



PITT MEADOWS REGIONAL AIRPORT

FILMING POLICY & APPLICATION

For further information, please contact:

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www.pittmeadowsairport.com/filming.php



PITT MEADOWS REGIONAL AIRPORT – FILMING POLICY

LAST UPDATED: March 23, 2012

The Pitt Meadows Regional Airport welcomes inquiries from representatives in the film and television industries. We have numerous location possibilities including runways, aprons, office buildings, and private hangars.

Airport Management supports the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography. All filming should have regard for the safety and privacy of the stakeholders and businesses of the Pitt Meadows Regional Airport and for the security and preservation of the Airport's operation and properties.

PURPOSE:

The purpose of the Filming Policy is to:

- Establish requirements, fees, guidelines and procedures for filming activities at Pitt Meadows Regional Airport.
- Ensure all filming has regard for the safety and privacy of stakeholders, businesses, and neighbours of the Pitt Meadows Regional Airport and for the security and preservation of the Airport's assets and premises, operations and maintenance activities.
- Recover direct costs associated with filming.

The Pitt Meadows Regional Airport's Filming Policy shall refer to, but not be limited to, all commercial, non-commercial and educational or student filming, commercial photography, and sound and video recordings.

This policy applies to all land and facilities within the boundaries of the Pitt Meadows Regional Airport. Filming in privately owned buildings or on leased lands within the Airport boundaries still requires the completion of an application and issuance of a Filming License.

FILMING LICENSE OVERVIEW

Licenses are required for location filming at Pitt Meadows Regional Airport, except for current affairs and newscasts (which still require permission from the General Manager), under the jurisdiction of the Pitt Meadows Airport Society and are authorized by the General Manager or the Property Manager.

The nature of the film industry and the subsequent requests received by the Pitt Meadows Regional Airport require that prompt responses to the various applications be provided. In order to achieve this, the Pitt Meadows Airport Society has delegated the necessary authority to the Airport Management Office to:

1. Review the requirements of the filming application;
2. Assess the impact on Airport operations to ensure that safety and tenants interests are protected;
3. Establish terms and conditions under which approvals are granted;
4. Issue approvals or denials of the application; and
5. Establish a fee schedule, which will reflect the Airport's costs in administering this guideline as well as the direct costs in providing access to Airport facilities.

FILMING LICENSE APPLICATION PROCESS

1. The Filming Application (Schedule 1) must first be completed and submitted. Once approved, the Filming License (Schedule 2) is to be completed with the Airport Property Manager (or delegate) and a Business License and Filming Permit (Schedule 7) obtained through the City of Pitt Meadows. Both are required a **minimum** two (2) (preferable 5) working days in advance of proposed filming to allow for processing and notification to Nav Canada and others. The License will include the site plan with filming areas, times, dates and parking layout highlighted.

Filming inside privately owned buildings or on leased lands at Pitt Meadows Airport must be booked in advance before applying for your Filming License. All rental fees are over and above the fees paid to Pitt Meadows Airport Society.

2. Initial Administrative, Rental, and Personnel fees are required prior to issuance of the License (see Schedule 3). Once a Filming License has been issued, required changes can be made by notifying Airport Management.
3. A copy of the film company's insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming the Pitt Meadows Airport Society as an additional named insured, and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days written notice, must be delivered to the Pitt Meadows Airport Society prior to issuance of a Filming License. The Hold Harmless Agreement (Schedule 5) must also be completed and submitted.
4. Once your Filming License has been executed, a business license and filming permit from the City of Pitt Meadows must be obtained.
5. Notification of all filming requests must be given to the RCMP Ridge Meadows Detachment by fax stating dates, time and locations of filming.
6. A notice of intent to film must be provided to the Airport Administration Office for distribution to Airport stakeholders, tenants, and neighbours prior to the arrival of the production company equipment. The notice must contain date and time details, as well as the name of the Production Company and the production manager's and/or location manager's phone number.
7. The film company is required to obtain, at their cost, professional assistance for traffic and/or crowd control for Ground Side operations, where deemed necessary by the Airport Management Office.
8. The Pitt Meadows Regional Airport reserves the right to approve or deny any requests for filming on location involving the Airport property.

