

## COMMERCIAL FILMING/ PHOTOGRAPHY ACTIVITIES APPLICATION

### GENERAL

The San Diego County Regional Airport Authority (“SDCRAA”) manages and operates San Diego International Airport (“SDIA”). In order to ensure SDIA safety, security and operational requirements are not compromised; guidelines for Commercial Filming/Photography (“Filming”) have been established.

### PURPOSE FOR A COMMERCIAL FILMING/PHOTOGRAPHY ACTIVITIES PERMIT APPLICATION

The Commercial Filming/Photography Activities Application (“Application”) and Commercial Filming/Photography Activities Permit (“Permit”) are to provide guidance to and govern the activities of photographers, film crews and other individuals involved in conducting Filming activities at SDIA. Filming areas are not designated by SDCRAA as a public forum for First Amendment/Free Speech purposes. First Amendment/Free Speech areas are designated elsewhere within SDIA and are governed under SDCRAA’s Expressive Activities Permit.

### COMMERCIAL FILMING/PHOTOGRAPHY ACTIVITIES PERMIT APPLICATION SUBMITTAL PROCESS

The SDCRAA Airside and Terminal Operations Department (“Terminal Operations”) is responsible for the coordination of Filming. Terminal Operations will process all Applications and issue Permits for all related activities conducted on SDIA property.

The following documents must be completed prior to Filming:

- a. **Commercial Filming/Photography Activities Application:**  
Complete and submit the Application form in its entirety at least fifteen (15) business days prior to the requested Filming date(s).
- b. **Signed Permit:**  
The Permit is not valid until an authorized representative of SDCRAA executes it.
- c. **Applicable Insurance Certificate(s):**  
The following insurance coverages are required and must be in effect at all times during Filming:

| General Liability | Automobile Liability | Workers’ Compensation / Employers Liability |
|-------------------|----------------------|---------------------------------------------|
| \$2M              | \$2M                 | \$1M                                        |

## **PAYMENT**

Payment is due at least one (1) week prior to the first day of the event.

Submit the Application and documentation via email to [TerminalActivities@san.org](mailto:TerminalActivities@san.org).

## **ADDITIONAL INFORMATION**

1. A Terminal Operations representative will review the application to establish the full scope of the request and determine its impact on SDIA operations.
2. The Terminal Operations representative will contact the Applicant within five (5) business days from the date of Application receipt to discuss the status of the Application.
3. Prior to Filming, the Applicant must attend a mandatory coordination meeting with Terminal Operations. The Terminal Operations representative will determine if additional coordination meetings will be held with the Applicant and discuss the Filming and associated logistics. Logistics may include, but may not be limited to, filming schedule, parking requirements (Terminal and Airside), equipment staging (Terminal and Airside), security escorts, contract security, Authority management oversight, public safety issues, and public and tenant impact issues.

Coordination meetings will generally be scheduled Monday through Friday, except for holidays, between 8:00 am and 5:00 pm. Any meetings scheduled during non-business hours must be coordinated at least three (3) business days in advance of the meeting date so that SDCRAA staff scheduling and availability can be evaluated and confirmed.

4. As a part of the Application, Permittee shall provide a "Letter of Intent" in writing to SDCRAA that contains the following information:
  - a. Script and/or storyboard to be approved by SDCRAA
  - b. Number of cast and crew, personnel, clients, and invitees of Permittee;
  - c. Production dates where such dates specify the Filming scheduled to occur on each day (e.g., preparation, filming, striking, etc.) and the arrival/departure times;
  - d. Number and type of vehicles to be associated with the filming operations;
  - e. Support equipment to be used (e.g., cranes, scissor lifts, etc.);
  - f. Identification and use of large, disruptive, and/or hazardous props (e.g., weapons, replicas of weapons, picture vehicles, etc.);

- g. Aircraft by type and intended use;
  - h. Intended special effects (e.g., rain, smoke, etc.);
  - i. Animals by type and intended use;
  - j. Desired alterations to SDIA facilities (e.g., painting, removal of signs, construction of walls, etc.);
  - k. Planned stunts; and
  - l. Intended use of SDIA equipment (e.g., escalators, baggage carousels, etc.) and utilities including water and electricity.
5. If Filming includes a security checkpoint scene, the following must be adhered to, without exception:
- a. The Transportation Security Administration (TSA), the federal agency responsible for operation of the security checkpoints, must be contacted and must approve the Filming at least three (3) business days in advance of the Filming. A written approval from the TSA is required prior to any Filming of the security checkpoints.
  - b. Filming of the security checkpoints is permitted only from the public side. Filming of the TSA's X-ray images, security checkpoint equipment, or procedures is subject to approval by the TSA. When Filming, the distance of the checkpoint should be sufficient for identities to remain anonymous unless the film production uses actors.
  - c. The respective tenant or air carrier must approve any Filming of a SDIA tenant or airline space, including logos or signs, at least three (3) business days in advance of Filming. A written approval from the respective tenant or air carrier is required.
6. The Terminal Operations representative will collect all required documentation on behalf of SDCRAA. Applicant must deliver copies of the required documentation to the Terminal Operations representative at least two (2) business days prior to Filming. Setup of the Filming will not be permitted at SDIA until SDCRAA staff receives all required documentation.
7. The Applicant shall be responsible for and reimburse SDCRAA for any expenses incurred by SDCRAA in support of the Filming. These costs shall include SDCRAA administrative support services provided by SDCRAA staff. In the event of cancellation, there will be a minimum non-refundable charge of \$200.
8. The decision to issue a Permit is in the sole and absolute discretion of SDCRAA. SDCRAA may revoke a Permit at any time for any reason.

