



A GUIDE FOR FILMING IN **SMITHS FALLS**

Production Resource Liaison

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Welcome to the Town of Smiths Falls!

Smiths Falls (hereinafter referred to as the Town) is a diverse and thriving community that consists of an urban centre, surrounded by picturesque and iconic Rideau Canal landscapes.

The Town recognizes the direct and indirect economic and cultural benefits associated with the film and television industry for our community. We are committed to supporting and encouraging filming opportunities within the Town of Smiths Falls while ensuring the rights, safety and privacy of Smiths Falls residents and businesses are protected.

This Filming Guide has been prepared by the Economic Development and Tourism Department, to provide production companies with key information and facilitation related to filming in the Town of Smiths Falls.

We are here to help you find the perfect location for your project and to help you navigate the municipal approvals process. **Contact us at 613-284-4124 ext. 1127 or kbarlow@smithsfalls.ca**

Our Locations Inventory includes sites throughout the community including:

- Historic Downtown Smiths Falls
- Heritage House Museum
- Station Theatre
- Municipal Facilities (including our 1903 Carnegie Library, parks and sports arena)
- Historic Homes
- Railway Museum of Eastern Ontario
- Rideau Canal (UNESCO World Heritage Site)

To see a full list of our unique locations visit the Ontario Media Development Corporation's (OMDC) website or contact our office.

FILMING GUIDELINES

1. Permission for location filming is required for productions on streets or property under the jurisdiction of the Town, not including private properties, unless road closures are required.
2. All companies applying for permission to do location filming on the property of the Town must present a certificate of insurance for general comprehensive coverage for not less than \$5 million dollars per large production occurrence. The Corporation of the Town of Smiths Falls shall be named as additionally insured. Vehicle and other special coverage may be required depending on the size and nature of the filming.
3. All scheduled location filming on streets under the jurisdiction of the Town require not less than fourteen (14) days advance approval of filming for Large productions and seven (7) days for Small productions This does not apply to previously permitted locations where rescheduling is necessary.
4. A minimum of 3 days advance notice is required for the rescheduling of productions which have been previously approved and require recirculation of revised notice to affected residents or businesses within the filming area.
5. Affected residents and businesses in the area(s) of filming must be notified not less than seven (7)



days in advance of filming, including any planned interference with pedestrian or vehicular traffic.

6. Production vehicles must not block driveways, private or municipal parking lots, roadways, sidewalks without written approval from the Town or property owner.
7. Permissions authorizing filming on streets in residential areas between 11:00 p.m. and 7:00 a.m. will not be given unless all affected residents have been notified not less than (7) days in advance and no complaints have been cited. Should complaints be received the Town has the right to deny production activities in the requested area, and the production company may seek other locations but must provide the required 7 days' notice to residents within the new area and receive no complaints prior to permit approval.
8. It is the production company's responsibility to ensure that there is minimum disruption to residents and businesses where filming occurs. The production company is under no obligation to provide compensation for disruption, unless agreed upon in advance with individual property owners and/or tenants. For filming within the Downtown core, it is recommended that filming be scheduled from Sunday to Tuesday to minimize disruption to local businesses and local traffic. Many many events occur within the downtown area through the summer, which would take precedence over filming activities. We encourage production companies to consult with Town staff to ensure no conflicts prior to submitting an application.
9. Production crews will clean the filming location at the end of each filming day and ensure that the area is returned to its original condition, unless approval has been granted for multiple shoot days and requires the site to be untouched for continuity in filming. In the event a site is not returned to it's original condition upon filming completion, the production company will be charged back all costs to repair or restore the site.
10. Police Officers and / or Fire Department officials are required for any detonation of pyrotechnic special effects or traffic control and permit compliance. The production company is responsible for any and all associated costs.
11. The production company is responsible for any out-of-pocket expenses related to the use of Town owned properties and/or equipment and payment must be received prior to filming occurring.
12. The production company is responsible for any out-of-pocket expenses related to the use of any private residence or property, as agreed upon by the property owner and production company.
13. It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties.
14. The production company will be required to enter into a Hold Harmless Agreement with the Town as part of the filming approvals process.
15. The Town of Smiths Falls is to be named where possible in any credits that are produced for the film.
16. Productions companies will endeavor to notify the Town of release details in an effort to assist in marketing the film and the Town as a place to produce media.

FILMING PERMISSION APPLICATION

Permission for filming is required for all location filming of a commercial nature which takes place in the Town, excluding newscasts, current affairs, and student/personal videos, but where the filming event may involve road closures, public notification or other municipal and non-municipal approvals (i.e. police/fire support, parking provisions, traffic control measures, use of municipal land or assets, etc.).

An application fee of \$100, plus HST is required with the application submission. Additional fees, as outlined in the Town of Smiths Falls Fees and Charges Bylaw will be applicable for related permits or use of municipal land or assets associated with the filming activities.

The Filming Permission Application requires production companies to provide all relevant details such as:

- key contacts
- summary of script
- location and timing of filming
- construction for sets and staging
- vehicles and equipment onsite
- traffic control needs
- parking requirements
- special effects and stunts
- All other required municipal and non-municipal approvals.

The following documents may form part of, and must be included with your Filming Permission Application submission:

- Proof of Insurances
- Hold Harmless Agreement
- Other Municipal and non-municipal approvals
- Copy of Community Notification(s)

APPLICATION REVIEW AND APPROVALS

The Town is committed to processing applications as quickly and efficiently as possible. Filming events that are larger or more complex in scope (i.e. road closures, special effects, stunts, extensive set construction etc.) will require more processing time to seek necessary input and approvals from multiple Town departments and applicants should provide as much notice as possible above and beyond the required 14 days' notice.

Ensuring applications are complete and contain all necessary documentation upon submission will prevent any unnecessary delays. It is suggested that extensive or more complicated applications be submitted at least thirty (30) days in advance of the proposed filming date(s).

The Town's Economic Development and Tourism Division, in consultation with other Town departments as appropriate, is responsible for approving Filming Permission Applications and will coordinate all reviews and approvals that are internal to the Town (i.e. Fire, Police, parking needs, traffic restrictions, municipal property and asset use, etc.).

The Town has the right to deny any filming requests at anytime during the application or production timeline should the production be deemed not to be in the best interest of the community or if any conditions of approval are violated during production. Should a breach of contract occur the Town will not be held responsible for lost revenues or refund any related application fees.