

# Filming Guidelines for the Vancouver Aquarium



The Vancouver Aquarium, an Ocean Wise Conservation Association initiative (OWCA), has been the backdrop for countless television, film and commercial productions. Our living backdrop and unique variety of sets makes us one of a kind in the city of Vancouver. As an iconic Vancouver location in the heart of Stanley Park, there are many commercial and film / photo shoot opportunities on-site.

This document clarifies the terms and conditions required to proceed with your booking, highlighting our procedures to ensure animal and guest safety.

*Please note: The film production must be in alignment with the Vancouver Aquarium's mission and image, and the OWCA reserves the absolute right to grant or deny permission and to determine the terms under which filming may be permitted.*



## Before You Film

### Permission

Ocean Wise is a self-supporting non-profit charitable organization. Our visitors and members are entitled to enjoy the entire Vancouver Aquarium facility, and filming must not detract from our visitors' overall experience. Filming takes place outside of our hours of operation (see 'Filming Hours' on page 5), unless expressed permission is granted. For space closure requests, in whole or part, a minimum of 2 weeks is required for approval, in addition to advance notice.

### Advance Notice

A minimum of two weeks advance notice is required for thorough planning and site visits with all stakeholders. While the Vancouver Aquarium will make every effort to accommodate last minute requests, we will not consider requests with less than 72 hours notice. The Vancouver Aquarium is unable to "hold" location requests for filming without receiving a 50 percent deposit on the total fees.

### Access

Generally, filming will be limited to the public areas of the Vancouver Aquarium. Any requests to film behind the scenes must be agreed upon and are subject to approval of the Curatorial and Aquarist staff. Requests to film inside exhibits, or up close with animals must also be arranged in advance. Anything identifying the Vancouver Aquarium, OWCA or any related programs or services must not be captured during filming unless permission is granted from OWCA.

### Site Tours

Initial site tours can be arranged by calling 604-659-3456. A final site tour and review of schedules (including the size of crew and number of talent) must be scheduled between the Vancouver Aquarium's Film Liaison and members of the crew at least 72 hours in advance of filming. Please note that site visits require key OWCA staff to be present.

### Location Fees

Location fees are determined by a variety of factors, including but not limited to; time of day, time of year, displacement of other revenue generating events, disruption to galleries, disruption to visitors, access to behind-the-scenes areas, staff impacts, animal care, exhibit impacts, length of stay, etc. A detailed estimate will be provided, itemizing the breakdown and rationale for costs. A detailed quotation can be arranged by calling 604-659-3456.

## Before You Film

### Lighting and Electrical

Power supplies are limited in areas of the Vancouver Aquarium and any special power needs must be reviewed by the Film Liaison at least 72 hours in advance of filming. The location of generators on site must be approved prior to placement. Lighting restrictions may apply to certain areas of the Vancouver Aquarium at certain times of the day or night, to accommodate animals with photosensitive periods. Note that, some animals are disturbed by sudden changes in light and sound levels.

Where additional lighting is allowed, the number of lights, type of lighting, wattage, colour temperature, the manner in which they are used, and their placement in relation to exhibits must be approved by Animal Care and Curatorial staff (some windows are acrylic and can be damaged by hot lights). Lighting fixtures that generate a significant amount of heat are not to be placed any closer than 1m (3 feet) from exhibit glazing (glass or acrylic).

Photo periods for exhibits will not generally be extended; however, Curator/ Assistant Curator discretion can be used in some cases. Requests should be made during a site visit. Lighting is not permitted after hours in the Graham Amazon Gallery.

### Script Approval

Final scripts, including all scenes being filmed at and all references to the Vancouver Aquarium must be submitted to the Communications department prior to filming. OWCA reserves the right to approve or deny use of the Vancouver Aquarium's image and or name in any context, and to review and approve all scenes involving the Vancouver Aquarium.

### Storage

All space on Vancouver Aquarium property has a designated purpose. Unfortunately, we cannot provide storage of any kind on-site prior to filming or between filming, unless additional space is rented specifically for such use, and placement of all items approved in advance.

### Stanley Park Filming

External areas shot outside of the Vancouver Aquarium property, and using space within Stanley Park must be approved by the Vancouver Board of Parks and Recreation. Please call 604-257-8427 with further inquiries.

### Parking

The Vancouver Aquarium is located in Stanley Park and as such, does not control the surrounding parking lots. Parking and permits for trucks, crew vehicles, the circus, craft services, etc. must be approved by the Vancouver Board of Parks and Recreation at 604-257-8427. Parking is also restricted in certain areas around the Vancouver Aquarium to accommodate guests and other Aquarium stakeholders. Parking needs must be addressed and arranged a minimum of 72 hours prior to filming. We ask that you do not take up any handicap spots in our parking lots.



