



The City of Vaughan  
 2141 Major Mackenzie Drive  
 Vaughan, Ontario  
 Canada L6A 1T1  
 Tel (905) 832-8504  
 Fax (905) 832-8535  
 angela.dimartino@vaughan.ca

**Special Event / Filming Permit**  
 Application Form

This application must be submitted no less than 30 days prior to the date of the Special Event and no less than 3 days prior to the commencement of a Filming Event. The City of Vaughan / York Regional Police does not provide personnel unless special arrangements have been made. If services are required, the applicant must make arrangements with the Recreation and Culture Department and / or York Regional Police if Police presence is required.

**Special Event**

**Filming**

**(Please Print)**

Company Name / Organization: \_\_\_\_\_

Name of Applicant: (Surname) \_\_\_\_\_ (Given) \_\_\_\_\_ (Initial) \_\_\_\_\_

Position with Organization: \_\_\_\_\_

Telephone # (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax): \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Event /Film Title \_\_\_\_\_ Event /Film Location: \_\_\_\_\_

**Location Manager:** (Surname) \_\_\_\_\_ (Given) \_\_\_\_\_

Telephone: (Bus): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_

**Date(s) Requested:** From :( day/month/year): \_\_\_\_\_ To: (day/month/year): \_\_\_\_\_

Times: From \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Rain Date**

From :( day/month/year): \_\_\_\_\_ To: (day/month/year): \_\_\_\_\_

Times: From \_\_\_\_\_  am  pm To: \_\_\_\_\_  am  pm

**Event / Film Road Closure**

**Is a road closure needed?** No  Yes  If yes, attach map showing proposed location / route

Requested Road to be closed \_\_\_\_\_

Explain reason for closure \_\_\_\_\_

**If a request is received for a temporary/intermittent road closure, the applicant must complete the forms indicated.**

Request for temporary/intermittent road closure application:

Notification sample letter - which shall go to property owners affected by the special event/ or filming in the area.

**INDEMNITY/LIABILITY AGREEMENT**

I / we hereby undertake and agree to indemnify and save harmless, the City of Vaughan and it's employees from all actions, suits, claims and demands whatsoever, which may be brought against the City of Vaughan in respect to any loss, damage or injury to any person or property arising directly or indirectly out of or as a result of the City of Vaughan issuing this permit for the use of the City's streets parks and/or property.

**NOTICE OF COLLECTION**

I acknowledge that the foregoing application may contain "Personal Information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this Permit and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Manager of Special Projects, Licensing & Permits at (905) 832-8504.

\_\_\_\_\_  
 Signature of person having the authority to bind the applicant

\_\_\_\_\_  
 Date (day/month/year)



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**CONDITIONS TO BE FULFILLED BY APPLICANT**

|   |   |
|---|---|
| <input type="checkbox"/> <b>\$25.00 Street Party / Social</b> (Non Refundable)- Applicant must close street with proper road barriers and inform residents affected by closure.   | <input type="checkbox"/> <b>Insurance Certificate</b> \$2,000,000 for Special Events and \$5,000,000 for Filming  |
| <input type="checkbox"/> <b>\$100.00 Parade, Processions or Festival</b> (Non Refundable) As part of the condition applicant must always have York Region Police to escort. Insurance certificate applies and a fee of \$100.00, unless the applicant can provide a charity organization number to waive the fee.   | <input type="checkbox"/> <b>Noise Exemption</b> - (Special Events)-applies to events from May 20 to October 18 <sup>th</sup> yearly for Saturday evenings until 1:00 am. or evening prior to statutory holiday and other evenings until 11:00 p.m.  |
| <input type="checkbox"/> <b>\$500.00 Athletic/Filming</b> (Non Refundable)<br><input type="checkbox"/> Student Film ( <input type="checkbox"/> ) See Guidelines   | <input type="checkbox"/> <b>Ministry of Transportation Required</b>   |
| <input type="checkbox"/> <b>2500.00 Refundable Damage Deposit For Cleanup</b> (Cert)  | <input type="checkbox"/> <b>Region of York Approval Required</b>  |
| <input type="checkbox"/> <b>Area Residences and Businesses Notified in Writing</b> (attach letter)<br><br><b>Special Events</b> -No less than 48 hours prior to event.<br><br><b>Filming</b> - Copy of notice by the filming or production company as to the dates, times, duration, and nature of the filming event to take place. A copy of such notice shall be dated no less than 48 hours before the event. Filming in residential areas shall be restricted to the local hours of 7:00 a.m. and 11:00 p.m., however an exemption may be granted by the City Clerk, provided that all the affected residents are notified in writing and subsequently give their written approval. A copy of this notice and approval must be submitted before a permit is issued. | <input type="checkbox"/> <b>Vaughan Fire &amp; Rescue Services</b> (Special Events & Filming) Confirmation in writing that the Chief Fire Official has been notified of the special event and, where applicable, pay duty Fire Fighters will be present during the event<br><br><input type="checkbox"/> <b>York Regional Police</b> (Special Events and Filming) Confirmation in writing, that the Chief of Police has been notified of the special event and, where applicable, the appropriate pay duty Police Officers will be present during the event Arrangements must be made for a paid duty Officer through the York Regional Police Paid Duty Coordinator by calling 905 764 1300 ext 6085 |
| <input type="checkbox"/> Road Closure<br><input type="checkbox"/> Traffic Stoppages<br><input type="checkbox"/> Location Map<br><input type="checkbox"/> Route Map and Parking Layout<br><input type="checkbox"/> Letter of Intent  | <input type="checkbox"/> <b>Traffic Control Plan</b> Outlining the location and description of traffic control signs for both roads and pedestrian routes and parking areas for staff and attendee's vehicles (Special Events & Filming)  |
| <b>INDICATE ANY SPECIAL REQUIREMENTS</b>  |   |
| <input type="checkbox"/> <b>City Park or other Municipal Property</b><br>Contact Recreation & Culture at 905 832-8500 for Permits<br><input type="checkbox"/> <b>Special Effects-</b><br>Contact Fire Dept & York Regional Police<br><input type="checkbox"/> <b>Erecting Structure</b> (Tent-larger than 10sqm / Stage)<br>Contact Building Department at 905 832-8510 for Permits   |   |
| <b>Restrictions</b>   |   |
| <input type="checkbox"/> Parking Restrictions for Filming:<br>-Maximum of 12 on residential streets,<br>-Maximum of 4 in Old Thornhill<br><input type="checkbox"/> Other Parking Restrictions as Follows :<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____   | <input type="checkbox"/> Other Restrictions as Follows:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____  |