ATTACHMENTS

Schedule 1	Pitt Meadows Regional Airport Filming Application
Schedule 2	Pitt Meadows Regional Airport Filming License
Schedule 3	Fee Schedule
Schedule 4	List of Contact Persons
Schedule 5	Hold Harmless Agreement
Schedule 6	Filming Check List
Schedule 7	City of Pitt Meadows Filming Permit Business License

**Schedule 1
Pitt Meadows Regional Airport Filming Application**



PRODUCTION COMPANY INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

LOCATION MANAGER INFORMATION

Name: _____

Phone: _____ Email: _____

SITE CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Email: _____

PROJECT DETAILS:

Production Type (Film, TV Series, Commercial, etc.): _____

Move-in Date: _____ Move-in Time: _____

Move-out Date: _____ Move-out Time: _____

Requested Filming Dates/Times:

Requested Filming Locations - **Please indicate on the attached map**

Special Effects: Guns/Gunfire Fire/Explosions Stunts - Specify: _____
 Animals Rain/Snow Other – Specify: _____

CAST/CREW DETAILS:

of Cast & Crew: _____ # of Vehicles: _____

Parking Area Requirements: _____

SUBMITTED BY: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

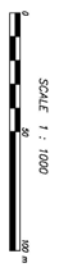
OFFICE USE ONLY

RECEIVED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

LICENSE ISSUED BY: _____ **DATE:** _____

DENIED BY: _____ **REASON:** _____ **DATE:** _____



PITT MEADOWS AIRPORT

FRASER RIVER

NATURAL BOUNDARY FROM PLAN 40513 AND 42375

LANING DOCK
BARROWWALK

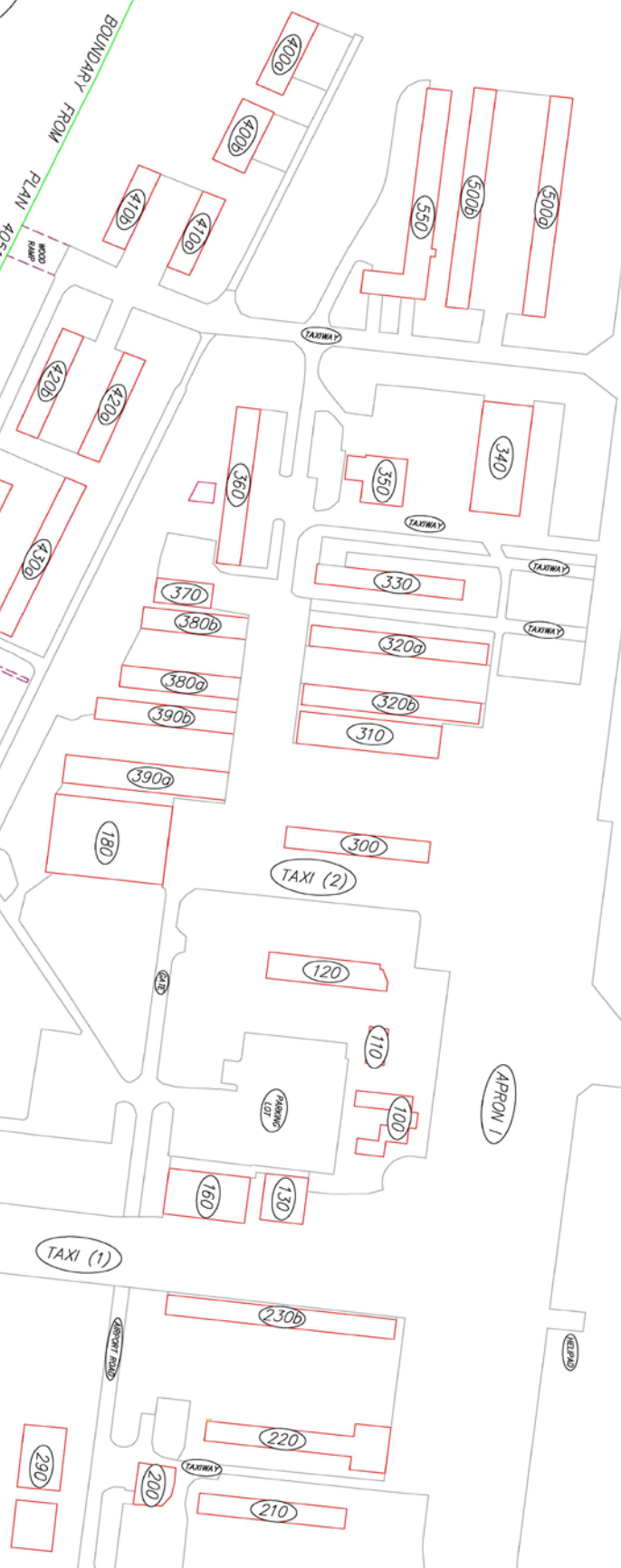
CHARLIE

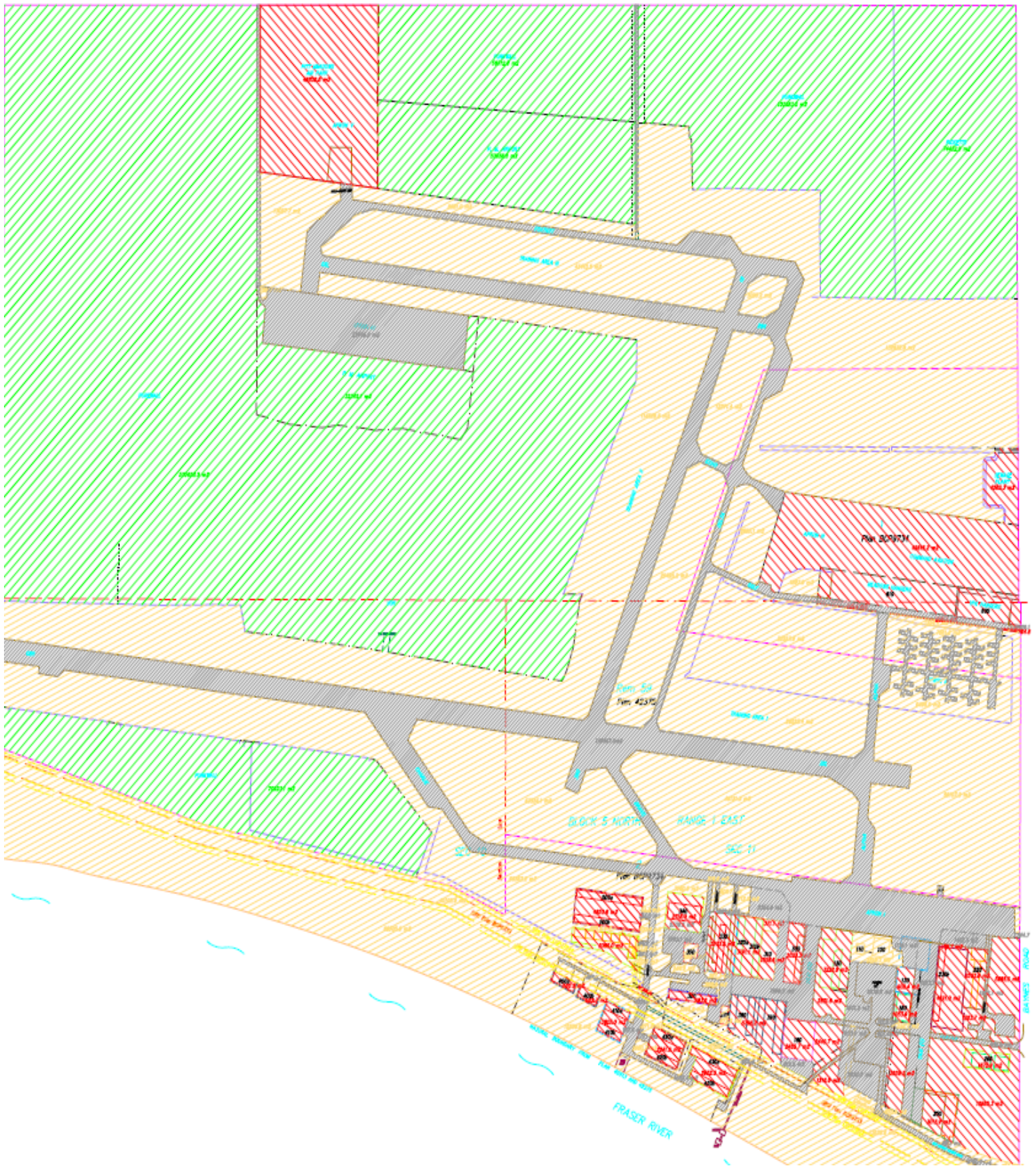
BRAVO

ALPHA

APRON 1

BAYNES ROAD





Schedule 2 Pitt Meadows Regional Airport Filming License



LOCATION: Pitt Meadows Regional Airport	LICENSE NUMBER:	DATE:
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LICENSE TYPE:
 Parking Event Fuel Dispensing **FILMING**

