

# PROFESSIONAL FILM AND PHOTO SHOOT

## INFORMATION FORM

This form is used to collect shoot details required for the project submission process and the eventual contracting process. It also collects key administrative information. Please advise us of any changes to the information provided here. All changes are subject to approval.

### Details about the organization signing the contract

<b>Business registration information (Québec Enterprise Register, or REQ)</b>	
Business name	
REQ business number	
GST number	
PST number	
<b>Registered business address (as reflected in the REQ registration)</b>	
Street number, street name, suite #	
City, province and country	
Postal code	
<b>Business mailing address (if different than registered business address)</b>	
Street number, street name, suite #	
City, province and country	
Postal code	
<b>First signing officer (as reflected in the REQ registration)</b>	
Last name, First name	
Title	
Email address	
<b>Second signing officer (as reflected in the REQ registration) **if applicable</b>	
Last name, First name	
Title	
Email address	
<b>Contract manager (individual managing all aspects of the contract on behalf of the business)</b>	
Last name, First name	
Title	

Phone number	
Email address	
Name and email address for sending invoices (if different)	

### Site Use Details

Requested date	
Shoot duration	
Start time and end time	

### Activity

Purpose	____ Professional photo shoot ____ Professional film shoot
Title and complete details about the shoot	
Specifics about the requested shoot location	____ Indoors (Science Centre, event and meeting halls) ____ Outdoors (Old Port of Montréal site)  Details:
Size of the team	
Number of vehicles and trailers	
Shoot contact person	Name and job title: Email address: Phone number:

### Payment

Full payment is required prior to the shoot. A security deposit is also required upon the signing of the contract. This deposit will be cashed and held until final billing after the shoot. This deposit may be used to cover any additional fees charged after the shoot. The amount to be paid and the security deposit, and the schedule of payments, are defined during contract negotiations.

## **Additional Fees**

All additional fees are billed after the shoot. These may include parking fees, electricity usage fees, service or material rental fees, or fees tied to breakage or repairs. All fees tied to breakage and additional services are subject to a 15% administrative fee.

## **Assurances**

### **Insurance**

Shoot producers must obtain insurance coverage through which the Old Port of Montréal Corporation Inc., the Canada Lands Company Limited, and the Canada Lands Company CLC Limited are named as additional insured. Typically, coverage amounts to be obtained by shoot producers are:

- General civil liability coverage: \$5,000,000
- Renter's liability coverage: \$1,000,000

The wording of the cross-liability clause to be included in the insurance policy or the proof of insurance supplied to the Old Port of Montréal Corporation, as the case may be, must reflect the following:

**"It is understood that Old Port of Montreal Corporation Inc., Canada Lands Company Limited and Canada Lands Company CLC Limited shall be added as additional insured for the purposes of the insured's activities on the premises leased by the insured in the Old Port of Montréal".**