**PERMIT APPROVAL – OFFICE USE ONLY**

This permit is issued solely for the location(s) herein specified and is subject to the applicant complying with all applicable statutes, by-laws and conditions herein setforth. Notwithstanding the issuance of this permit, it shall be subject to cancellation at the sole discretion of the City Clerk or his designate, at any time without notice.

|                             |                             |
|-----------------------------|-----------------------------|
| Issuers Signature _____     | Date (day/month/year) _____ |
| Permit Number Issued: _____ | Date Issued: _____          |



## **Filming Permit - Notice to Residents Template**

**A Notice To Residents template has been included for your use** – Fill in the bolded areas. Once approved by our office, you will need to distribute a copy to all residents and merchants at least 48 hours in advance of filming.

You may submit a completed electronic copy to our office by emailing it to [Angela.Dimartino@vaughan.ca](mailto:Angela.Dimartino@vaughan.ca)

Please ensure that all required documentation is submitted at least three business days before the filming date or we will not be able to accept or process your application.

Thank you

**(Insert Company logo or use Company Letterhead)**

Dear Residents,

Please take a moment to read the following information about the filming of the production **(PROJECT NAME)** at **(LOCATION/ADDRESS)** on/from **(DATE/DATES)**. **(PRODUCTION COMPANY NAME)** would like to provide you with as much information as possible about our presence to help you prepare for our arrival and anticipate how our activity might affect your daily routine/business. **(PRODUCTION COMPANY NAME)** will be filming **(INDOORS/OUTDOORS)** at **(LOCATION/ADDRESS)** beginning at **(TIME & DATE)** and wrapping at **(TIME & DATE)**. Our presence and filming will be **(CONTINUOUS/INTERMITTENT)** during this period.

DESCRIPTION OF SCENES TO BE FILMED AND SPECIFIC EQUIPMENT:

**(INCLUDE A BRIEF SYNOPSIS AND DETAILS ABOUT SPECIAL EFFECTS/STUNTS, SPECIAL EQUIPMENT INCLUDING GENERATORS AND DOLLY TRACKS TO BE USED, LIGHTING, NOISE. IF POLICE/FIRE/OTHER WILL BE ON SITE PLEASE INCLUDE THIS INFORMATION)**

IMPACT ON REGULAR TRAFFIC AND PEDESTRIANS:

**(INCLUDE DETAILS ABOUT FULL AND INTERMITTENT CLOSURES OF STREETS AND/OR SIDEWALKS, EQUIPMENT, CAST AND CREW THAT WILL BE ON THE STREET AND/OR SIDEWALKS, AND ANY VEHICLES THAT WILL BE ESCORTED, DRIVE ABOVE/BELOW THE SPEED LIMIT, BE PULLING TRAILERS ETC. IF POLICE/FIRE/OTHER WILL BE ON SITE PLEASE INCLUDE THIS INFORMATION)**

IMPACT ON PARKING:

In order to minimize the disruption to your neighbourhood the majority of our vehicles will be located at **(PARKING LOCATION OF CIRCUS VEHICLES)**. However to accommodate our essential vehicles and continuity of picture the (City of Vaughan) has authorized parking of **(NUMBER OF VEHICLES)** **(LENGTH & TYPE OF VEHICLES)** on the **(N/S/E/W)** side of **(STREET/STREETS)**. These vehicles will arrive at **(TIME)** on **(DATE)** and leave at **(TIME)** on **(DATE)**. **(If you will be coming and going please indicate intermittent parking and approximate dates/time of your presence)**

We empathize that our presence may affect your routine and appreciate your cooperation during this time. Please be assured that we will do all in our power to minimize the impact of our activities in your neighbourhood. The goodwill of Vaughan citizens and communities is essential for our livelihood and a healthy film and television industry. It is a relationship that we intend to maintain in good standing. Should you require access to the restricted area during this time **(delivery, repairs, moving out, special needs/accessibility etc.)** do not hesitate to contact us ahead of time at **(PRODUCTION OFFICE NUMBER)**. While we are in your neighbourhood you can also talk to our on-site representative.

Company representative: **MUST BE ON SITE DURING ENTIRE FILMING PERIOD**  
Cell:

Thank you for your patience and cooperation during our work.

Sincerely,

**(LOCATION MANAGER NAME)**  
**(PRODUCTION COMPANY NAME)**

**(Production Company and contact information)**