

APPLICATION

FOR PERMIT FOR COMMERCIAL PHOTOGRAPHERS AND MOVIE/TELEVISION/
ADVERTISING COMPANIES USING LYNCHBURG REGIONAL AIRPORT

This application is submitted for permission to utilize the facilities at Lynchburg Regional Airport in accordance with the regulations attached and dated _____. This application must be made at least five (5) days in advance of the activities for which permission is requested.

Name of Company (“Permittee”) _____ Address _____

Name of Company Representative _____ Address of Company Representative _____

Representative Telephone Number _____ Company Telephone Number _____

Type of work to be done (Still, Still with Lights, Movie, TV, Commercial, Animals, etc.):

Date(s):	Time Start:	Time End:	Type of Equipment:	Airport Area:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPLICATION

INDEMNIFICATION

In consideration of granting this permit, the Permittee does hereby agree to indemnify and hold the Lynchburg Regional Airport, City of Lynchburg, their Officers, agents, and employees harmless against any and all loss, cost, or expense, including reasonable attorney's fees, from any claim or liability of any nature whatsoever, including without limitation, damages or violations of the law of any nature whatsoever which may arise out of or result from Permittee's acts or omissions, negligent or otherwise undertaken under this permit.

I, the undersigned, certify that I am authorized to enter into this agreement on behalf of Permittee and that I have read the Regulation below governing the issuance of the permit, and understand the fees and charges set forth, and do agree that Permittee shall abide such regulations and fees and charges.

Permittee

Authorized Representative

Date

PERMIT

**FOR COMMERCIAL PHOTOGRAPHERS, MOVIE/TELEVISION AND ADVERTISING COMPANIES
USING LYNCHBURG REGIONAL AIRPORT**

PERMITTEE _____
(Name of Company)

Is hereby authorized to use a portion of Lynchburg Regional Airport in accordance with the Regulations governing such permits dated _____, the application and indemnity provision signed by permittee and upon the following conditions:

DATES:

TIMES:

AREA TO BE USED:

NUMBER OF PERSONS:

NUMBER OF ANIMALS:

NUMBER AND TYPE OF EQUIPMENT:

NUMBER AND HOURS OF AIRPORT EMPLOYEES:

EVIDENCE OF INSURANCE: YES NO

AMOUNT OF DEPOSIT:

SCRIPT SUBMITTED: YES NO N/A

PERMIT APPROVED

Airport Director

cc: Manager Operations and Maintenance
 Manger Finance and Administration

A. REGULATIONS GOVERNING PERMITS/FEEES FOR COMMERCIAL PHOTOGRAPHER AND MOVIE/TELEVISION/ADVERTISING COMPANIES

1. All permits shall be issued by the Airport Director of the airport or a duly appointed representative. Such permits shall specify the hours during which the facilities may be used, the area available for use, the number and kind of personnel and equipment permitted, and shall contain additional conditions in each instance as are necessary to insure that the permittee's operation shall not interfere with air transportation, airport related operations, or the safety of any such operations, nor shall it unduly inconvenience the public using the airport facilities. The Airport Director shall have the right to terminate each permit at any time one or more of the above conditions develop. If such condition was through no fault of permittee, a refund of any prepaid, unused fees shall be made.
2. Prior to the issuance of a permit, permittee shall submit to the Airport Director in writing by way of the attached application the airport area requested, the number of personnel and items of equipment to be used and the requested time for use of the airport facilities. Requests for changes in personnel, equipment, times and area shall be made in writing at least 48 hours prior to the time such changes would go into effect. If such changes are approved, the permit will be amended to reflect the new permission. All applications for permits shall be delivered to the Airport Director, Lynchburg Regional Airport, 350 Terminal Drive, Suite 100, Lynchburg, Virginia 24502.
3. The determination as to the necessity for the use of Airport personnel shall rest with the Airport Director and such decision shall be final and conclusive.
4. No photographs or filming will be permitted to take place within any area exclusively leased to an airport tenant, nor in the air operations area.
5. No fee or permit shall be applied to individuals engaging in non-commercial photographic activities, including press media and personnel employed by or working on news assignments for newspapers, television stations, magazines and syndicated photo services. No fee or permit shall be required for photographers or filmmakers performing services for the Lynchburg Regional Airport. No fee shall apply to persons, firms or corporations leasing space at the airport when photographic or film work is being done by or for such tenant at its leased premises for its own use. Permits shall be obtained, however, by the tenant or its representative in all instances.
6. Permittee will be responsible for any damages caused by their actions to Airport property and further shall execute an Indemnification Agreement and produce evidence satisfactory to the Airport Director of Property Damage and Bodily Injury insurance and Worker's Compensation insurance in such form and amounts as are specified in Part C

of these regulations or in such higher amounts as may be specified by the Airport Director prior to Permittee's entering upon the property.

