



# 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: **\$70.00** 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 plan on filming in Cambridge multiple times in the same year, we will hold the deposit 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: Paid Duty Coordinator, 200 Maple Grove Road, Cambridge.  
Telephone number (519) 653-7700 ext. 8629, email: [paid-dutycoordinator@wrps.on.ca](mailto:paid-dutycoordinator@wrps.on.ca)
- Will you be using Special Effects (fireworks, gunshots, etc)?**

Please contact our office early in your process to ensure we can arrange for the appropriate approvals and/or by-law exemptions.

□ **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? (examples and contacts below)**

Our staff are happy to assist you in gaining your approvals - our job is to make yours easier!

- **Grand River Conservation Authority**

Beth Brown, Manager of Properties

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

(519) 621-2761 ext. 2307

- **Hespeler BIA**

Mr. Brian Kennedy, Executive Director

Email: [info@hespelervillage.com](mailto:info@hespelervillage.com)

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

- **Downtown Cambridge BIA (Galt)**

Mr. Brian Kennedy, Executive Director  
(same as Hespeler BIA above)

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

Website: [www.downtowncambridgebia.ca](http://www.downtowncambridgebia.ca)

- **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

- **Preston BIA**

Ms. Shirley Bowman, BIA Coordinator

Preston Towne Centre BIA

Telephone: (519) 653-5332

Web Site: <http://www.discoverpreston.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: \$70.00**
- Application fee of **\$1000 plus HST** (HST Reg Number: 123583528RT) (for a total of \$1,130.00 based on 13% tax)
- **\$5,000** 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 and may include parking spaces, rental fees and municipal work (road closures, clean up, etc).

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

Date	Location	Purpose	Start Time	End Time
Monday, June 5, 2019	Queen Street – Tannery to Adam	Initial set-up	7pm	7am
Tuesday, June 6, 2019	Queen Street – Tannery to Adam	Filming	7am	6pm
Wednesday, June 7, 2019	Queen Street – Tannery to Adam	Strike of set	6pm	4am

Any additional questions? Please contact:

#### **Devon Hogue, Film Liaison**

City of Cambridge, Economic Development Division

Corporate Enterprise Department

96 Grand Avenue South, Suite 103

Cambridge ON N1S 1L9

Telephone: 519-740-4685 (ext 4724)

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

TTY: 519-623-6691

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