

## APPLICATION TO FILM / PHOTOGRAPH / RECORD

I understand that insurance and fees may be required\*

I have read the Library's Film & Photographing Permit Guidelines\*

Your Name and Title: \_\_\_\_\_

Name of Organization or Production Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State / Province: \_\_\_\_\_ ZIP / Postal Code: \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Alternate (work): \_\_\_\_\_

Email: \_\_\_\_\_

Name of library branch you are interested in: \_\_\_\_\_

What areas within the library are you interested in?

\_\_\_\_\_

Date(s) and Time(s) filming you wish to film / photography:

Date: \_\_\_\_\_ Start time : \_\_\_\_\_ End time: \_\_\_\_\_

Date: \_\_\_\_\_ Start time : \_\_\_\_\_ End time: \_\_\_\_\_

\_\_\_\_\_

Provide a synopsis of your project (50-60 words):

What will this be used for?

Any special electrical needs?

Any unique special effects?

Will you be having food catering or craft food service during your visit?

Yes          No

**Email this form to:**

Venue Rentals  
Service Development & Innovation  
Toronto Public Library  
[venuere rentals@tpl.ca](mailto:venuere rentals@tpl.ca)

**Remember to also submit:**

1. a shooting schedule
2. a cast and crew list
3. an equipment list