ONTARIO CREATES

175 Bloor Street East
South Tower, Suite 501
Toronto, ON M4W 3R8
ontariocreates.ca

Dear Property Contact / Owner,

Thank you for your interest in Ontario Creates' film location database. This package includes:

- Photo Guidelines
- Instructions for submitting images
- An "Assignment of Copyright and Release" form
- FAQ

PHOTO GUIDELINES:

- Shoot single, high-resolution images in **landscape** orientation at **minimum 1600 x 1200 pixels.** This is generally a "medium" setting on most cameras. Save photos as **JPEGs** at Maximum Quality.
- If you are sending the photos from your phone to your computer by email, please make sure to select the **largest size option available** when you attach the photos (like "Original Size"). Using Medium or Small option would result in unacceptably small photos.
- If using an SLR, please **do not** use a **wide angle lens**, as they warp the visual space and do not give an accurate representation. Keep the lens at 50mm.
- Shoot the interior and exterior of the property.
- For exteriors, take a photo of the front of your property from across the street, and a reverse of it from the front door to show the property and its immediate surroundings. Use the same rationale for the back of the property.
- For interiors, stand at one end of each room, off from the corner, and shoot a reverse from the opposite side of the room:
- Shoot the room to give a sense of space - **not** individual decorative details.
- Please ensure photos are in focus and in color, with no filters applied.
- 20 to 30 photos are adequate for most locations.

Please note- WE CANNOT ACCEPT:

1/ Images sent via email.
2/ Promotional photos taken by a photographer, and photos that appear on another website. This is a copyright issue.
3/ Properties that are listed for sale, and photos from real estate listings.
4/ Photos with date stamps.
5/ Photos with people.

Please attempt to adhere to the above guidelines. They are in place to ensure your submission will meet our minimum standards required for inclusion in the database.

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There are two ways to submit photos of your location(s):

1/ Upload to our site

2/ Submit images via CD or USB key/flash drive with the corresponding paperwork.

With either method we require that you complete, sign and return the "Assignment of Copyright and Release" form (attached) in order to display your photos. It can be mailed or scanned/photographed and sent via email.

UPLOADING TO OUR SITE:

Go to https://digitallibrary.ontariocreates.ca/DigitalLibrary/Location/LocationSearch.aspx

- If you are not a registered user, click on "Register Now". Once your registration has been approved, you'll receive a notification email.
- Log in using your chosen login name and password, and go to "submit locations".
- The size of each image cannot exceed 2 MB.
- The maximum number of images per upload is 30.
- Before uploading, ensure the names of the files do not include symbols (ex #), as they can cause problems on our end.
- Caption each image according to what is shown (ex. living room, exterior front).
- Sign the **Assignment of Copyright and Release Form** included in this package and scan and email to locations@ontariocreates.ca or fax to 416-314-6876.

SUBMITTING YOUR LOCATION ON CD or USB key:

- Complete the **Property Data Sheet** and **Image Description Form**, ensuring your files are named in the order you shot them (1, 2, 3, etc.) and that those numbers match your captions.
- Copy **JPEGS** onto your chosen device labeled with your location's address.
- Complete and sign the **Assignment of Copyright and Release Form.**
- Mail all of the above to: Location Library Staff
  Ontario Creates
  175 Bloor Street East

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Packages submitted without the necessary paperwork will not be accepted.

Additional things to know:

- Once submitted either online or via USB stick or CD, your location will go into a queue for processing on our end. Please allow time for this.

- Once your file has been added to the database, you will not be able to find it by searching. This is because viewing residential files requires a higher access (which is reserved for film professionals). If you'd like to view your file, you will have access under 'My Profile'.

- Your file will be available for viewing, printing and electronic distribution by location professionals worldwide seeking the perfect locations for their projects. **They will contact you directly** if they are interested in using your property for their production.

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Property Data Sheet (for CD / USB Key submission ONLY)

LOCATION NAME: _____

LOCATION ADDRESS: _____

TOWN/CITY: _____**POSTAL CODE:** _____

ORGANIZATION: (if applicable) _____

NAME OF SIGNING AUTHORITY: (if different from contact) _____

CONTACT NAME: _____

Please indicate preferred method of contact:

DAYTIME PHONE: _____**ALTERNATE PHONE:** _____

EMAIL ADDRESS: _____

ARCHITECTURE / TIME PERIOD CONSTRUCTED (i.e. Georgian, Cape Cod, 1970s Ranch, etc.)**:**

_____

SQUARE FOOTAGE: _____ **LOT DIMENSIONS:** _____

AVAILABLE PARKING: _____

DESCRIPTION INCLUDING SPECIAL FEATURES: (pool, fireplaces, etc.)

