

175 Bloor Street East  
South Tower, Suite 501,  
Toronto, Ontario M4W 3R8  
Telephone (416) 314-6858  
Fax (416) 314-6876

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Édifice sud, bureau 501,  
Toronto, Ontario M4W 3R8  
Téléphone (416) 314-6858  
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Dear Property Owner,

Thank you for your interest in having your property listed as a potential filming location in the OMDC's Digital Location Database.

There are two ways to submit your photos:

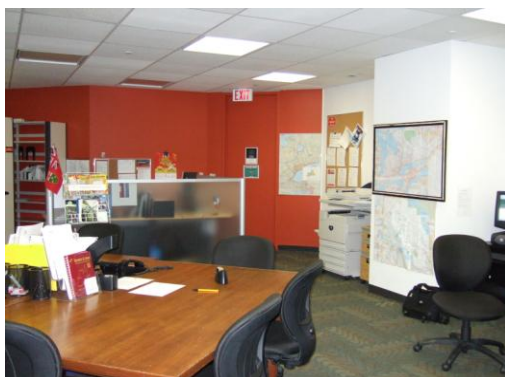
- Visit <https://digitallibrary.omdc.on.ca> and choose 'Register' to create a user profile. Upon receipt of e-mail confirmation, log in, choose "submit locations" and follow the step-by-step instructions.
- Submit them digitally via CD with the corresponding paperwork (attached).

Either way, you must complete, sign and return the "Assignment of Copyright and Release" form to us for your photos to be visible on our Web site.

Here are our **digital photo guidelines**:

- Shoot single, high-resolution images in **landscape** orientation: **minimum 1600 x 1200 pixels at 180 DPI** – check your owner's manual for your camera's particular specifications.
- Shoot the interior and exterior of the property.
- For exteriors, shoot an establishing shot of the property from across the street, and a reverse of it from the property's 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.

**Example of good room coverage with two shots:**



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- Shoot the room to give a sense of space - NOT individual decorative details.

**Well shot**



**Poorly shot**

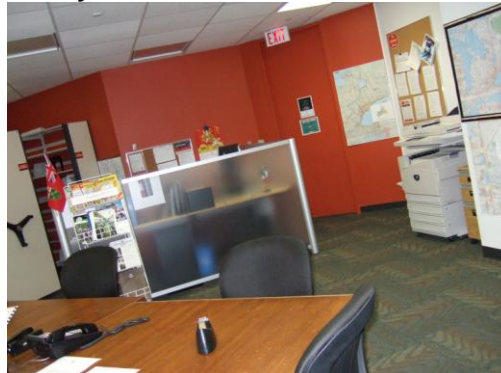


- Try to keep the horizon line even so the photos are not on an angle. Using a tripod can be helpful if you have one.

**Well shot**



**Poorly shot**



- If not using an automatic point-and-shoot camera, please **do not** use a **wide angle lens**, as they warp the visual space and do not give an accurate representation.
- Avoid shooting smaller rooms in which it would be hard to fit a camera crew.
- Ensure that there are no people in any of your photos.
- Photos with date tags cannot be used. Please turn this option off on your camera when shooting your location.
- Any media that uses "Kodak Easy Share" (including Kodak Picture CDs) is **not acceptable**.
- **Please make sure photos are in focus.**

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- 20 to 30 photos are adequate for most locations. **Submissions that exceed this number may not be accepted.**
- Save photos as **JPEGs** at Maximum Quality.

**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.**

#### **UPLOADING YOUR LOCATION TO OUR SITE:**

- Visit <https://digitallibrary.omdc.on.ca> and choose 'Register' to create a user profile. Once your registration has been approved, you'll receive a notification e-mail.
- Log in using the login name and password you've chosen, go to "submit locations" and follow the step-by-step instructions.
- 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 it shows (ex. living room)
- Sign the **Assignment of Copyright and Release Form** at the end of this document and fax to 416-314-2495 or e-mail to [locations@omdc.on.ca](mailto:locations@omdc.on.ca).

**NOTE:** you will not be able to find your property using the 'search' function in the database, as your access is limited; but you may see all your images under the 'my profile' tab. Please be assured that registered industry professionals can view your property via the search function once it has been posted live on the site.

#### **SUBMITTING YOUR LOCATION ON CD:**

- 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 descriptions.
- Burn **JPEGs** onto a **CD** 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 Media Development Corporation  
175 Bloor Street East  
South Tower, Suite 501  
Toronto, Ontario M4W 3R8

**Packages submitted without the necessary paperwork will not be accepted.**

Once processed, your photos will be added to our library and 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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## FAQs

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

**A.** 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 *Prep day(s)*, to rearrange furniture or bring set dressing into the location etc; *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*, *shot* and *wrap* days or can be separated by a prep and wrap fee which is generally  $\frac{1}{2}$  the rate of the daily shooting fee. Basically, it all depends on the production company.

