

## ADDENDUM F

### CORPORATION OF THE DISTRICT OF MAPLE RIDGE FILMING CHECK LIST

- Film Application submitted** at least five (5) working days in advance of requested filming date
- Street Use Request submitted** with application
- Site plan submitted** showing area of filming, times, dates and parking locations of production units and employee vehicles
- Meeting arranged** with Production Company and District personnel **(as necessary)**
- Hold Harmless Agreement signed** and filed with Film Liaison (Addendum E)
- Electrical Permit Application & Electrical Contractor Authorization Form** submitted
- Business License** applied for (if necessary)
- Traffic control company hired**    required         not required
- Park use request approved** and booked
- Municipal property use request approved** and booked
- Insurance certificate received by District** with the following details:
  - \$5,000,000 coverage
  - naming the Corporation of the District of Maple Ridge, the Corporation of the District of Pitt Meadows, School District No. 42, and Maple Ridge and Pitt Meadows Parks and Services Commission as an additional insured;  
**(also see Page 3 for specific wording)**
  - no cancellation without thirty (30) days written notice
- “Dear Resident” letter distributed and approved copy** filed with Film Liaison **(see page 5 for details)**
- If you need to change the time of you electrical inspection**, including on the day of the inspection (M-F), call (604) 467-7313 or 7311 (press 0 for immediate assistance) as soon as possible so we can contact the inspector.
- Filming Permit signed** by both parties and copy kept on location

---

Fees Paid (as required):

- Application Fee    Street Use Fee    Electrical Permit    Facilities/Parks Fee