



Facility Rentals Application - Filming

604.713.5000 | rentals@vsb.bc.ca

Monday to Friday, 8:30 am to 4 pm. Closed on statutory holidays.

Rental Office Use Only

FA#: _____

School: _____

Please ensure all required fields are complete to avoid delay in processing your request, and submit the completed form to rentals@vsb.bc.ca. The Facility Rentals Office will contact you by email once your request has been reviewed. **If you require parking, please complete the [Facility Rentals Application – Film Production Parking](#).**

Production type – please check one:

Feature film TV series/pilot Commercial Other: _____

Facility Request and Rental Information

Production title: _____

Areas requested: Interior: _____

Exterior: _____

School requested: _____

School (alternate): _____

Booking time:

Prep: Start date: _____ End date: _____

Start time: _____ End time: _____

Filming: Start date: _____ End date: _____

Start time: _____ End time: _____

Wrap: Start date: _____ End date: _____

Start time: _____ End time: _____

Please check all that applies: (additional fees may apply)

Electrical Painting Holding area Building Engineer / Custodian (after hours of operation)

Other requirements, please specify: _____

Contract Holder Information (as appears on the rental contract)

| | | |
|--|--------|----------------|
| Production Company: | | |
| Mailing address: | City: | Postal code: - |
| Signatory: | | |
| Email: | Phone: | |
| Location Manager: | Cell: | |
| Enclosed is my \$5 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Enclosed is my WorkSafeBC clearance letter: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

All rental groups are required to provide a **\$5 Million Dollar liability insurance certificate, this is in alignment with Vancouver School Board policy and it must be provided before any rental contract is issued. The liability insurance must state **The Board of Education, SD 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8** as the additional insured.*