

PURPOSE

Airports are popular locations for filming to support print and digital advertisements, still photography, video commercials, television series and feature-length films. This policy sets forth guidelines for permitting access to the property and facilities operated by the Asheville Regional Airport Authority (ARAA) for the purpose of on-location commercial filming. Commercial photography refers to all photography and videography activities with the exception of those of the public news media. All Filming Activities shall be coordinated and approved by the Authority and will be subject to the location and administration fees documented herein.

OBJECTIVES

1. To ensure that the Authority retains the right to approve or deny any request for on-location filming involving Authority-operated property or facilities.
2. To ensure that the day-to-day operations of the Asheville Regional Airport are not affected or disrupted by on-location filming.
3. To ensure all direct costs for services rendered by the Authority in conjunction with the filming are recovered.
4. To ensure appropriate location fees are established for the use of Authority property and facilities.
5. To ensure the Authority is provided with appropriate liability insurance by the filming company.
6. To ensure filming will not damage airport property; and, in the event there is damage, that the production company will be held responsible for all repairs.
7. To ensure security requirements applicable to AVL are met and to ensure the safety and security of all airport users.
8. To provide the film industry with specific procedures for obtaining Authority approval for filming at AVL.

**METHOD OF
OPERATION**

All parties wishing to conduct commercial filming on AVL property must obtain approval from the Marketing and Public Relations Department (MPR) of the Asheville Regional Airport Authority.

**Application
Process**

Applications for filming should be sent to the MPR Department at least twelve (12) business days prior to the commencement of filming. Applications for productions involving five or more persons should be sent twenty-one (21) business days prior to commencement of the filming. Requests will be reviewed by the Marketing and Public Relations Director and coordinated with appropriate airport personnel. The Authority will make every effort to respond to requests within five (5) business days.

Film productions should contact the MPR Department prior to submitting an application to determine if the desired locations, dates, times and types of scenes to be filmed can be accommodated. A site tour/scout should take place to determine feasibility at least seven (7) business days prior to filming.

A meeting to discuss the production's location and personnel needs shall take place five (5) business days prior to filming to ensure the production's needs are met. Restrictions will be identified during this meeting.

Any production action that impedes normal activity in the terminal or general airport operations will not be approved. However, the Authority reserves the right to modify any restrictions on the day of filming should circumstances warrant.

All applications must be accompanied by a non-refundable processing fee of \$150. A summary, script or story board outlining the scenes to be filmed must be included with the application. The Authority reserves the right to deny permission for filming on its property for any reason.

**Insurance/
Indemnification**

The production company shall protect, defend and indemnify and hold harmless the ARAA and its servants, agents or employees from and against any and all liabilities, losses, suits, claims, judgments, fines and demands arising by reason of injury or death of any person or damage to any property.

Proof of insurance must be provided to the ARAA before a filming permit will be issued. The required insurance coverage and minimum limits are:

1. Commercial General Liability - bodily injury/property damage (airport premises): \$5,000,000.
2. Motor Liability - Comprehensive forms (Owned, non-owned and hired vehicles): \$500,000.
3. Workers' Compensation

The producer shall send written report to the ARAA regarding any incident occurring on the airport property within 24 hours.

Fees and Deposits A deposit covering fifty-percent (50%) of the anticipated fees is required to be submitted to ARAA no later than the start date of filming. Deposits/fees should be submitted in the form of a business check, cashier's check, or money order and should be made payable to the Asheville Regional Airport Authority, 708 Airport Road, Fletcher, NC 28732. All fees must be paid within forty five (45) days of the completion of the filming/photography at the Airport. Additional charges may apply for the use of tenant facilities and/or services. The Production Company or Photographer is responsible for making arrangements with tenants for these facilities and/or services.

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| Non-refundable processing fee (submitted with application) | \$150 |
| Site tours | No Charge |
| Pre-filming meetings | \$40/hour |
| Authority staff liaison(s)* | \$40/hr/person |
| Non-Restricted Areas | \$100/hour |
| Restricted (SIDA; must have TSA approval) | \$200/hour |
| Parking (staging of large production vehicles/trailers) | \$25/day/vehicle |
| Still Photography | \$ 50/hour |

**Activities may require one or more Authority staff members or assistance from an airport tenant. The Authority, in its sole discretion, will determine what support staff, if any, is required. If the activity requires airport tenant staff be present, a separate staffing fee may be charged by the tenant. In addition, filming during the weekends or designated holidays may warrant additional overtime expenses.*

**Filming/
Photography**

Activities may not impede, delay, or obstruct normal passenger traffic, operations, or endanger the safety and security of airport property, facilities, passengers or employees.

1. The Authority reserves the right to halt filming temporarily or permanently if any photographer or member of the film production fails to comply with Airport rules and regulations, or neglects any rules set forth in this policy.
2. The film production/photographer must obtain the written consent of the ARAA, airport tenants, advertisers and/or any third party to photograph, film, or use other visual images depicting a trademark, brand name, logo, other visual image on or within the airport premises.
3. Filming or photography of certain types of scenes including breaches of security, aircraft crashes, use of firearms or firearm replicas, explosions, car crashes, etc., will not be permitted. Use of special effects must be outlined in the application.

- Filming/
Photography**
4. Filming or photography on the restricted side of the Airport (e.g. post-screening areas) will require visitor badges for all personnel. Each person requiring a visitor badge must present a valid photo ID in order to go through the screening process. Any and all equipment is subject to screening and inspection by the Department of Public Safety and TSA personnel.
 5. Filming or photography of security checkpoints is permitted only from the public side. Filming or photographing the x-ray images, security checkpoint equipment or procedures is strictly prohibited.

Damage Repairs, clean up or restoration will be the responsibility of the film production company for damage caused by filming activity or alteration to the site; i.e., furniture changes, props, etc. Damages will be repaired at the film company's expense to the satisfaction of ARAA. Repairs, clean up or restoration not undertaken by the film company will be provided by the Authority, the cost of which, along with overhead and administrative costs, will be charged to the production company.

Parking To avoid traffic congestion, production equipment and vehicles are not permitted to park curbside; except as approved by ARAA staff. Any production vehicles (i.e., trailers, semi's, box trucks) staged in non-public parking areas may be charged \$25 per day per vehicle. Any and all vehicles are subject to search by Public Safety personnel.

Animals No animals are permitted on ARAA property without prior consent. If consent is granted, animals must be kept under control at all times by qualified personnel.

Lighting Lighting may not be directed towards the control tower or at aircraft in the air or on the airfield. Lights may be turned on only when taking light readings and during active filming.

Electrical The power supply at the airport is limited. Use of existing wall outlets is allowed for low light demand. It is recommended that film companies supply a power generator. Electrical wires/cords in public traffic areas must be covered or taped down.

Garbage The film company is responsible for proper disposal of all garbage and refuse from filming activities. When filming on the secure side, garbage must be properly contained and disposed of in order to minimize the potential damage to aircraft.

**APPROVAL AND
UPDATE HISTORY**

Approval January 12, 2007

Supersedes

