



## FILM SHOOT REQUEST – CUSTOMER GUIDE

Bookings require filling out this online [Film Shoot Form](#) and clearly indicate the name of the applicant, date of shoot, [locations sought](#) (if known), stationary props and equipment, size of crew and any other information deemed relevant.

The appropriate departments will study your request, and you will receive a reply within 48 hours. Please note that approved requests are accompanied by a contract to be signed.

### Standard Package – \$3,000\*

#### The Standard Package includes:

- Rental of space per six-hour (6-hour) block between 6 a.m. and 11 p.m. Mondays to Fridays
- Two (2) scouting visits
- One (1) technical visit prior to confirming the shoot
- 15-amp power supply near the set
- Coordination support

\* Extra fees will be added to the Standard Package for shoots that run beyond six (6) hours, or for overnight, weekend and statutory holiday shoots. Additional charges will also apply for any other services, extra space (war room, etc.), visits or material not included in the Package.

### CAPITAL CATERING: PALAIS DES CONGRÈS DE MONTRÉAL EXCLUSIVE FOOD SERVICE PROVIDER

- You and your participants may not bring in food or beverages (alcoholic or otherwise) from outside the Palais.
- For any food service requirements, you must consult the [Capital Catering](#) menu and select your food and beverages from there.

### Accepted methods of payment

- Credit card or certified cheque only.

To learn more, contact:  
[Stéphanie Rajaonarivelo](#)  
Phone: 514 871-5875  
1 800 268-8122

## Public areas and common areas

The Palais' public areas are an extension of the urban fabric. They form an integral part of Montréal's underground city and must be kept free at all times for pedestrian traffic and safety. As for the Palais' common areas, they cover the halls, the lobbies and the corridors alongside the meeting and exhibition rooms. They allow guests and visitors of the Palais to circulate freely to and from the various service points lining the venue between the two entrances.

- Any common areas you plan to use as sets must first be approved by the Event Management Department.
- All furnishings along the venue (armchairs, benches and tables) must remain as they are.

## Signage, displays/posters, decorations and rigging

You must provide your plans respecting signage, displays/posters, decoration and rigging at least seven (7) days prior to the shoot for approval by the Palais. All rigging work is the exclusive purview of the Palais and is subject to approval by the appropriate department. When warranted, we will provide you with a quote for the use of rigging/lifting. **Structural modifications to the building are forbidden.**

## Protection of premises

- The Palais is entitled to conduct an inspection visit of the premises when you start setting up and once you finish taking everything down. After evaluating the situation, the Palais is also entitled to decree the use of protective measures, such as covering the floors, carpets or walls, based on the type of transportation being used and the type of set being built. These measures may result in additional fees for the customer.
- If the premises need to be cleaned following the film shoot, the housekeeping fees shall be at your expense.
- Circulating within the common and public areas with carts and trolleys to transport merchandise is forbidden. All deliveries and shipments must go through the loading dock or the bus terminal.
- The Palais electrician shall assess your electricity needs. When warranted, generators may be installed outside the Palais. It is forbidden to operate a generator inside the building, and that includes the loading dock and bus terminal.

Film Shoot Form

## Services exclusively provided by the Palais

- Electrical
- Housekeeping
- Rigging
- Room configuration and setup
- Handling, and rigging/lifting equipment
- Security
- Catering (Capital Catering)



## Insurances

You must provide a civil liability and tenant's insurance certificate. The Palais shall determine the coverage you need after examining your request. As the tenant, you also agree to reimburse the Société du Palais des congrès de Montréal any fees incurred for damages resulting from your period of occupancy.

## Tobacco Control Act

You must ensure your participants adhere to the Tobacco Control Act. The Palais des congrès de Montréal, including its terraces, is a smoke-free building.

