

Location Agreement Guidelines:

Locations Managers, who are hired by film companies to manage locations, generally will make the initial contact with you about an interest in using your property. He / she will most likely remain your contact throughout the filming process. **Hint:** Find out the name of the Production Company and title of the project.

- Find out the type of production and agree on the number of exact days required for filming (don't forget to ask about prep and wrap time). A normal shooting day is approximately 12-14 hours. **Hint:** Clarify if shooting will take place during the day or night.
- Arrange for a walk-through with the Location Manager to determine exactly which exteriors and interiors are required for filming. This is an opportunity to determine where equipment and vehicles will be permitted, any off-limit areas, and any part of your property that may need to be altered during filming.
- Determine how and where things will be stored during the process, and who is responsible for packing and moving your personal items.
- An important question is to determine if you're able to return to your property during the filming process. When filming is occurring, a Locations Manager can make arrangements with you if you need to return to your property.
- Depending on the duration of filming, there may be some consideration made for accommodation and living expenses. You should work with the Locations Manager to determine how you will be accommodated during filming.
- Find out how exactly your location will be used (will there be gunshots, smoke etc.)
- Set rules and guidelines for your home during filming, including:
 - Smoking
 - Use of washrooms
 - Laundry facilities
 - Water and electricity use
 - Phone use
 - Trash removal
- Nails, tape and tacks should not be used on the walls or doors in your property without permission. All floors should be covered in areas where crew will be walking.
- Establish any and all clean-up requirements for the property. Who is responsible and when will it be completed (within 24-48 hours is typical), and arrange a walk-through with your Locations Manager to ensure everything is returned to normal. If any damage is spotted while wrapping, immediately notify the Locations Manager. If extensive (which doesn't often happen), take pictures together.
- You should have a written agreement done up detailing specifics, which should be signed by a representative or agent of the production company who has authority to bind the company. You may wish to include the following:

"The applicant (Film Company) agrees to indemnify the owner and be solely and absolutely liable upon any and all claims, suits and judgements against the owner and/or the application for personal injuries and property damages arising out of or occurring during the activities of the applicant, its employees or otherwise, as a result of the applicant's negligence."
- It is recommended that you obtain a certificate of insurance. All production companies should have an insurance policy. Make sure your name is included on the certificate as "additional insured".

Please note: This information specifically refers to homes, but can of course we used to register all types of properties, including commercial, residential and rural.

Locations Fees:

Location fees are negotiable and vary according to the size of the project, and the extent that your property is used. You should feel comfortable with the amount established prior to any filming. Businesses should consider the compensation for lost business while filming, in addition to the location fee. However, businesses may be asked to provide support (previous receipts or sales records) for their lost business requests.