If you have any questions about the application and/or process, please contact Terminal Operations via email at [TerminalActivities@san.org](mailto:TerminalActivities@san.org), and an Operations representative will contact you.

## APPLICATION FOR COMMERCIAL FILMING/PHOTOGRAPHY ACTIVITIES PERMIT

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

(SDCRAA Use Only)

### APPLICANT AND/OR SPONSORING ORGANIZATION INFORMATION

Name of Organization, Group or Individual: \_\_\_\_\_

Applicant (Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License: State \_\_\_\_\_ No. \_\_\_\_\_

(Subject to verification)

On-Site Primary Contact (if different from above)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Secondary Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Event Date(s): \_\_\_\_\_

Time Period(s): \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

Estimated Number of Film Crew: \_\_\_\_\_

## LOCATION(S)

Check all desired locations:

| Locations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4-Hour Minimum | 4-8 Hours                     | No. of Days        | Item Total                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------|--------------------|------------------------------------------|
| Terminal 1 Internal Pre-Security (per location)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$250          | \$500                         |                    |                                          |
| Terminal 1 Internal Post-Security* (per location)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$300          | \$600                         |                    |                                          |
| Terminal 2 Internal Pre-Security (per location)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$250          | \$500                         |                    |                                          |
| Terminal 2 Internal Post-Security* (per location)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$300          | \$600                         |                    |                                          |
| Airfield* (per location)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$625          | \$1,250                       |                    |                                          |
| Additional:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                               |                    |                                          |
| <b>*Additional \$75 per hour due to escorting requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Rate</b>    | <b>Hours (4-Hour Minimum)</b> | <b>No. of Days</b> | <b>Item Total (Multiply all Columns)</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$75/hr.       |                               |                    |                                          |
| <p><i>Based on the type of Filming, duration, and logistics involved, SDCRAA will determine the level of supervision required. Should the site survey require access outside the public areas of the terminals, including but not limited to the airfield environment, the appropriate security escort is required. A maximum of five (5) Filming personnel per security escort can be escorted; however, all Filming personnel must remain visible to the security escort and within 25 feet at all times. Hourly rate may change if overtime required.</i></p> |                |                               |                    |                                          |
| <b>TOTAL (Add to table in Total Payment Due section)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                               |                    |                                          |

Specific Area(s) (i.e., by Gate 33, etc.): \_\_\_\_\_

\_\_\_\_\_

Estimated Space Requirements: \_\_\_\_\_

\_\_\_\_\_

## ADMINISTRATIVE SUPPORT

| Time Frame                                               | Rate        | No. of Days | Item Total |
|----------------------------------------------------------|-------------|-------------|------------|
| < 4-Hour Filming                                         | \$325/day   |             |            |
| 4-8 Hour Filming                                         | \$625/day   |             |            |
| 8+ Hour Filming                                          | \$1,000/day |             |            |
| <b>TOTAL (Add to table in Total Payment Due section)</b> |             |             |            |

## EQUIPMENT

A detailed written plan for delivery of equipment is to be submitted to and approved by Terminal Operations.

## PARKING

### Terminal

Do you require curbside parking? ☐ Yes ☐ No

Total number of vehicles? \_\_\_\_\_

Total number of trailers? \_\_\_\_\_

Estimated duration (hours): \_\_\_\_\_

Vehicle Make

Vehicle Model

Color

Vehicle Height\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Airside**

Do you require airside parking? ☐ Yes ☐ No

Total number of vehicles? \_\_\_\_\_

Total number of trailers? \_\_\_\_\_

Estimated duration (hours): \_\_\_\_\_

| <u>Vehicle Make</u> | <u>Vehicle Model</u> | <u>Color</u> | <u>Vehicle Height*</u> |
|---------------------|----------------------|--------------|------------------------|
| _____               | _____                | _____        | _____                  |
| _____               | _____                | _____        | _____                  |
| _____               | _____                | _____        | _____                  |
| _____               | _____                | _____        | _____                  |

**\*Note: Maximum vehicle height at the Terminals.**

|                        |                             |
|------------------------|-----------------------------|
| <b>Terminal 1</b>      | <b>Bridge height 16' 4"</b> |
| <b>Terminal 2 East</b> | <b>Bridge height 13' 4"</b> |
| <b>Terminal 2 West</b> | <b>Bridge height 13' 4"</b> |

## TOTAL PAYMENT DUE

Please calculate the total amount due for the Commercial Filming/Photography Activities Area(s):

|                          | Totals |
|--------------------------|--------|
| Non-Refundable Charge    | \$200  |
| Location(s)              |        |
| Administrative Support   |        |
|                          |        |
| <b>TOTAL PAYMENT DUE</b> |        |

**Payment for Filming must be made at least one (1) week prior to the first day of the event.**

Payment is either by wire transfer, or check or money order made payable to SDCRAA, and must be received by a Terminal Operations representative prior to Filming. Filming will not be permitted if payment is not received by the date of your reservation. Checks or money orders can be mailed to:

San Diego County Regional Airport Authority  
Terminal Operations – Commercial Film Shoot  
P.O. Box 82776  
San Diego CA, 92138-2776

Materials left behind during Filming will be discarded. There may be an additional charge assessed for the disposal of large amounts of items.

**ACKNOWLEDGMENT**

The undersigned certifies under penalty of perjury under the laws of the State of California that all information furnished to SDCRAA in this Application is true and correct to the best of his or her knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

**FOR AIRPORT MANAGEMENT USE ONLY**

APPROVED BY: \_\_\_\_\_  
(PRINT NAME AND SIGN) DATE