 Production Name/Show Title

123 Any Street, Hamilton ON L8P 2G8 Tel: 905-555-5555

Delivery Date: (day, month, year)

**FILMING NOTIFICATION**

**Productions are to follow the COVID-19 Safety Guidelines for the Film and Television Industry in Ontario approved by the Ministry of Labour, Training and Skill Development. Information can be found at** [**https://www.filmsafety.ca/safety-guidelines-i-ontario/**](https://www.filmsafety.ca/safety-guidelines-i-ontario/)**. Productions are required to have a site-specific health and safety plan in place and to follow any additional safety requirements set out by the Hamilton Film Office.**

To Residents & Businesses in the vicinity of:

We will be filming INTERIOR and/or EXTERIOR scenes at

**123 Any Street, Hamilton**

**Prep: Dates - Times (if applicable)**

**Filming: Dates - Times**

**Wrap: Dates - Times (if applicable)**

Filming activities include:(Brief description of proposed filming including use of special effects, gun fire)

Our production vehicles and various pieces of film equipment will be located on:

* North/East/west/south side street between street and street
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* North/East/west/south side street between street and street

We will begin reserving the above areas with cones on DATE at TIME, with vehicles arriving DATE at TIME, and departing DATE by TIME.

Displaced permit parkers affected by our filming activities are kindly asked to park in their driveways (if applicable), surrounding streets, nearby pay lots or (insert pre-arranged parking location here). On our filming day, please contact (insert name of LM or ALM) from the Locations Department. We will direct you to available parking and/or reimburse your parking receipt. (Delete section if not applicable)

\*\*ANY INTERMITTENT TRAFFIC STOPPAGES/CONTROL will be conducted under the safe supervision of the Hamilton Police Service.\*\* (Delete if not applicable)

\*\*All of our filming & related activities are undertaken under the authority & approval of the Hamilton Film Office.\*\*

On behalf of the production, we thank you for supporting Hamilton's vibrant film industry. Questions? Please contact our production office at (insert production phone number), or the Hamilton Film Office at film@hamilton.ca or 905-546-4233.

For more information about filming in Hamilton, visit Hamilton.ca/film.

**First Name, Last Name** **First Name, Last Name**

**Location Manager Assistant Location Manager**

**Insert Phone Number Insert Phone Number**