

### **POLICY:**

#### General:

1. Filming cannot interrupt the business of the Legislative Assembly of British Columbia or the Government of British Columbia.
2. No filming of commercials is permitted.
3. The filming production company must notify the Greater Victoria Film Commission with full details of their production office prior to an application being considered for use of the Legislative Precinct and Grounds.

4. The filming production company shall ensure that it meets all municipal by-laws and has secured any necessary approval from the City of Victoria. The filming production company must also make its own arrangements with the City of Victoria for any off-site parking. Prior written approval must be obtained for any on-site parking which will only be permitted in exceptional circumstances.

Location:

5. Filming is allowed only in approved sites. It is strictly prohibited to film in the Legislative Chamber, on or from the roof of the Parliament Buildings or on or from the statues on the Legislative Precinct or Grounds.

Safety:

6. Filming must not in anyway affect or place at risk the institutional reputation of the Legislative Assembly of British Columbia, or place at risk the Parliament Buildings or Grounds to any physical damage, or affect their image and integrity as an historic heritage site in the Province of British Columbia. Filming requests must meet the limitations of the historic building and must not affect the safety of the staff, occupants or visitors within the building.
7. The use of any materials that could create a fire hazard or have an effect on the fabric of the building is prohibited. All materials used must fall within the fire safety parameters as set down by the Fire Marshall. For safety and security reasons, all exits, stairwells and security/reception desks must be kept accessible at all times. It is the responsibility of the filming production company to direct and answer the questions of all pedestrian traffic during filming.

Props/Equipment:

8. No flags are to be flown from the Parliament Buildings, other than the British Columbia or Canadian flags, unless approved by the Office of the Speaker. Flags may be removed so that no flags are flown from the building during filming. No other temporary flagpole may be erected outside. The Canadian flag on the main pole on the front lawns cannot be removed.
9. Temporary structures or props may be built with prior written approval. All plans for such structures and sets, including the masking of any windows, must be clearly specified in writing and submitted with the application before written approval will be granted. Drilling into the stonework or attachment of any hardware that requires mounting to any external or

internal wall, ceiling or floor of the Parliament Buildings is strictly prohibited. However, no signage of any kind shall be affixed to the Parliament Buildings. In accordance with the Legislative Precinct Regulation, the Legislative Assembly of British Columbia reserves the right to instruct removal of any prop or decorative fixture that has not been given prior written approval.

10. Every precaution must be taken to protect sensitive surfaces such as floors, carpets, furnishing and building finishes. Equipment must be cushioned and boarding and drop sheets must be used. Every precaution must also be taken to protect the grounds, monuments and trees when filming outside.
11. Temporary removal of any lighting fixtures, doors or hardware from the Parliament Buildings will not be permitted. No artefact, painting, or piece of furniture may be touched, moved or otherwise used in the filming production without prior written approval. The use of any such items must be requested in the application.

Utilities:

12. Tie-ins to building service power are prohibited. Power use is not to exceed 1,000 watts in the rooms in use. A plan describing the electrical needs must be forwarded for approval to the Legislative Assembly of British Columbia.
13. Production lights must be turned off when not in use and kept as far away as possible from furnishings, collection items and other surfaces when in use to protect against damage. Light levels must not be so intense that potential damage could result from their use.

Post-Production:

14. The filming production company must remove all equipment from the premises before 6:00 am on the day after the last day of filming. All charges will be applied to the filming production company for any costs incurred by the Legislative Assembly of British Columbia to remove, store or transport any equipment.
15. When filming is complete, the site must be returned to its original condition as it existed prior to filming. A post-production inspection of the property will be made by staff of the Legislative Assembly of British Columbia and B.C. Buildings Corporation or its representative and any damage to the property arising out of the production will be assessed and charged back to the filming production company.

Termination:

16. Notwithstanding the terms and conditions of this policy, the Legislative Assembly of British Columbia has the right to refuse any requests for filming on the Legislative Precinct and Grounds. Factors in such a decision may include the reputation and financial security of the filming production company, the content of the film in production, the location requested, whether the House is sitting and the site history of the filming production company with other site institutions.
17. The Legislative Assembly of British Columbia reserves the right to terminate any filming project that contravenes any of the policies outlined.
18. Under unusual circumstances and/or emergencies, the Legislative Assembly of British Columbia reserves the right to cancel or move the scheduled filming dates to another date at short notice.

## SCHEDULE A

### FEES AND OTHER CHARGES

1. The costs of any additional services provided by the Legislative Assembly of British Columbia including security, parking, trades and care-taking will be charged on a cost-recovery basis.
2. These additional services fees may be waived for non-commercial (non-revenue generating film productions) and public broadcasting institutions producing educational and public interest programmes including documentaries.
3. Any costs associated with damage, repair, and/or excessive cleaning requirements as a result of a filming project are the responsibility of the filming production company and will be charged back for full payment.
4. Production companies filming in the Parliament Buildings or on the Grounds must agree to hold the Legislative Assembly of British Columbia harmless of any liability and loss which may be incurred by reason of any injury to any person or damage to any property caused by the Producer, any of its employees or equipment, or any other persons introduced to the premises by reason of such filming. Evidence must be provided of liability insurance coverage in the amount of \$5,000,000 and showing the Legislative Assembly of British Columbia as an additional insured.
5. Production companies may be required to post a bond in a manner prescribed by the Speaker of the Legislative Assembly of British Columbia to cover damage that may be done to the Parliament Buildings or Grounds. A certified cheque in the amount of the deductible must be presented before filming can commence. This will be returned to the filming producing company only after the site has been inspected for damages and all damages are paid for.
6. All arrangements, including the payment of fees, evidence of insurance, and/or posting of bonds when required must be completed at least 48 hours prior to the commencement of filming.
7. Requests for filming in writing must normally be made at least two (2) weeks in advance and in no case will be accepted fewer than seven (7) days in advance. All written applications must provide a synopsis of the script as well as the script portion that applies to the filming request on the Legislative Precinct and Grounds. The filming production company will be contacted and a meeting arranged to discuss the application in detail.