



Parks Canada Photography Request Form

Riding Mountain National Park

Thank you for your interest in working with Parks Canada. To expedite the review and assessment of your film or television project, please complete the requested information below. **A complete application must be submitted a minimum of 15 business days prior to the first proposed day of photography** in order to provide sufficient time for review and approval. Parks Canada reserves the right to deny applications that do not support Parks Canada's mandate, values and principles.

Please describe in detail your COVID-19 safety plan / controls for the proposed activities. Note: your COVID-19 safety plan / controls must clearly align with [Manitoba's COVID-19 guidance](#).

Section one – Business information (complete all, as applicable)

Project name:

Production company:

Full Mailing address:

Production Manager / Producer:

Email address:

Phone numbers – cell: office:

Project funding

Please attach a summary of the company who will fund this project. Provide website links where possible.

Attached

Insurance

You are required to provide proof of comprehensive liability insurance policy indicating a minimum of \$2,000,000 per incident, naming *Her Majesty the Queen in right of Canada as represented by the Parks Canada Agency* as additional insured, to be carried for the duration of the production in the park. Your application is not complete until your proof of insurance has been received by Parks Canada.

Attached

Section two – Project information

1. Primary use of footage:
2. Please describe this project (who, what, where, when and why, maximum 200 words).
3. Is this project linked to any other ongoing or completed projects? If so, please provide details (date, production title, etc.)
4. Either attached or below, please provide a bio for each project leader. Website links are preferred where possible.
5. Have you worked with Parks Canada on any previous photography/film requests? If so, please provide details (date, production title, location, etc.)
6. Are you partnering with any other organizations in the creation or distribution of this production? If so, please provide details (who, why, etc.)





7. Audience and demographics
 - Canadians (Please specify demographic)
 - International (Please specify demographic)
8. Estimated viewers (circulation / reach):
9. What is the final product format? (i.e. Magazine, website, etc.)
10. What is the publishing deadline, if known:
11. What is your anticipated crew size? (this includes talent and production crew)
12. Please provide details about your set, props and craft services, if applicable.
13. List equipment required for your production (including camera equipment). Be specific.
14. List any machinery or special effects devices required for your photo shoot (ie. Fog machine). Be specific.
15. Does this photo production involve construction or alteration of Parks Canada assets of any kind?
 - Yes No
 - If yes, please specify:
16. Does this photo production involve any alcohol, firearms or tobacco?
 - Yes No
 - If yes, please specify how these will be used in your production:
17. Does this photo production involve livestock or trained animals?
 - Yes No
 - If yes, please specify:
18. Does this photo production involve the use of animal attractants in order to photograph wildlife? (ie. Whale carcass, seal oil, any food items, etc.)
19. Production locations (please check all that apply)

<input type="checkbox"/> Riding Mountain National Park	<input type="checkbox"/> Prince of Wales Fort National Historic Site (including Cape Merry and Sloop Cove)
<input type="checkbox"/> Lower Fort Garry National Historic Site	<input type="checkbox"/> York Factory National Historic Site
<input type="checkbox"/> The Forks National Historic Site	<input type="checkbox"/> Wapusk National Park
<input type="checkbox"/> Riel House National Historic Site	
20. Please complete the itinerary below. Attach a separate itinerary for additional dates and locations.

Itinerary			
Date	Specific location	Start time	End time



21. Are you capturing segments with tour operators? (sightseeing, bus tour, etc.)

Yes No

If yes, please specify the name of the businesses and provide a copy of written permission:

Attached

Section three – Aerial Photography / Filming

Activities involving aircraft, including Unmanned Aerial Vehicles (UAVs, or “drones”), are restricted under the Canada National Parks Act and National Parks of Canada Aircraft Access Regulations. Due to these restrictions, additional information and/or permissions will be required for all aerial photo/filming requests. Parks Canada will provide further direction upon receipt of such requests.

Do you propose to operate a helicopter or film by air in a national park or site?

If yes, please indicate the type of aircraft:

Yes No

Section four – Fees

Parks Canada reserves the right to charge the non-refundable application fee upon receiving an application for a film licence. Fees must be received prior to photography activities. GST is included in all fees.

Production Crew Size	Application Fee	Location Fee (per day)
1-6	\$153.50	\$511.25
7-15	\$383.50	\$1022.75
16-30	\$767.00	\$1,533.75
31-99	\$2,556.25	\$2,045.25
100+	\$3,067.75	\$2,556.25

Depending on the scope, location and crew size associated with the project, monitoring fees (including overtime) may be charged to the production company in addition to the fees listed above.

Section five – Responsibility

I hereby state that the above information given is complete and correct, and that no false or misleading information have been given. I have the full authority to represent the application / production company and the project described above.			
Signature:		Date:	
Print name:			
Person on location responsible for complying with film permit conditions:			
Signature:		Date:	
Print name:			



Section six – Contact us

Shane Robins

Promotions and Non-Personal Media Officer
Riding Mountain National Park, Parks Canada
Tel: 204-848-7112 Email: pc.info-riding@canada.ca

Important note: Parks Canada may require that photography, film or television requests have a distribution arrangement in place. Photography, film and television project proponents are required to sign a permit agreement prior to their work with Parks Canada. In projects that involve Parks Canada Places, Parks Canada requires photography, film or television project proponents to apply for a permit agreement. Support to photography, film or television productions may be subject to provision of services contracts, which may require the requesting agency to pay for the support received.