<p>LICENSOR CONTACT INFORMATION Pitt Meadows Airport Society 100 -18799 Airport Way Pitt Meadows, BC V3Y 2B4</p> <p>Telephone: (604) 465-8977 ext. 5 Facsimile: (604) 465-4512 Email: ahilland@pittmeadowsairport.com www.pittmeadowsairport.com</p>	<p>LICENSEE CONTACT INFORMATION: Address:</p> <p>Telephone: Facsimile: Email:</p>
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PURPOSE:
 Film at the Pitt Meadows Regional Airport in accordance with the Pitt Meadows Regional Airport Filming Policy and details as listed on the approved Filming Application and Filming Schedule (both attached).

TERM:
 As outlined on the attached filming schedule. Any changes to the schedule must be approved by Airport Management prior to filming.

FEES & PAYMENT:
 Initial fee of \$_____ as well as a security deposit in the amount of \$_____ are required prior to filming.

Additional fees incurred throughout the duration of the project will be invoiced in accordance with the Fee Schedule in the Pitt Meadows Regional Airport Filming Policy.

CONDITIONS:
 As outlined in the Pitt Meadows Regional Airport Filming Policy and in the attached Schedule A and Schedule C.

Licensee Name	Licensee Title
Signature	Date
Licensor Name	Licensor Title
Signature	Date

OFFICE USE ONLY

INITIAL FEES SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

SECURITY DEPOSIT SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

ADDITIONAL FEES SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

**SCHEDULE A
GENERAL LICENSE TERMS & CONDITIONS**

1. Form

This document and any attachments mentioned as forming part of this License constitutes the entire License between both parties when duly executed by the authorized officers of both parties. No variation thereof shall be effective without the written consent of both parties. No local, general or trade customs shall be deemed to vary the terms and conditions thereof.

2. Payment of fees

The Licensee shall pay all fees herein reserved at the time and in the manner in this License set forth, without any abatement or deduction whatever.

