



# Filming Rental 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](mailto:facilities servicedesk@jibc.ca). A Facilities representative will respond once the request is reviewed.

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## 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:

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**Justice  
Institute**  
BRITISH COLUMBIA

Facilities Division  
715 McBride Boulevard  
New Westminster, BC, V3L 5T4  
[facilities servicedesk@jibc.ca](mailto: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