



Kent County Department of Aeronautics Request to Film

Name: _____ **Company:** _____

Address: _____
Street City State ZIP

Phone: _____ **Email:** _____

Insurance Company _____

Requested Date/Time _____ **No. People** _____

Proposed location(s) for filming _____

On-Set Contact: _____ **Phone** _____

Purpose of production _____

List/describe vehicles used in production _____

List/describe equipment to be used (lights/generators/cameras/props/etc.) _____

Additional information _____

Certificate of Comprehensive Liability Insurance Attached

I have read and agree to the terms and conditions outlined on page 2 of this document.

Signature

Date

*Please send all documents to Susan Sherman, Community Relations Coordinator, Department of Aeronautics
via fax at 616.233.6025 or via email at ssherman@grr.org*



Kent County Department of Aeronautics Request to Film

Definitions

In this document, the term "crew" includes all paid or volunteer support staff, technicians, administrator, actors, director, and any other persons recruited or employed by the person, company, or entity executing this agreement with the Kent County Department of Aeronautics. "Filming" and "photography" include all image-recording activities including still and motion picture photography, videotaping and all digital and analog means of acquiring images and sound.

Notice

At least two weeks advance notice is required.

Airport Access

Crews may film or photograph publicly accessible areas, including but not limited to lobbies, parking areas, roadways, the observation deck and viewing area, hallways adjacent to concessions, and other common use areas.

When filming at the airport - taking still photos, conducting interviews, or filming an area - equipment or personnel should not be staged in a manner that will block or restrict movement through major pathways, emergency escape routes or emergency exits. Likewise, no filming will be permitted to interfere with any entrance, exit, elevator, escalator, ticket counter, gate counter, taxi staging and pickup area, airport concession, security checkpoint or baggage carousel.

The Department of Aeronautics reserves the right to restrict filming or photography activity at any location on airport premises if public security, safety, or operational concerns so warrant. The Department reserves the right to deny the use of facilities to individuals or entities that depict the airport, the Department of Aeronautics, or any airport tenant or airport personnel in an unfavorable light. Story boards may be requested.

Leased Areas

The areas that are leased by the airlines and other tenants, such as ticket counters and associated queuing areas, aircraft boarding gates, and waiting areas, shops, and restaurants, are under the control of those parties, and the appropriate tenant must approve access to and filming of those areas.

Security Screening Areas

The security screening areas are operated by the Transportation Security Administration. The TSA has a policy of not permitting filming or photography in the vicinity of these areas. Filming or still photography is not permitted within 20 feet of any screening device at the airport.

Secured Areas and Airfield

Access to secured areas and the airfield is strictly controlled. Requests for filming in the post security screening areas, aircraft movement areas and near the aprons will be handled on a case-by-case basis. Prior notification is essential to ensure adequate staffing exists to perform escort duties. Requests for access will be accommodated to the extent staffing and operational considerations permit. In the event of an emergency situation or other event that requires the full attention of the Department of Aeronautics staff, a prearranged escort may be cancelled with or without notice.

Parking

All vehicles must be parked in one of the public parking areas at the airport. Vehicles may not stop or stage on area roadways or at the terminal curb front. Parking fees are the responsibility of the vehicle owner(s).

Liability

The production company shall indemnify, defend and hold harmless the Department of Aeronautics and all of their officials and employees for any and all claims arising out of or incidental to their use of the airport for filming or photography purposes. Proof of comprehensive general liability insurance is required for all non-student productions.