



City of Calgary – Film Friendly Program

Site Tour Standard Operating Procedures

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Film Friendly Team

The City of Calgary Film Friendly Team is a one-window connection for filmmakers to access municipally owned locations and services including streets and sidewalks, buildings, emergency services, parks and more.

The Film Permits and Services Coordinators act as liaisons between filmmakers and City of Calgary departments, facilitating communication and permitting to support filmmaker's use of City assets and services.

Site Tour Requests

Scouting inquiries for City properties **must** be submitted through the Film Friendly Team (film@calgary.ca). This ensures the process is as efficient as possible. Please do not bypass this intake process even if you have contacts in the City department as they cannot review and approve the request.

Within two business days of receiving your request, a Film Permits and Services Coordinator will reach out to discuss your site tour request. If the location requires a guided tour, they will arrange the site tour on your behalf with the City Business Unit that owns and/or operates the location.

Tour scheduling is subject to the operations of that building. City owned and operated buildings and vehicles require coordination and approval before accessing. Public plazas and parks may be toured without contacting the City.

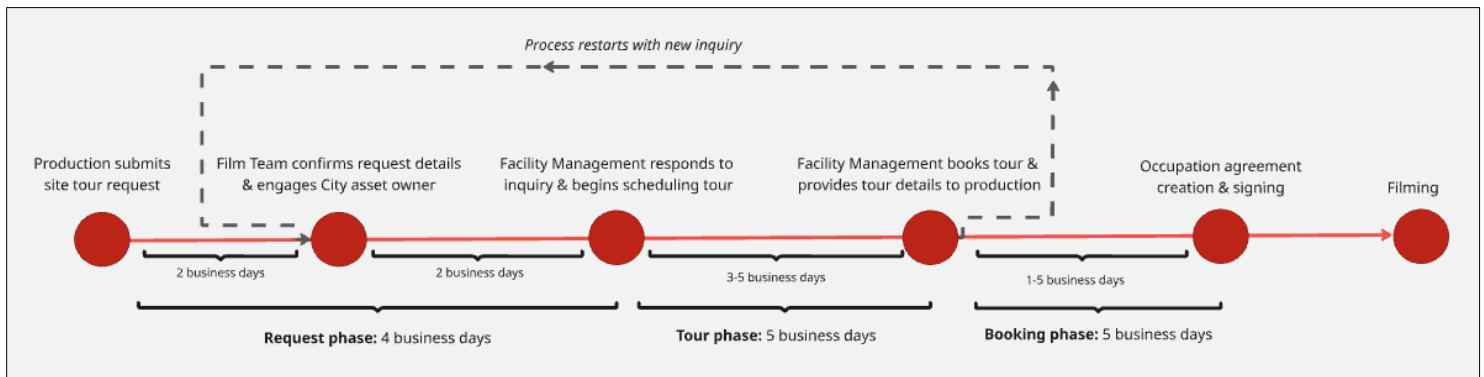
Site Tour Request Required information:

- Address of the location
- Three preferred tour dates and times
- Name of production company
- Main contact information (name, email and phone number)
- Number of people and departments attending the tour
- Information about the reason for the tour (location scouting, technical survey, etc.)

Optional information:

- Production title
- Location or building name
- Any specific areas or features at the location that you are looking to access
- Information about the scene you are filming that align with the location (hospital scene, office setting, etc.)

Site Tour Timeline



Site Tour Guidelines

- Please provide as much notice for a site tour as possible, and account for additional time for the City to coordinate access to properties that are currently occupied.
- City guided site tours can happen on Monday to Friday between 8:00am and 3:30pm.
- Please plan for each tour to take 30 – 45 minutes.
- A max of 25 production staff may attend a tour.

City of Calgary Asset Types

Vacant Properties

Timeline

Tours of vacant properties can be arranged on short notice - please allow for a minimum of 4 business days to arrange a tour.

Property Conditions

Vacant properties may not be regularly maintained and may have additional conditions of use, such as abatement requirements. Facility Management will discuss the site's condition and occupancy requirements with you during, or following, the site tour.

Occupied Properties

Timeline

Tours of occupied properties require additional notice to coordinate with operators and tenants – please allow for a minimum of 5 business days to arrange a tour.

Publicly Operating Facilities

Tours of public City facilities, such as recreation centers, depend on scheduled public programming.

If you're interested in visiting publicly accessible areas (e.g. a lobby or facility exterior), you're welcome to do so during regular hours of operation. Your self-guided tour cannot impact ongoing facility operations, bookings and programs. There is no need to check in with the front desk or the Film Friendly Team for these types of tours.

Calgary Parking Lots and Structures

Tours of Calgary Parking lots and structures can be self-guided without pre-arrangement. Please be aware of your surroundings, do not block parking access or loiter in the aisles and roadways. Standard parking fees apply to any vehicles brought on site.

Tenant Occupied

A City facility may be leased and would require additional measures to be prepared for film use. Access and modifications to the property may be limited based on the existing lease agreement.

Municipal Offices

Municipal Offices, such as City Hall, have additional security and privacy requirements and may not be available for tour or film use. These facilities require long lead times to accommodate filming. Please speak with your Film Coordinator about your filming plans and they can confirm the building requirements.

Historical Buildings

Buildings with historical status can be accessed for filming. These buildings have specific requirements for occupancy and filming. There may be pre and post occupancy requirements to prepare the space for filming and return it to original state. These facilities require long leads times to accommodate.

Safety

Tour Safety

Some properties visited during location scouting may be under construction, unoccupied and occasionally access by unhoused individuals or vandals. Prior to your tour, your City guide, or Corporate Security, will do a sweep of the property. For your safety during the tour, please:

- Wear appropriate footwear and clothing
- Always be aware of your surroundings
- Immediately report any hazardous or suspicious items to your tour guide
- Stay with your group for the duration of the tour

Calgary Fire Department

All productions filming on City property will be e-introduced to the Calgary Fire Department (CFD) at the beginning of their production intake. It is the responsibility of the production company to keep in contact with the CFD throughout production to advise of any additional plans or use of:

- Vacant properties, as they must be inspected by CFD prior to a site tour and occupation
- Private property locations
- Special effects (smoke, weather effects, pyrotechnics, etc.)
- Tents with an over 500-person occupant load
- Set equipment than may present a fire hazard (generators, lighting, etc.)
- **Any** built set (interior or exterior)

City Questions You May Be Asked

During or after your site tour, you may be asked additional questions to help the City determine if additional Business Unit involvement is needed, identify any safety concerns, and ensure we can better support your needs.

Questions you may be asked include:

- What are your scene requirements (ex: hospital set, school, etc.)?
- Will you be filming interior, exterior, or both?
- Please identify any modifications you'd like to make to the property (ex: painting, structural changes, fencing, prop walls, etc.)
- How long will you be occupying the property (including load in and load out)?
- Will you be using any special effects?
 - Including the shutdown of life safety systems (smoke detectors, sprinklers, fire alarms, etc.)
- Will you be using any oversized or heavy equipment?
- Do you require on-site parking?
 - For work trucks, crew vehicles, trailers and equipment
- Do you require additional City services?
 - Waste and recycling
 - Washrooms
 - Utilities (electrical, water, heat, etc.)
- Will you be using any prop weapons?
- Do you have a safety plan in place?
- Will any of your filming activities have high impact on the surrounding community and businesses? (ex: loud noise, bright lights, late night activity, stunts)