

# Filming in Cambridge

## Production Companies' Checklist and Information



Thank you for choosing Cambridge!! We are here to assist you with your project!  
Here are some helpful reminders when filming in Cambridge:

- Have you completed the Region of Waterloo and Local Municipalities Filming Event Permit Application form and included the appropriate fees?**
  - If you are filming on public space of any kind (roadways, parks, parking lots, libraries, etc) a permit is required (cost: **\$40.00** flat rate fee for circulation to Police, etc)
  - **\$1000 plus** HST Administration Fee is required for each filming permit request.
  - **NOTE:** if you are filming on **private property** and not utilizing municipal property, (including all associated crew and vehicles), Filming Permits are not required.
- Have you provided the City with your security deposit cheque of \$5,000.00?**
  - If you have filmed here in the same year, we will hold it on file until the end of the year. Required 5 business days prior to filming.
- Have you purchased insurance and forwarded us the most recent copy?**
  - The City of Cambridge (and the Region of Waterloo, if applicable) must be listed as additional insured on your Certificate of Insurance. Please see the last page on the Region of Waterloo and Local Municipalities Filming Event Permit Application form for specific details.
- Do you require the Waterloo Regional Police (WRPS)?**
  - All costs associated with services provided by the Waterloo Regional Police Service (such as Paid Duty Officers) are the responsibility of the Production Company.
  - WRPS Contact: Carol Bambach, South Division, 176 Hespeler Road, Cambridge. Telephone number (519) 650-8500 ext. 2201, email: carol.bambach@wrps.on.ca
- Do you require the Cambridge Fire Department or Clerks Division for Special Effects Permits (fireworks, gunshots, etc)?**

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| Cambridge Fire Headquarters (Station One)<br>1625 Bishop Street North<br>Cambridge, Ontario N1R 7J4<br>Phone: (519) 621-6001<br>Fax: (519) 621-4521 | Clerk's Division, City of Cambridge<br>Ms. Sharee Bailie<br>BailieS@cambridge.ca<br>Phone: (519) 740-4680, ext. 4661<br>Fax: (519) 740-3011 |
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□ **Have you prepared and circulated a notice to all business owners and residents in the area you are filming?**

- For film projects impacting businesses and residential properties, public notices are required. Delivery of notices must be done a minimum of **7 days** prior to filming commencing and are the responsibility of the Production Company. All notices must be approved by the City of Cambridge prior to delivery. Contact us for a template.

□ **Have you filled out the Parking Permit Application? This is required anytime you will be utilizing parking on City property (Municipal Streets, Parking Lots, and Parks).**

- The Production Company is responsible for monitoring the on street and off street parking spaces to ensure that they are clear of parked vehicles well in advance of filming and other associated production film area(s).

• City of Cambridge Transportation Contact:

**Mr. Dennis Lopes**

Senior Technologist, Transportation and Public Works

50 Dickson Street, 2nd Floor, P.O. Box 669

Cambridge ON N1R 5W8

Tel: 519-621-0740 ext. 4324

E-mail: [lopesd@cambridge.ca](mailto:lopesd@cambridge.ca)

□ **Do you require permission from any other Agencies? (e.g. Cambridge Hydro, Grand River Conservation Authority, BIAs, etc.)**

• **Grand River Conservation Authority**

Samantha Lawson, Manager of Properties,

[slawson@grandriver.ca](mailto:slawson@grandriver.ca),

(519) 621-2761 ext. 2210

• **Cambridge and North Dumfries Hydro Inc.**

1500 Bishop Street

P.O. Box 1060

Cambridge, ON N1R 5X6

Phone: (519) 621-3484

Fax: (519) 621-7420

• **Hespeler BIA**

Ms. Karen Grant, Executive Director

PO Box 29006

101 Holiday Inn Drive

Cambridge Ontario

N3C 0A0

519.740.4650 ex.7266

E-mail: [info@hespelervillage.com](mailto:info@hespelervillage.com)

Website: [www.hespelervillage.com](http://www.hespelervillage.com)

- **Preston BIA**

Ms. Shirley Bowman, B.I.A. Coordinator

Preston Towne Centre B.I.A.

c/o Etcetera

761 King Street

Cambridge, ON N3H 3N7

Telephone: (519) 653-5332

Web Site: <http://www.discoverpreston.ca>

E-mail contact - Mr. Tony Schmidt (Chairperson): [tony@hsrealty.ca](mailto:tony@hsrealty.ca)

- **Galt BIA**

**Ms. Andrea Stebbings**, Executive Director

Downtown Cambridge B.I.A.

P. O. Box 1723, Station Galt

55 Ainslie Street North

Cambridge, ON N1R 7G8

Telephone: (519) 622-3510

E-mail: [info@galtonthegrand.ca](mailto:info@galtonthegrand.ca)

Web Site: <http://www.galtonthegrand.ca>



## HELPFUL INFORMATION:

### Example Costs for a standard Filming Permit Application:

- A Film Permit Application including a schedule of dates, times, and locations (see Example Time Schedule below). **Cost: \$40.00**
- Application fee of **\$1000 plus HST** (HST Reg Number: 123583528RT) (for a total of \$1130.00 based on 13% tax)
- **\$5000** certified cheque as a Security Deposit for the City to hold. This cheque will be held until the project has been completed and verified by City Staff. Cheque is made out to The Corporation of the City of Cambridge.

**Note:** There may be additional costs associated with permits based on individual permit requirements, as noted above.

### Example Filming Schedule to be submitted to Municipality:

| Date                       | Location                             | Purpose        | Start Time | End Time |
|----------------------------|--------------------------------------|----------------|------------|----------|
| Monday, June 4, 2014       | Queen Street –<br>Tannery to<br>Adam | Initial set-up | 7pm        | 7am      |
| Tuesday, June 5, 2014      | Queen Street –<br>Tannery to<br>Adam | Filming        | 7am        | 6pm      |
| Wednesday, June 6,<br>2014 | Queen Street –<br>Tannery to<br>Adam | Strike of set  | 6pm        | 4am      |

Any additional questions? Please contact:

**Trevor McWilliams or Devon Hogue**

City of Cambridge, Economic Development Division

Office of the Chief Administrative Officer

50 Dickson Street, 2nd Floor, P.O. Box 669

Cambridge ON N1R 5W8

Telephone: 519-740-4536 (ext 4800 or ext 4724)

Fax: 519-740-4512

TTY: 519-623-6691

Visit our Website - [www.cambridge.ca](http://www.cambridge.ca)

[mcwilliamst@cambridge.ca](mailto:mcwilliamst@cambridge.ca)

[hogued@cambridge.ca](mailto:hogued@cambridge.ca)