



Facilities Filming Application Form

Applications must be submitted at least 4-6 weeks before the requested rental date to facilitate processing. Completing all required fields helps avoid processing delays. Completed forms should be emailed to facilities servicedesk@jibc.ca. A Facilities representative will respond once the request is reviewed.

Production type, please check one:

Feature film Pilot/series Commercial Other, please specify:

Facility Requested and Rental Information:

Facility requested (type of space):

Campus location:

Booking time:

Prep	Start Date:	End Date:
	Start Time:	End Time:
Filming	Start Date:	End Date:
	Start Time:	End Time:
Wrap	Start Date:	End Date:
	Start Time:	End Time:



**Justice
Institute**
BRITISH COLUMBIA

Facilities Division
715 McBride Boulevard
New Westminster, BC, V3L 5T4
facilities servicedesk@jibc.ca
604-528-5500

Applicant Information:

Production title:

Production company:

Signatory name:

Email address:

Primary phone:

Mailing address:

Location manager:

Cell phone:

Certificate of liability insurance* enclosed:

Answer YES NO

*Upon approval, all rental groups must provide a \$5 million liability insurance certificate before any rental agreement is issued. The liability insurance must name *Justice Institute of British Columbia* as the additional insured.

WorkSafeBC clearance letter enclosed:

Answer YES NO