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

**A.** 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.

### **Q. How do I know if a production company is legitimate?**

**A.** 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

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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 the majority of projects and have a professional relationship with most local location managers.

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

**A.** 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 the OMDC have no way of knowing how much interest, or lack thereof, a location will garner.

Hosting a film or television shoot can be an exciting and rewarding experience, but can hold some surprises if you've never done it before.

We're glad to explain any aspect of location filming, so please don't hesitate to ask. And upon your request, we can e-mail a sample location contract that you may find useful if you are in negotiations with a production company.

Location Library staff are available during business hours (Monday thru Friday, 9am to 5pm) at 416-314-6858 or [locations@omdc.on.ca](mailto:locations@omdc.on.ca).

Thank you for your inquiry; we look forward to seeing your location!

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**Ontario**

**Ontario Media Development  
Corporation**

**Société de développement  
de l'industrie des médias  
de l'Ontario**

## Property Data Sheet (for CD 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:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_  **FAX:** \_\_\_\_\_

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

\_\_\_\_\_

**SQUARE FOOTAGE:** \_\_\_\_\_ **LOT DIMENSIONS:** \_\_\_\_\_

**AVAILABLE PARKING:** \_\_\_\_\_

**SPECIAL FEATURES:** (pool, fireplaces, room dimensions, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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**IMAGE DESCRIPTIONS (in order of shooting)**

**PHOTO DATE:** \_\_\_\_\_

Brief description of space (ie. dining room, exterior front) \_\_\_\_\_ # of Shots taken

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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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 Queens 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

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name (print)

# NATIONAL POST

## And ... action! The ins and outs of renting your home to a film crew

Fri Jul 30 2010  
Connie Adair

Little did this Toronto homeowner know that while she was relaxing in the luxurious surroundings of the Prince Hotel, a police tactical team was taking a battering ram to the front door of her home to gain entry and bring a hostage situation to an end.

When she was told what happened, the homeowner wasn't concerned. After all, it was all in a day's filming. The homeowner recently rented out her home as a location for the popular television show *Flashpoint*. The police drama, about an elite tactical team trained to resolve extreme situations such as hostage rescues, stars Hugh Dillon and Enrico Colantoni.

Sometimes scripts for the Gemini award-winning show call for very specific locations down to the size and design of the house or commercial building, and also need surrounding rooftops to allow cameras to capture "sniper points of view." A recent episode simply requested a middle-class family home, says the show's location manager, Randy Morgan. But that didn't mean it was an easy task to find the right house. Mr. Morgan looked at photos of numerous houses in a location company's inventory and went to check out five. The homeowner's Cape Cod-style house was perfect, he says. "It didn't have the white picket fence, but it had everything else."

The home suited the characters, a family who had a happy life before the baby died and the father was accused of causing the death. It also offered two entry points - double doors off the family room and the front door - for the tactical team to enter.

"Randy came to see the house and to talk to me about how they were going to use it," the homeowner says. Plans were made to use the entire main floor, in addition to the master bedroom and nursery on the second floor.

After discussing details and a three-page standard contract, the homeowner turned over her keys and during the next several days, site visits were conducted. Detailed photos were taken to ensure everything would be put back in its original spot. Then the director and 15 or 20 people did a technical survey to determine how to shoot various scenes.

A scaffold was built at the back of the house so the bedrooms could be lit from the outside. A driveway of the house behind was rented for the generator to power the lights. A young man at that house seized the opportunity for a little television experience, promising to get permission from his parents for the use of their driveway in return for a job, the homeowner says. He got a few days work.

Other neighbouring driveways were rented to accommodate other equipment and food and beverage trucks, with those homeowners invited to enjoy a sandwich from the truck, the homeowner says.

A big part of shooting on location is keeping the neighbours happy, says Mr. Morgan. Sometimes that requires letting them meet the stars or just ensuring they can easily get in and out of their own driveways.

For the most part, neighbours were excited about the filming. "I assumed people would have their knickers in a knot, but a lot of people left early in the morning and got home late so the filming didn't bother them," the homeowner says.

On prep day, her furniture was removed, and the walls and floors were protected with cardboard, plastic and bubble wrap. Furniture more suited to the episode's characters was moved into place. As rooms were needed for filming, the protective coverings were peeled back, then put back into place afterwards to avoid no damage to the walls and floors.