_____

_____

_____

_____

_____

_____

_____

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HAS YOUR PROPERTY EVER BEEN USED FOR FILMING? IF SO, WHAT WAS THE PRODUCTION TITLE?

_____

IMAGE CAPTIONS (in order of shooting) **PHOTO DATE:** _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
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30. _____

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Assignment of Copyright and Release

FROM: _____
(please print name)

TO: Ontario Media Development Corporation ("OMDC") and the Queen's Printer for Ontario

RE: _____
(location name/address)

1. In consideration of good and valuable consideration, including publicity, the receipt of which is hereby acknowledged, the undersigned agrees to assign and hereby does assign and transfer unto the Queen's Printer for Ontario, all of the undersigned's right, title and interest in and to the copyright in Canada and internationally of the original digital photographs (the "Photographs") set out in Property Data Sheet, dated _____, 20____, and attached hereto, for the remainder of the unexpired term of the copyright.

2. The undersigned expressly, irrevocably and without restriction, hereby waives in favour of the Queen's Printer for Ontario and all sublicensees and assignees all his/her Moral Rights with respect to the Photographs.

In this waiver of Moral Rights, "Moral Rights" has the same meaning as in the *Copyright Act*, R.S.C. 1985, c. C-42, as amended or replaced from time to time and includes comparable rights in applicable jurisdictions.

3. The undersigned hereby releases and forever discharges the OMDC and the Queen's Printer for Ontario, and their directors, officers, appointees, employees and agents from any claims, obligations or liability of every kind arising in any way out of the use of the Photographs by any person, or from the breach or claim of breach of any of the agreements or warranties herein contained.

4. The undersigned hereby agrees to indemnify and hold harmless the OMDC and the Queen's Printer for Ontario, and their directors, officers, appointees, employees and agents from and against any and all damages, injuries, costs, expenses, lost profits, or any other losses howsoever caused that arise out of or are in any way related to a claim or proceeding brought by any person arising in any way out of the use of the Photographs, or from the breach or claim of breach of any of the agreements or warranties herein contained.

5. The undersigned warrants that he/she has the right to grant all of the rights herein granted or provided to be so granted.

IN WITNESS WHEREOF I have set my hand and seal this _____ day of _____, 20_____.

SIGNED, SEALED AND DELIVERED in the presence of:

_____
Date

_____ _____
Signature Signature of Witness

_____ _____
Name (print) Name (print)

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FAQ

Is there a cost to have my home/business listed in the Ontario Creates Digital Location Database?

No, there is no cost to be listed.

Who can view my location?

The database is a password-protected site, and only registered film professionals have access to residential listings.

I registered – why can't I log in?

Registrations are processed on weekdays between 9 and 5:00. Forms submitted on weekends will be processed the next business day.

Can Ontario Creates send a photographer to shoot my property?

Though we would like to be able to send a photographer to shoot each property, we have limited resources that prevent us from doing so. We encourage property owners to upload photos directly to the database, via our user-friendly Submit Location tool. Please note by submitting your own photos, your property generally goes live in the database much sooner.

Why do I need to upload so many photos of my location?

In order for film professionals to be able to assess whether your property fits the script, it is necessary for them to have a good idea of what it offers. Approx. 30 images usually provides good coverage for most locations.

Why do you need exterior shots if they'll be filming inside?

We have no way of knowing what aspects of your home will be found interesting – it could be interiors only, it could be exteriors only, or it could be both! It's also important for a film professional to see the surrounding exterior area for logistics, for example, space for parking and equipment.

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Do I have to include photos of every single room in my house?

Please include images of all rooms in your home that would be available for filming, including ones you wouldn't think of- for ex a good-sized attic!

I have more than 30 photos. What do I do?

We strongly encourage that property owners keep their upload to 30 photos, but if the property is large and more photos are required for adequate coverage, you can upload a second time. The second upload will be merged with the first.

