

175 Bloor Street East  
South Tower, Suite 501,  
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Telephone (416) 314-6858  
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Édifice sud, bureau 501,  
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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 with the OMDC digital location library.

There are two ways to submit your photos: you can upload them yourself by registering at <http://digitallibrary.omdc.on.ca> and choosing “submit locations”; or you can submit them digitally via CD-ROM along with the corresponding paperwork. Either way, a signed copy of the “Assignment of Copyright and Release” (at the end of this document) must make its way to us in order for your photos to be viewable on our website.

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 both the interior and exterior of the property. Remember to always include an establishing shot of the property shot from across the street, and a reverse of it shot from the property’s front door to show both the property itself and its immediate surroundings. Use the same rationale for the back of the property.
- Stand at one end of the room, off from the corner, when taking the photo, and then 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 the 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**



- 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.
- “Kodak Easy Share” format is not acceptable.
- **Please make sure photos are in focus and not blurry.**

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Ontario Media Development  
Corporation

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

- 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 as they are in place to ensure your submission will meet our minimum standards required for inclusion into the database.**

Uploading your location to our site:

- You must be a registered user to use this function. Please register at <http://digitallibrary.omdc.on.ca>.
- Once registered and logged in, go to “submit locations” and follow the step-by-step.
- The size of each image cannot exceed 2 mb.
- 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.
- **NOTE:** you will not be able to find for your property using the ‘search’ function on the database, as your access is limited; but you may see all your images under the ‘my profile’ tab.

Submitting your location on CD:

- Complete the **Property Data Sheet** and **Image Description Form**, ensuring that your files are named in the order you shot them (1, 2, 3, etc.) and that those numbers match to your descriptions.
- Burn **JPEGS** onto a **CD** labeled with your location’s address.
- Sign the **Assignment of Copyright and Release Form**
- Mail all of the above to:  
Locations Library Staff  
Ontario Media Development Corporation  
175 Bloor Street East  
South Tower, Suite 501  
Toronto, Ontario  
M4W 3R8
- **NOTE: Packages submitted without the necessary paperwork will not be accepted.**

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 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 that has approached you,

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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.

Remember that 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 – Friday, 9am – 5:30pm) 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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## Property Data Sheet

**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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

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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 \_\_\_\_\_, 200\_\_\_\_\_, 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) \_\_\_\_\_