7. All payments for fees due shall be made in advance, unless credit arrangements satisfactory to the Airport Director are made in advance. Deposits guaranteeing payment of fees and charges may be required by the Airport Director.
8. Failure to abide by any regulation governing this permit may result in the permit being revoked by the Airport Director.

B. FEES AND CHARGES FOR MOTION PICTURES AND STILL PHOTOGRAPHS

Basic Charge:

1. For one (1) person, with portable equipment: \$50.00 per day, or fraction thereof.

Additional Charges:

1. For each additional person (actors, extras, technicians, etc.): \$2.00 per day or fraction thereof.
2. For each animal (only to be used at locations outside of a building) : \$20.00 per day or fraction thereof.
3. Cars may be parked in any public lot: standard parking fees will apply.
4. For each bus, truck, generator or equipment carrier and the like: \$40.00 per day or fraction thereof.
5. For each trailer: \$40.00 per day or fraction thereof.
6. For each Airport employee required to escort, oversee or render assistance: actual payroll, plus fringe benefits, times 1.5.
7. In the event it is necessary to call off-duty Airport employees to supply personnel required, a four-hour minimum charge shall be made for each employee called in, at the Airport's actual payroll cost, plus fringe benefits, times 1.5.
8. For interior shots taken inside the Terminal Building, or in the Concourse, an additional fee of \$100.00 for each four (4) hours or fraction thereof shall be charged.
9. Movie and television companies, wishing to use the facilities of the Airport for shooting of movie or television scripts must submit a copy of this script to the Airport Director seven (7) days prior to the issuance of any permit. It is the policy of the Lynchburg

Regional Airport that the filming of certain types of scenes, such as gunplay in public view, breaking of security, aircraft crashes, and other such actions, is not permitted.

C. REQUIRED INSURANCE COVERAGE FOR FILMING AT LYNCHBURG REGIONAL AIRPORT

TYPE OF INSURANCE

***MINIMUM LIMITS OF LIABILITY**

General Liability Combined Single Limit, Bodily Injury and Property Damage/Occurrence -

Comprehensive Form or Airport Liability

Premises Operations

Contractual (Blanket or Scheduled) Including indemnification agreement Contained in the permit.

Personal Injury

Automobile Liability Combined Single Limit / Occurrence -

Comprehensive Form

Owned, Non-owned and Hired Vehicles

Worker's Compensation and Employers Liability Statutory

<u>*Minimum Limits of Liability:</u>	<u>Movies/TV/Commercials</u>	<u>Stills, No Lights</u>
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In a terminal or other Airport Owned buildings	\$1,000,000	\$1,000,000
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In airport areas with no Access to runways, taxiways, Or aircraft parking areas	\$1,000,000	\$1,000,000
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The policy or policies required shall name the Lynchburg Regional Airport, the City of Lynchburg and all of their officers, agents and employees as additional insured. Permittee shall

provide to the Airport Director a certificate of insurance, a copy of the additional insured endorsement naming the Lynchburg Regional Airport, as others as above as additional insureds and a copy of the declaration sheet for every insurance policy required hereunder. Such documents and policies shall as to form, coverage, limits and carrier be satisfactory to and approved by the Airport Director. The additional insured coverage provided the Lynchburg Regional Airport under Permittee's insurance policy shall be primary with respect to Permittee's operations notwithstanding other insurance covering the airport.

The limits of insurance specified above shall in no way constitute the upper limits of liability for which permittee is responsible under the Indemnification provision it signed as part of the application process.

The carrier must also agree to give the Airport Director ten (10) days written notice of cancellation or termination addressed to Airport Director, Lynchburg Regional Airport, 350 Terminal Drive, Suite 100, Lynchburg, Virginia 24502.

G:Shared, Permit, Photography..., Application – Photographers...