In this homeowner's case, because they would be in her house for three days - prep day, shooting day and a day to return things to the way they were - and because they would be using her whole house, arrangements were made for her to stay in a hotel.

She left on a Sunday and returned Wednesday. "Everything was perfectly arranged. I came back after the five-person cleaning crew had cleaned the whole house, not just the rooms that were used for filming, and did a walk around with Randy to ensure everything was back to normal. The cleaners were great. They removed spider webs that were there for 12 years," she jokes. "Everything was sparkling."

In television, everything moves along pretty quickly, Mr. Morgan says. Within about 10 days from when she was contacted, filming was complete and the homeowner was back in her house.

Luckily the front door suffered only minor damage and the show's contractor quickly made repairs, even offering to change the paint colour if she wanted. She opted for the same shade of welcoming red.

Ramming doors is a regular happening on Flashpoint, while causing damage is not. Usually doors are replaced with the film company's doors. Or, as what had been planned in this case, the actors were supposed to stop just short of hitting the door. The scene would show the battering ram swinging toward the door, then cut to the inside and show the door bursting open. In this case, the actors hit the door full on. "Sometimes, the actors get a little method and things happen," Mr. Morgan says.

Damage and theft are among the concerns people ask the homeowner about when they learn her house has been used for filming. Homeowners "are apprehensive about people coming in and wrecking things or stealing, but I'm not worried. All I do is put personal papers away," she says.

The filming experience wasn't new for this homeowner, whose house has been used as a location on several occasions. Shortly after buying the home 12 years ago, a locations company contacted her and asked if they could add her house to their file of possible film, television and commercial locations. After checking the company out, the homeowner agreed. A photographer took pictures inside and out, and her house was added to the inventory.

Since then, still photography, two television dramas in addition to Flashpoint and two commercials have been filmed at her house. Typically the television work has consisted of one day of shooting, with the house rented for a prep day and a day after. The still photography shoot took only a couple of hours.

For one of the commercials, the street was closed off and the living room window was removed. A camera on a crane showed her house from above and moved down until it moved through the open window to show the actors inside.

The homeowner says filmmakers are looking for all different types of homes. "It's not always a Post Road mansion or a little shack. Sometimes it's something more traditional. I think my kitchen, which steps down to an open family room, is good for shooting."

Other than replacing furniture and removing the window, no major changes have been made to her house for filming but she says she is open to anything, as long as it's put back to the way it was.

About half of the homeowners are like this one, leaving for the duration and not coming back until everything is done. Others are excited to see stars in their home, Mr. Morgan says. "They'll come back, but it's usually for a short period of time, a half hour or an hour. They soon realize things go more slowly than on TV and they get bored."

On occasion, Mr. Morgan has sent out scout letters to ask for houses in a specific neighbourhood where they are already filming other scenes. "For the last episode, we dropped letters and got three callbacks. It was the first callback we ended up using. The family had just been back in their home for six weeks following a renovation but the parents were huge fans of the show so they decided to do it."

Homeowners find renting their homes is a great way to make a little extra cash, and sometimes they get to take a mini vacation. A good house-cleaning is a bonus.

Fees range from \$500 to \$5,000 per day, depending on the type of project, its budget, the amount of space that will be used and the scale of the house and property, says an Ontario Media Development Corporation (OMDC) fact sheet.

Whether homeowners are sent to a hotel or not is a decision made mutually between the location manager and the homeowner, the OMDC says.

If you're interested in having your home rented as a location contact the OMDC. The government agency has an extensive library of more than 8,000 individual filming locations. Visit [digitallibrary.omdc.on.ca](http://digitallibrary.omdc.on.ca) and click on film and television, location services and then OMDC property owners' package for details about how to add your home to the list.

If you receive a call, a knock at the door or a scout letter asking to use your house as a filming location, don't be afraid to get references, and check them out before letting anyone into your home. Make sure the company is reputable and legitimate, and that the people who are contacting you are reputable, Mr. Morgan says.

Check out production companies and people with the OMDC, the Toronto Film and Television Office (416-338-3456, email: [filmtoronto@toronto.ca](mailto:filmtoronto@toronto.ca) or visit their site [toronto.ca/tfto](http://toronto.ca/tfto)) or the Directors Guild of Canada (416-482-6640).

Do due diligence and do not open the doors to strangers, Mr. Morgan says. Also make sure the company is properly insured and that you get a certificate of insurance that names you on the policy for the days of filming. Minor repairs are generally made by the show's construction crew.

"It was a wonderful experience," the homeowner says. "I look forward to seeing the episode of Flashpoint that my house is in."