3. Assignment

The Licensee shall not assign or transfer this License in whole or part without the prior written consent of the Licensor.

4. Compliance with Regulations and Directives

The Licensee shall in all respects abide and comply with all applicable lawful rules, regulations, and by-laws of the Federal, Provincial or Municipal governments or any other governing body whatsoever. The Licensee shall abide by and comply with all directive issued from time to time concerning the operation of the Pitt Meadows Airport.

5. Access

The officers, servants and agents of the Licensor shall at all times and for all purposes have full and free access to the areas used by the Licensee pursuant to this License.

6. Risks

All property of the Licensee at any time brought on the Pitt Meadows Regional Airport shall be entirely at the risk of the Licensee.

7. Indemnification

The Licensee shall at all times indemnify and save harmless the Licensor from and against and be responsible for all claims and demands, loss, costs, damages, actions, suits or other proceeding by whomever made, brought or prosecuted, based upon or attributable to this License or any actions taken or things done by the Licensee.

8. Damage

Any damage or injury which may, during the existence of this License, be occasioned to the Pitt Meadows Airport or any part thereof, or works connected therewith, by the Licensee or the activities of the Licensee shall, immediately upon notice thereof from the Licensor given either verbally or in writing, be repaired, rebuilt, replaced and/or restored by the Licensee to the entire satisfaction of the Licensor, or the Licensor may opt to repair such damage or injury, in which case the Licensee shall upon demand forthwith repay and reimburse the Licensor for all costs and expenses connected therewith or incidental thereto.