## Facility Considerations

### **Animal Welfare and Safety**

The safety and welfare of all of our animals remains the Vancouver Aquarium's first priority. If at any time during filming, the Vancouver Aquarium determines that animal welfare is being jeopardized, the production company will be required to cease filming immediately. In the event of an emergency situation, the Vancouver Aquarium reserves the right of passage to access the venue, and if required, evacuate the film crew. Notice will be given whenever possible.

### **Impact on the Vancouver Aquarium**

If at any time the production company's activities threaten to disrupt the Vancouver Aquarium's operations or the experiences of its visitors, the Vancouver Aquarium reserves the right to require the company to reschedule or alter those activities.

### **Altering Exhibits and Set Construction**

Vancouver Aquarium exhibits and graphics may only be altered with the permission of the Film Liaison and Design department and must be returned to their original state following filming. Set construction is permitted, provided nothing is permanently attached to walls or other structures. No tape or nails may be applied to walls or exhibits. All materials brought into the Vancouver Aquarium must be removed after filming by members of the production crew. Absolutely no construction work is permitted on site without expressed consent as animal safety is our primary concern.

### **Filming in Exhibits**

As a general rule, the Vancouver Aquarium allows only its own staff to dive into the exhibits. Exceptions can be made, with the approval of the Curatorial staff and the Vancouver Aquarium's Diving Safety Officer. Only certified scuba divers will be considered for such shoots, and this is at the discretion of the Vancouver Aquarium staff.



## While Filming On-Site

### Filming Hours

The Vancouver Aquarium prefers to arrange filming outside of public hours.

Note: Public hours are 10:00 a.m. – 5:00 p.m. from Labour Day until the end of June and 9:30 a.m. – 6:00 p.m. from the end of June to Labour Day. Evening shoots must also work around Vancouver Aquarium programming and events. The Vancouver Aquarium will, however, consider requests for major filming during our public hours as well as specific gallery closures, but this requires CFO approval. Such requests require 2 weeks notice. In addition to timelines under “Advance Notice”.

### Security

All cast and crew must have visible credentials and these are to be worn at all times. Vancouver Aquarium Security has a “no credentials, no access policy”. Travel through the galleries will not be permitted, unless escorted by the Vancouver Aquarium staff. Door, loading areas and access points cannot be propped open or left unsecured at any time.

### Catering

The Vancouver Aquarium has a full array of catering options available – please contact the Film Liaison for more details.

### Staffing

Mandatory labour costs are in addition to the rental rate. Labour rates are based on the requirements of the shoot and set and will be fully disclosed on filming quotes.

### Smoking

Smoking on the premises, both indoors and outdoors is strictly forbidden. A city bylaw prohibits smoking in all Vancouver parks. This includes anywhere in Stanley Park, the beaches, seawall, trails and public golf courses.

## While Filming On-Site

### Noise

Every attempt must be made to respect sound levels during filming. Please be aware we cannot guarantee a quiet environment, due to the live animals living within our facility.

Please note that our maintenance, major construction, repairs, and custodial work occurs outside public hours and therefore Maintenance crews must have enough time to complete their work before the Vancouver Aquarium opens to the public each morning.

At no time can animal life support equipment be unplugged for noise/sound considerations without express permission from an attending Aquarium Biologist.

Noise/sound levels are limited to a maximum of 85dBs.

### Lighting

Approved additional lighting is to be turned on while facing away from the exhibit(s) and slowly turned towards the exhibit(s) so as not to startle the animals, programmable/dimmable lighting is ideal. For further detailed requests, a meeting is to be arranged with our Animal Care specialists for approval.

### Vancouver Aquarium Logos

Any information or signage that can easily identify the Vancouver Aquarium, OWCA or associated programs, vendors or partners cannot be captured on film. The use of logos or property signage is subject to approvals.

### Equipment

All tools and anything that could fall into the exhibits must be tied up.

## When Filming Has Ended

### Ownership

Unless otherwise agreed, all films and photographs captured by the production company belong solely to the production company. The Vancouver Aquarium may ask for shots for promotional purposes subject to approval from all parties.

### Use of Film and Photographs

The production company may use film and photographs shot at the Vancouver Aquarium solely for the purpose stated in the Film Contract. The company may not sell individual shots or images to third parties, separate from the project, without written consent from the Vancouver Aquarium.



## Damages and Liability

### Damages

The production company, as well as third party vendors hired by the production company, are fully liable for any and all damages occurring as a result of filming. Damage deposits will be specified in the Film Contract.

### Insurance

The production company must provide proof of insurance before filming commences.

- Minimum Commercial General Liability Insurance of \$ 5,000,000 on an occurrence based,
  - » Issued by an insurance company with at least an A-rating, as established by A.M. Best and is approved for use in Canada
  - » Deductible of not more than \$ 5,000
  - » Ocean Wise Conservation Association must be named as an additional insured
- Workers' Compensation Insurance - WorkSafeBC Clearance Letter

In some circumstances, OWCA may require the production company to obtain additional coverage.