



Film Permitting, Business Registry Office  
 902-7<sup>th</sup> Avenue, Canmore AB, T1W 3K1  
[films@canmore.ca](mailto:films@canmore.ca)

# Annual Film Permit Application

<b>Date of Application:</b>		<b>Business License #:</b>
<b>Company Name:</b>		
<b>Application Contact:</b>		
<b>Phone Number:</b>		<b>Email Address:</b>
<b>Billing Company Name:</b>		
<b>Billing Contact Name:</b>		
<b>Company Billing Address:</b>		
<b>Phone Number:</b>		<b>Email Address:</b>

**Additional Business Information**

Key staff members refers to those who may be included in filming activities under this annual permit.

<b>Film activity type:</b>		<b>Intended permit start (month):</b>
<b>Nature of filming:</b>		
<b>Key Staff Member #1:</b>		<b>Role:</b>
<b>Email Address:</b>		<b>Phone Number:</b>
<b>Key Staff Member #2:</b>		<b>Role:</b>
<b>Email Address:</b>		<b>Phone Number:</b>
<b>Key Staff Member #3:</b>		<b>Role:</b>
<b>Email Address:</b>		<b>Phone Number:</b>
<b>Key Staff Member #4:</b>		<b>Role:</b>
<b>Email Address:</b>		<b>Phone Number:</b>

**Acknowledgements**

The applicant must initial beside each statement to acknowledge the following:

\_\_\_\_\_ An annual Film Permit Agreement is valid within until December 31 of the current calendar year.

\_\_\_\_\_ Once the annual film permit is issued, the applicant agrees to notify the Town of Canmore of all scheduled film dates using the Notice of Scheduled Filming.

\_\_\_\_\_ The Town of Canmore reserves the right to revoke issuance of an Annual Film Permit to a production company or individual that does not comply and/or satisfy the criteria outlined in these guidelines.

\_\_\_\_\_ Any damage resulting from filming activities, whether caused directly or indirectly by the Production Company, or an associated party, is the responsibility of the Production Company.



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The applicant shall indemnify and save harmless the Town of Canmore from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Town of Canmore as a result of, or in connection with the said use of the location(s) by the Applicant, its employees, contractors, agents or representatives; and specifically, the Town of Canmore will not be responsible for any liability arising from these activities with respect to advertising or any copyright or trademark infringements.

While more than one contract worker (photographer or videographer) may be listed under the primary Permit holder’s annual film permit, each contractor or subcontractor must obtain their own business license. More information can be found at [canmore.ca/businesslicenses](http://canmore.ca/businesslicenses).

### Supporting Documentation

Item	Required	Additional Documents Required
Certificate of Insurance	Yes	<ul style="list-style-type: none"> <li>- Commercial general liability insurance (minimum of 2 million dollars in coverage)</li> <li>- Must name the Town of Canmore as an additional insured party.</li> <li>- Must be valid for the duration of the annual film permit. If expiring during this time, a renewed copy must be submitted.</li> </ul>
Canmore Business License	Yes	<ul style="list-style-type: none"> <li>- Business license must be valid for the duration of the annual film permit.</li> </ul>

### Signature

The applicant consents the utilizing their digital signature in lieu of an original signature on paper.

By signing, it is acknowledged that the applicant has read and understood the terms and conditions within this application.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**