

FILMING TERMS AND CONDITIONS

1. The time required to receive permits, authorizations, and technical requests will vary with production size. At least two working days are required for regular permits (filming and parking permits). At least five working days are required for special permits (street/road closures, stunts, special effects, and firearms).
2. Only a Tourism Development and Major Events Office representative is authorized to make arrangements on behalf of the production in order to obtain permits or technical support for filming from the City. In no instance should the production company attempt to make arrangements directly with the City.
3. To film on private property a formal contract must be signed between the production company and the owner(s) clearly describing the production company's rights and obligations.
4. After filming on private property, the premises must be cleaned and returned to the same condition they were found in prior to the arrival of the production company representatives and employees, notwithstanding ordinary wear and tear.
5. At all times, every employee of the production company on location and in the immediate vicinity will ensure that technicians, actors, and other parties including guests stay within contract-designated areas and behave courteously, particularly in their dealings with people not associated with the production.
6. Minimum health and safety standards must be met to ensure that the activities planned will pose no danger or risks to residents and production crew members.
7. The production company must provide the City of Québec, within the timeframe prescribed in the first paragraph, the following:
 - A duly completed and signed form
 - The script or synopsis
 - A copy of a liability insurance policy providing coverage of at least two million dollars (\$2,000,000) naming the City of Québec as an additional insured
 - The filming schedule
 - If necessary, a copy of the notice (for approval) that the production company agrees to distribute to residents and businesses in the surrounding area to inform them in advance of production activities that might disrupt their normal routine
 - A list of production company personnel and their production office phone numbers on official production company stationery (full contact details)
 - Any other relevant document
8. Where applicable, please list the City of Québec in the credits.