



# Filming in Tillsonburg

## Production Company's Checklist and Information

Thank you for choosing Tillsonburg! We are here to assist you with your production. Here are some helpful reminders when filming in Tillsonburg:

### **Have you completed the Town of Tillsonburg Production Information Sheet and included the appropriate fees?**

- If you are filming on public space of any kind (roadways, parks, parking lots, libraries, etc) a permit is required (cost: **\$100** plus HST)
- **\$100** plus HST Administration Fee is required for each additional day of filming or request.
- **NOTE:** if you are filming on **private property** and not utilizing municipal property, (including all associated crew and vehicles), Filming Permits are not required.

### **Have you provided the Town with your security deposit cheque of **\$1,000****

- If filming in Tillsonburg multiple times in the same year, the Town holds the deposit until year end. The deposit is required 5 business days prior to filming.

### **Have you purchased insurance and forwarded us the most recent copy?**

- **The Town of Tillsonburg (and Oxford County, if applicable) must be listed as additional insured on your Certificate of Insurance (Minimum of \$5 million liability).**

### **Do you require the Tillsonburg branch of the Ontario Provincial Police (OPP)?**

- All costs associated with services provided by the OPP (such as Paid Duty Officers) are the responsibility of the Production Company.
- OPP Contact: Paid Duty Coordinator, 90 Concession St E, Tillsonburg, ON N4G 4Z8.  
Telephone: (519) 688-6540

### **Will you be using Special Effects (fireworks, gunshots, etc)?**

Please contact our office early in your process to ensure we can arrange for the appropriate approvals and/or by-law exemptions.

**Have you prepared and circulated a notice to all business owners and residents in the area you are filming?**

- For film projects impacting businesses and residential properties, public notices are required. Delivery of notices must be done a minimum of 14 **days** prior to filming commencing and are the responsibility of the Production Company. All notices must be approved by the Town of Tillsonburg prior to delivery. Contact us for a template.

**Have you filled out the Parking Permit Application? This is required anytime you will be utilizing parking on Town property (Municipal Streets, Parking Lots, and Parks).**

- The Production Company is responsible for monitoring the on-street and off-street parking spaces to ensure that they are clear of parked vehicles well in advance of filming and other associated production film area(s).

- Town of Tillsonburg Transportation Contact:  
**Mr. Richard Sparham**  
Manager of Public Works  
20 Spruce St,  
Tillsonburg, ON N4G 4Y5  
Tel: 519-688-3009 ext. 4420  
E-mail: [rsparham@tillsonburg.ca](mailto:rsparham@tillsonburg.ca)

**Do you require permission from any other Agencies? (examples and contacts below)**

Our staff is happy to assist you in gaining approvals – Lights! Camera! Action! – Tillsonburg!

- **Tillsonburg BIA**  
Mr. Mark Renaud, Executive Director  
Tel: 519-550-3780  
Email: [m.renaud@tillsonburgbia.ca](mailto:m.renaud@tillsonburgbia.ca)  
Website:  
[www.downtowntillsonburg.com](http://www.downtowntillsonburg.com)

E-mail: [gvanhaelewyn@tillsonburg.ca](mailto:gvanhaelewyn@tillsonburg.ca)  
Website: [www.tillsonburg.ca/business-and-development/](http://www.tillsonburg.ca/business-and-development/)

- **Tillsonburg Fire and Rescue Services**  
Mr. Shane Caskanette, Fire Chief  
Tel: 519-688-3009, ext. 4900  
E-mail: [scakanette@tillsonburg.ca](mailto:scakanette@tillsonburg.ca)  
Website: [www.tillsonburg.ca/living-here/fire-and-emergency-services](http://www.tillsonburg.ca/living-here/fire-and-emergency-services)

**Tillsonburg Hydro Inc.**  
10 Lisgar Ave  
Tillsonburg, ON N4G 5A5  
Phone: (519) 688-3009

**Email: [info@tillsonburghydro.ca](mailto:info@tillsonburghydro.ca)**

**Oxford County**  
Mr. Mike Amy, Facilities Supervisor  
Tel: 519-539-9800  
Email: [mamy@oxfordcounty.ca](mailto:mamy@oxfordcounty.ca)

- **Tillsonburg Building Services**  
Mr. Geno Vanhaelewyn  
Chief Building Official  
Tel: 519-688-3009, ext. 4601

## HELPFUL INFORMATION:

### Example Costs for a standard Filming Permit Application:

- A Film Permit Application including a schedule of dates, times, and locations (see Example Time Schedule below). **Cost: \$100**
- Administration fee of **\$100 plus HST**
- **\$1,000 per Million of production budget** certified cheque as a Security Deposit. This cheque will be held until the project has been completed and verified by Town Staff. Cheque is made out to **The Town of Tillsonburg.**

**Note:** There may be additional costs associated with permits based on individual permit requirements, as noted above and may include parking spaces, rental fees and municipal work (road closures, clean up, etc).

### Example Filming Schedule to be submitted to Municipality:

Date	Location	Purpose	Start Time	End Time
Monday, June 5, 2019	Brock Street – Tillson to Broadway	Initial set-up	7pm	7am
Tuesday, June 6, 2019	Brock Street – Tillson to Broadway	Filming	7am	6pm
Wednesday, June 7, 2019	Brock Street – Tillson to Broadway	Strike of set	6pm	4am

Any additional questions? Please contact:

#### **Cephas Panschow, Development Commissioner**

Town of Tillsonburg, Economic Development Office

55 Brock St

Tillsonburg, ON N4G1Z7

Telephone: 519-688-5651

Email: [cpanschow@tillsonburg.ca](mailto:cpanschow@tillsonburg.ca)

Website: [www.tillsonburg.ca/town-hall/departments/economic-development](http://www.tillsonburg.ca/town-hall/departments/economic-development)