

Coquitlam Film Office
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Student Filming in the City of Coquitlam must be approved by the City of Coquitlam's Film Coordinator prior to any filming activity.

The City of Coquitlam is committed to encouraging and supporting the growth of the British Columbia and Canadian film industries. Film permit application fees will be waived for film school projects which meet the following criteria:

1. The project must be assigned by an instructor of a recognized and accredited school, and must be part of the curriculum.
 - All persons working on the project must do so without receiving any financial compensation.
 - The project must be for academic use only and is not to be used for commercial gain.
 - The school must provide the Film Office with a letter on School letterhead attesting that the project is assigned by an instructor and is part of the school curriculum; that all personnel working on the project are doing so with no financial compensation and the project will not be used for commercial gain.
 - All persons working on a project must adhere at all times with all Provincial and Federal laws, municipal bylaws and these filming guidelines.
2. A Student Filming Application, **signed by the instructor**, must be submitted for each location no less than five working days prior to filming.
3. The project contact identified as the Location Manager on the Application to Film for this project is responsible to the City of Coquitlam and community for all filming activities. This person must be on the set at all times while filming is taking place at the identified location.
4. Any deviations or changes from the original filming schedule or proposed activities as set out in the Application to Film must be approved in advance by the City of Coquitlam Film Coordinator.
5. The costs of any special services (RCMP for traffic control, fire personnel, special effects supervision, escort for fire arms etc.) are the sole responsibility of the school. A security/damage deposit may be required before filming activities begin depending on the scope of filming and to recover any costs incurred by the services provided by the City of Coquitlam should such services be required.
6. A blanket insurance policy of \$5,000,000, naming the City of Coquitlam as an additional insured with respect to the project is mandatory and proof of such a policy in the form of a Certificate of Insurance or other satisfactory document must be delivered to the Film Coordinator at least two days before any filming begins.