Can I change/delete photos once they're uploaded?

No. Once photos have been uploaded, any necessary changes must be communicated to us by email. Library Staff would make the changes.

What happens after I upload?

Once uploaded, your file will go into a queue for processing (whereby we adjust image issues, and attach keywords for searching) on our end. Depending on the number of files in the queue, this can take 4-6 weeks.

If my house is in a small town, will you list it? How likely am I to get filming?

Though the bulk of filming does take place in the Greater Toronto Area (GTA), the Ontario Creates Film Commission promotes filming across Ontario, not just in the major urban centres. Film and television scripts are set in urban and rural locations alike, so we are equally pleased to list homes and businesses in smaller, more remote areas. If your property is unique and its look is not found anywhere else, and if it's financially and logistically feasible for the production to travel to shoot there, the likelihood that it will be selected can increase.

What should I write in the description? How can I make it more appealing to scouts?

Please keep your description factual. Include special features such as vaulted ceilings and swimming pools. We may edit or reword your submitted description.

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Can I delete my location from the database?
As a Property Owner, you do not have the ability to delete your location from the database. If you are moving or simply have decided you are no longer interested in listing your location, please contact Library Staff and we can update your listing.

My home/business is listed in your database. Why can't I find my property in a search?

Location contacts do not have the access level required to view residential homes, private property and other interiors not open to the public. This is for security and privacy reasons. You may however view your file via a link on the "My Profile" page when logged into the database.

How often can I expect my home to be used for filming?

The short answer to this is that we simply don't know. If your location fits the description within a script, and a location manager selects it by accessing our database, you will be contacted by the location manager or production company directly. We at Ontario Creates have no way of knowing how much interest, if any, a location will attract.

How can I make my property stand out in the database?

The best and most important thing you can do is ensure your photos represent your location well. Script requirements are unpredictable and dictate which properties are considered. Travel time and budget are other key considerations, as is proximity to other locations the production is using. With so many variables involved in choosing a location, whether or not yours gets chosen is really outside of your control.

What is the photo release form for?

A release form is absolutely necessary from a legal standpoint in order for us to display your images on our site. Without it, we cannot make your location file live. It gives us the rights to the photos, and asks that they not be used for promotion by you, or appear on any other site. We are also asking for permission to possibly use them to promote filming in Ontario.

How much will I get paid if my home is used for a film shoot?

Anywhere from $500 to $5,000 per day. The rate you are offered will vary depending on a number of factors: the type of project (for ex. feature film, commercial) and its budget, the amount of space the film crew will occupy, and the scale of the home and property. Generally speaking, filming consists of

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Prep day(s), to rearrange furniture or bring set dressing into the location; *Shoot day(s)*, when all the sequences pertaining to your location would be filmed; and *Wrap Day(s),* when set dressing is taken out of the location and the home or business is cleaned up and after inspection returned to the property owners. So the rate will also vary each day your property is used- 'shoot days', for example, will pay somewhat more than prep or wrap days. The rate of compensation can either be a flat rate encompassing all *prep, shoot* and *wrap* days or can be separated by a prep and wrap fee which is generally ½ the rate of the daily shooting fee. Basically, it all depends on the production company.

Will we have to move out or stay in a hotel while they're shooting in our house?

Only if the budget of the production permits, and if the crew will be occupying your home for an extended period of time. This decision is usually made mutually between the location manager and the homeowner.

How do I know if a production company is legitimate?

If you are new to renting your home out to production companies, some of the local company names may sound a little unfamiliar. That's because in addition to the studio that is financing the production (for ex. Disney, Miramax), there is always a local production company established for the duration of pre-production and production (shooting). It will usually have a name that reflects the project name, which would explain why you may have never heard of them. If at any point you wish to verify the legitimacy of a production company or location manager who has approached you, feel free to call our office for a quick reference. We work in conjunction with a majority of the projects and have a professional relationship with most local location managers.

What is the process if someone calls me?

We're glad to explain any aspect of location filming, so please don't hesitate to ask. Library staff are available during business hours (Monday thru Friday, 9am to 5pm) at 416-314-6858 or locations@ontariocreates.ca. Also upon request, we can e-mail a sample location contract that you may find useful if you are in negotiations with a production company.