9. Default or Breach

Upon default or breach in respect of any provision or condition herein, the Licensor may, with or without notice, retake possession of any areas used by the Licensee under this License and thereupon, the Licensee shall forthwith remove all property belonging to the Licensee from the said premises and upon failure to do so, the said property shall become the property of and shall vest in the Licensor, without any right of compensation on the part of the Licensee therefore.

10. Cancellation

This License may be cancelled forthwith at any time by either party by notice in writing delivered to the other party or mailed to the party's last known mailing address.

11. Length of Term

The Licensee shall use the prescribed area for the term or period specified in the agreement, and then to be fully complete and ended.

12. Assurances

The Licensee acknowledges and confirms that the Licensor is hereby granted a security interest under The Personal Property Security Act (1996) R.S. ch. 359 and amendments thereto in the goods, chattels, fixtures, equipment, inventory and aircraft of the Licensee, as additional security, to secure the performance by the Licensee of the Licensee's obligations herein.

13. Further Assurances.

Each party will, at all times hereafter at the request and cost of any other party, execute such further and other documents as such other party may reasonably require in order to evidence or give effect to the terms of this Agreement.

This Agreement shall enure to the benefit of and shall be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

**SCHEDULE C
GENERAL FILMING TERMS & CONDITIONS**

- 1. The Licensee shall provide the Pitt Meadows Airport Society with a schedule of the filming activities a minimum of forty-eight hours in advance. Schedule to include a site plan with filming and staging areas, time, dates, and parking layout highlighted.**
2. A notice of intent to film must be provided to the Airport Administration Office for distribution to Airport stakeholders, tenants, and neighbours prior to the arrival of the production company equipment. The notice must contain the name of the Production Company and the production manager's and/or location manager's phone number.
3. The Licensee will provide proof of the film company's insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming Pitt Meadows Airport Society as an additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days written notice delivered to the Pitt Meadows Airport Society.
4. The Licensee shall provide the Licensor with a Security Deposit in the amount of \$5,000.00. The security deposit will be retained by the Licensor for the term of this License or until this license comes to an end. The deposit shall be returned to the Licensee or shall be credited to their account, provided that if the Licensee fails to pay all fees herein described and or impairs, damages, and/or injures the Airport or any part thereof during this license the Licensor may apply this security deposit and the accrued interest or any part thereof to the arrears of fees and for damages and injuries.
5. Filming shall not impede the operation of the Airport, nor unreasonably interfere with the public or tenants. Emergency equipment and aircraft shall have the absolute right-of-way and shall not be impeded for any reason, or at any time.
6. Smoking airside is strictly prohibited.
7. All filming (including pre-filming prep and post-filming clean-up) in airside areas requires an Airport provided liaison. Cost of airport equipment and personnel will be borne by the Licensee.
8. The Licensee shall maintain an officer of the company on location at all times to enable direct contact with Airport Management staff for the purpose of implementing such directions as may be necessary for the safe operation of the Airport. The Licensee will provide personnel to monitor security gate entries to restricted areas if deemed necessary by Airport Management. Gates must be closed when not in use.
9. Any special flying activities must receive the prior approval of the Airport Manager or his/her representative.
10. Any incendiary activities such as fire and explosions will require that the Community Fire Department personnel and equipment be placed on standby. The Licensee will arrange for this service and agrees to pay for any costs of this deployment.
11. The Licensee is to maintain the areas in a clean state to the satisfaction of the Pitt Meadows Airport Society or its representative. A final site inspection is to be conducted with the Airport Operations Supervisor or delegate at the conclusion of filming.
12. The Licensee is to provide portable toilets for the cast and crew unless alternate arrangements have been made to have access to a private washroom(s).
13. The Licensee is permitted to construct standing sets in locations approved by the Pitt Meadows Airport Society or its representative. These sets shall be removed upon completion of filming activities.
14. With the exception of standing sets and unit production vehicles, the Licensee shall remove all equipment at the completion of each filming day unless alternate arrangements have been made with building owners, land leaseholders, or Airport Management.
15. Approval and compensation for lost business is to be arranged with the individual businesses affected. If businesses can prove a loss as a result of filming, than the production will provide compensation after the loss has occurred.

