



DOCUMENTS TO BE PROVIDED :

- ☐ Proof of liability insurance
- ☐ Synopsis
- ☐ List of locations
- ☐ List of vehicles
- ☐ Production schedule
- ☐ Crew list

MEMORANDUM OF AGREEMENT NO _____

This document is intended to production companies specializing in short and feature films, movies of the week, documentaries, television series, general television, corporate videos, web projects (publicity, series).

All production companies starting a project using public property for filming must get in touch with the Bureau du cinéma et de la télévision de Montréal (BCTM) by forwarding the present Memorandum of agreement fully completed and duly signed. The production company must submit a proof of civil liability insurance on public property for an amount of coverage varying from 1 M\$ to 5 M\$; this policy must include a rider specifying that the City of Montréal is co-insured.

Only a representative of the BCTM, on behalf of the production company, is authorized to contact municipal departments directly and obtain permits or technical support for a film shoot.

PRODUCTION TITLE : _____

PRODUCTION COMPANY : _____

TEL. : _____

ADDRESS : _____

NEQ (QUÉBEC ENTERPRISE NUMBER) : _____

PROD. MANAGER : _____

CELL.: _____

E-MAIL : _____

LOCATION MANAGER : _____

CELL.: _____

E-MAIL : _____

UNIT MANAGER : _____

CELL.: _____

E-MAIL : _____

PRODUCTION TYPE

- ☐ Feature Film
- ☐ Television Series - fiction
- ☐ Television - General
- ☐ Movie of the week

- ☐ Documentary
- ☐ Short Film
- ☐ Web Series
- ☐ Web Commercial
- ☐ Other: _____

ORIGIN

- ☐ Canadian
- ☐ Foreign _____
- ☐ Coproduction _____

START DATE : _____ **END DATE :** _____

TYPES OF PERMITS REQUIRED

- ☐ Filming
- ☐ Parking
- ☐ Sidewalk
- ☐ Complete street closure
- ☐ Intermittent street closure
- ☐ Stunt

USAGE OF PUBLIC PROPERTY

- ☐ Parks
- ☐ Buildings
- ☐ Loan of street furniture

SPECIAL EFFECTS : ☐ Yes ☐ No

RECURRING LOCATIONS : ☐ Yes ☐ No

TOTAL BUDGET : _____

SPENT IN MONTREAL (%) : _____

NUMBER OF EPISODES/COMMERCIALS : _____

DURATION (MINUTES) : _____

TOTAL NUMBER OF FILMING DAYS : _____

NUMBER OF FILMING DAYS IN MONTREAL : _____

DIRECTOR : _____

ACTORS : _____

The undersigned recognizes all dispositions stipulated in the Code of Conduct and Guidelines for Feature Films and Televisual Shooting on Public Property and agrees to follow these standards .

SIGNATURE _____
PRODUCTION MANAGER

DATE : _____