



## FILM PERMIT APPLICATION FORM

This [City of Regina Film Guidelines](#) includes the procedures, standards, forms, and permits required when filming in Regina. These guidelines have been developed to create a safe, productive, and enjoyable work environment for the film companies, City employees, Regina businesses, and the general public to ensure consistent high quality service to the film industry and to offer a platform of accountability to Regina citizens. A completed application is required **10 business days** prior to the filming.

APPLICANT	
Production Title:	
Director/Producer Name:	
Company Name:	
Mailing Address:	
Main Phone:	Fax:
Contact Name & Title:	
Phone/Cell:	Email:
Insurance Company:	Expiry Date:
<b>Type of Production:</b> (check all that apply) <input type="checkbox"/> Commercial <input type="checkbox"/> Documentary <input type="checkbox"/> Feature Film <input type="checkbox"/> Independent <input type="checkbox"/> Music Video <input type="checkbox"/> Pilot <input type="checkbox"/> Series <input type="checkbox"/> Short Film <input type="checkbox"/> Still Photography <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	
VENUE (FILMING SITE)	
Venue Name:	Owner/Manager Name:
Address:	
Phone/Cell:	Email:
FILMING	
Arrival Date & Time:	Departure Date & Time:
Number of Days on Site:	Interior/Exterior:
Filming Begin:	Filming End:
Briefly describe the scene being filmed:	
Require Parking:	Number of Vehicles:
Description of Vehicles:	
Number of People on Site:	

<b>Describe the potential impact on the neighbourhood:</b>
<b>Are you planning to use any weapons or imitations thereof:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the scene and prop being used:
<b>Are there any scenes that may cause alarm to the public or where a criminal act is being simulated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the scene(s):
<b>Will you be using an UAV (Unmanned Aircraft System) or drone:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, refer to <a href="#">Transport Canada's guidelines</a> and apply for permission:  Please contact the City of Regina Mayor's office at <a href="mailto:mayor@regina.ca">mayor@regina.ca</a> if you need a municipal approval letter.
<b>Does your aircraft weigh 25kg or more or using it for work purpose:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, apply for the <a href="#">Special Flight Operations Certificate</a> .  If no, you might be qualified for an <a href="#">exemption</a> .
<b>SERVICES REQUESTED</b>
Check all that apply. Specify location for each service on map.
<input type="checkbox"/> <b>Film in/on a City-owned and/or –operated property of facility.</b> (ie. film at pools, arenas, parks, streets, alleys, City Hall, police station, bus shelter, etc.) <b>Describe:</b>
<input type="checkbox"/> <b>Utilize a City property or facility for film purposes.</b> (ie. park film trucks on the street, rent City-owned real estate to build set decors, use washrooms in near-by City of Regina building, etc.) <b>Describe:</b>
<input type="checkbox"/> <b>Request a service from the City to for filming purposes</b> (ie. block a street, detour traffic, reserve street parking, delay park maintenance, coordinate snow removal, police security services, etc.) <b>Describe:</b>
<b>ATTACHMENTS (mandatory)</b>
<input type="checkbox"/> <b>Liability insurance certificate</b> \$5,000,000 Commercial General Liability includes non-owned automobile \$2,000,000 Auto Liability Insurance  Drone or UAV (Unmanned Aircraft System) are required to have UAV Operations Liability Insurance of \$2,000,000 Description of the <b>filming, date(s), times and locations</b> . Additional insured: City of Regina, 2476 Victoria Ave. Regina, Sk S4P 3C8 A copy of the Certificate of Insurance is required <b>10 business days</b> prior to the filming
<input type="checkbox"/> <b>Map</b> indicating where you would like to film, park, and any other details to be included. Go to <a href="https://maps.google.ca/maps">maps.google.ca/maps</a> and specify exactly where you will be filming.

## TERMS and CONDITIONS

The following terms and conditions apply to the use of civic property, facility, and services for filming purposes, in addition to the *Regina Film Management Policy, 2009* and its appendixes, and of any other applicable federal, provincial, or municipal law, bylaw, or policy. The applicant agrees as follows:

1. To indemnify, save harmless and defend the City of Regina and its employees and agents from and against any and all claims, actions, damages, injuries, costs, expenses, losses, lawsuits, or judgements of any kind, which may be brought against or suffered by the City. As a result of or in connection with the applicant's activities.
2. To release the City and its employees and agents, from any responsibility or liability, in conjunction with the death or personal injury of any person, and for any damage to or loss of property of the applicant, the City or any third party caused by the activity of the applicant or any third party that is present at the venue at the applicant's request or acquiescence.
3. To settle any disputes regarding this agreement by arbitration conducted in accordance with *The Arbitration Act (Saskatchewan)*. The arbitral tribunal shall be composed of one arbitrator to be appointed jointly by the parties. Either party may request arbitration by providing notice in writing to the other party. If the parties cannot agree on an arbitrator in ten days, either party may apply to the Court of Queen's Bench of Saskatchewan for the Court to appoint an arbitrator.
4. That this film permit is granted for the exclusive benefit of the applicant and may not be transferred, assigned, or sublicensed to any other party.
5. That the City acknowledges that the applicant shall be the sole owner of all rights, titles, and interests in the production and images created under this film permit.
6. If the film permit is terminated for circumstances beyond the City's control, the applicant will have no claim against the City or Right to damages or entitlement to reimbursement on account of any loss, damage, or expense.

## CHECKLIST

1. Have you read the [City of Regina Film Guidelines](#).  
And understand your responsibilities?  Yes  No
2. Have you provided **10 business days** of notice to the City of Regina for this permit?  Yes  No  
NOTE: exceptional traffic, police, and fire permits will require longer time to process
3. If you are filming in the Downtown, Warehouse, Industrial or any other area of Regina with significant business presence, have you talked to those businesses, prior to your filming, to advise them that your filming may affect their operations?  Yes  No
4. Have you included a map **CLEARLY** indicating the location of your filming and the traffic control implications/affect?  Yes  No
5. Have you provided proof of insurance?  Yes  No

## APPLICANT SIGNATURE

Applicant Name (Print)

Applicant Signature

Date

## TO SUBMIT

Email your completed and signed application with attachments to [events@regina.ca](mailto:events@regina.ca)

For more information, or to follow-up on the status of your application, contact [events@regina.ca](mailto:events@regina.ca)