**Schedule 3
Pitt Meadows Regional Airport Filming Fee Schedule**



ITEM	RATE
Administration	
License Fee	\$100.00 per License (non-refundable)
Security Deposit	\$5,000.00 minimum – amount will vary depending on impact, degree of risk, term of activity and/or student filming
License Cancellation	48 hours notice – 100% refund of location and personnel fees 24 hours notice – 50% refund of location and personnel fees No Notice – No Refund
Location	
Runways	\$1000.00 per day
Taxiways	\$500.00 per day
Aprons	\$1000.00 per day
Main Parking Lot	\$500.00 per day
Overflow Parking Lot	\$400.00 per day
Airport Grounds	\$350.00 per day
Dyke	\$250.00 per day
Airport Buildings	\$500.00 per day
Multiple Filming Sites	Base fees (as above) + \$50.00 per additional site
Personnel	
Airport Liaison/Additional Staff	\$65.00 per hour/per person (8:00am – 4:00pm) \$75.00 per hour/per person (overtime)
Airport Security	\$55.00 per hour/per person

Notes:

1. It is recognized that use of Airport facilities, personnel and equipment is dependent upon availability and may, in emergency situations, be withdrawn without notice or liability.

Schedule 4

Pitt Meadows Regional Airport - Filming License Contact Persons



PITT MEADOWS REGIONAL AIRPORT

Ashley Hilland, Property Manager

Business Hours: 8:00am – 4:00pm

Telephone: 604-465-8977 ext. 4

Fax: 604-465-4512

Email: ahilland@pittmeadowsairport.com

Michael McDowell, Property Manager/On-Site Film Liaison

Business Hours: 8:00am – 4:00pm

Telephone: 604-465-8977 ext. 2

Cell: 778-928-8948

Fax: 604-465-4512

Email: mmcdowell@pittmeadowsairport.com

CITY OF PITT MEADOWS

Development Services Division – Engineering Clerk

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-2426

Fax: 604-465-2404

PITT MEADOWS FIRE DEPARTMENT

Don Jolley, Fire Chief

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-2401

Fax: 604-465-1195

RCMP

Carrie Walsh

Business Hours: 8:00am – 4:00pm

Telephone: 604-463-6251

Fax: 604-467-7332

AMBULANCE SERVICES

Regional Head Office

Telephone: 604-660-6897

**Schedule 5
Pitt Meadows Airport Society - Hold Harmless Agreement**



_____ agrees to assume and hold harmless the Pitt Meadows Airport Society, its officers, employees and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they were granted a Filming License by the Pitt Meadows Airport Society.

Further, _____ agrees to indemnify and defend, saving harmless the Pitt Meadows Airport Society, its officers, employees and agents against any liability, or claims or liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officer or employees of the Pitt Meadows Airport Society, or caused by or arising out of the condition of any Municipally-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this license was issued.

COMPANY NAME: _____

SUBMITTED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

ACCEPTED FOR PITT MEADOWS AIRPORT SOCIETY:

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Schedule 6
Pitt Meadows Regional Airport - Filming Permit Checklist



PRE-FILMING

- Filming schedule arranged with leaseholder/building owner (if required)
- Filming Application Submitted to Pitt Meadows Airport Society
- Filming License completed with Pitt Meadows Airport Society, including
 - Schedule of filming activities with corresponding site plan
 - Proof of Insurance
 - Hold Harmless Agreement
- Payments submitted
 - License Fee
 - Security Deposit
 - Initial Location and Personnel Fees
- Business License and Filming Permit obtained through City of Pitt Meadows
- RCMP notified
- Pitt Meadows Fire Department notified (if required)

POST-FILMING

- Filming sites cleaned up and inspected with Airport staff
- Payments Submitted (if required)
 - Additional Rental and/or Personnel Fees
 - Site Clean Up (if required)
- Security deposit received (or balance thereof)