



## Nassau Airport Development Company Limited

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### Schedule A

## Location Filming Guidelines

We sometimes consider requests to film a movie, television show or commercial, or to use the Airport as a location for a magazine ad. These guidelines describe fees and procedures for these types of projects.

### 1. Permission.

The Lynden Pindling International Airport (LPIA) is a public Airport. Our visitors are entitled to experience the entire Airport with a minimum of distraction. Permission to film or photograph at the Airport is granted subject to certain conditions. The project must be consistent with the Airport's mission and image, may not hinder operations, and must not detract from the visitors' experience. Permission can be obtained only from the Airport's Communications & Marketing Department.

Please note that a prerequisite for all projects is completion and execution by an authorized representative of the production company of the Airport's Location Filming Agreement, of which these Guidelines are an integral part. Please also note that the Airport reserves the absolute right to grant or deny permission to shoot and to determine the terms under which shooting will be permitted.

Please complete the attached Filming & Photography Application Form, which we will review and respond within two weeks after date of submission.

### 2. Location Fees.

Location fees are set by the Airport depending upon a variety of factors, such as the nature and purpose of the project, its intended market, its potential promotional value to the Airport, the potential disruption to the Airport, the extent to which the Airport is required to support the project, and the extent to which the rights to the final product are shared with the Airport.

The standard fee schedules:

#### **Commercial filming and photography**

Any commercial filming, recording or photography shoot must not interfere with the day to

day operations of Lynden Pindling International Airport, or any of its passengers and staff. All rules and regulations and arrangements criteria outlined in Schedule A of the Location Filming Licence.

The following rate card charges apply for commercial filming, recording and photography:

**Landside: \$250 per hour (2 hour minimum)**

**Airside: \$375 per hour (2 hour minimum)**

**Escorts: \$25 per hour (2 hour minimum)**

**\$5,000.00 to \$15,000 per 12 hour day depending on the type of production i.e. Major Film,**

#### **Other charges**

Other charges may be incurred to provide for additional requirements e.g. the use of a meeting room for cast and crew for the duration. These additions will be open to negotiation and will be agreed prior to the film/photography shoot.

#### **Universities, school and charity projects**

LPIA is committed to working with our community in education, arts and culture.

We are therefore eager to assist university and school students who require access to the airport for filming and photography projects, and are able to offer the following reduced rates for educational projects:

**Landside: \$150 per hour (60% discount)**

**Airside: \$225 per hour (40% discount)**

**Escorts: \$25 per escort for up to 4 hours (50% discount)**

All rules and regulations and arrangements criteria outlined above apply for university and school students. We will also require a contact address and phone number for invoicing.

Additional fees may also apply if Airport staff other than public relations personnel is required, including:

- \$75.00 per hour for staff in trade positions (Electricians, Carpenters, IT, HVAC Technicians, Plumbers, etc.)

For complex projects, the maximum daily location fee will be \$15,000.00. Payment of all agreed fees must be made prior to shooting. Additional costs incurred during the project will be billed and must be paid at the end of the project. Any billing requirements must be discussed and approved prior to commencing filming on-site.

### **3. Advance Notice**

At least two weeks' advance notice is requested whenever possible. While the Airport will make every effort to accommodate last minute requests to shoot, requests with less than 24-hour notice cannot be accommodated under any circumstances.

### **4. Scheduling**

Commercial filming is generally permitted only when the Airport is not open to the public and must be coordinated with other Airport events through the public relations staff.

## **5. Impact on the Airport**

If at any time the production company's activities threaten to disrupt the Airport's operations or the experiences of its visitors or pose a safety hazard to the visitors, the Airport reserves the right to require the company to reschedule its activities. As well, the company will be required to make any changes or to discontinue filming, if the Airport determines that exhibit life is being endangered or the potential for damage to the building or exhibits exists.

## **6. Filming in Sterile (Post Security) Areas**

As a general rule, the Airport does not allow non-staff in the Sterile Environment. Exceptions are made, however, with the approval of The Airport Authority Security and other governmental agencies, i.e. Bahamas Immigration, Bahamas Customs or USCBP. Those who meet all Airport qualifications may be given temporary permission to shoot. The application for such approval will be advanced by NAD, however, we cannot guarantee whether approval will be received within the time required for the project or whether it will be granted at all.

## **7. Site Tours**

A site tour and review of on-site requirements must be scheduled between public relations staff and members of the crew a minimum of five days in advance of the shoot. At this time, all shooting locations, building access and parking needs must be addressed and agreed upon. In certain cases, an on-site tour may not be required, and the production company's requirements may be reviewed by telephone.

Filming will generally be limited to the public areas of the Airport. Any behind-the-scenes shooting must be agreed upon during the site tour or prior to the shoot date. The size of crew, number of talent and amount of equipment must be agreed upon at the site tour or prior to the shoot date.

## **8. Lighting and Electrical Needs**

Power supplies are limited in certain areas of the Airport. Power needs must be directed to the Airport's electrician in advance of the shoot. This may be addressed at the time of the site tour.

Lighting restrictions may apply to certain areas of the Airport. In most areas, additional lighting is allowed.

## **9. Exhibits and Set Construction**

Airport exhibits may not be altered or moved in any way. Limited set construction may be permitted during non-operating hours. Any sets brought into the Airport must be approved ahead of time. Nothing may be permanently attached to walls or other structures. NO TAPE MAY BE

APPLIED TO WALLS. Any materials brought into the building must be removed by members of the crew.

## **10. Storage**

All space on Airport property has a designated purpose and is at a premium. We regret that no storage of any kind can be provided on site prior to or between filming sessions, with one exception: by prior agreement, some lighting set-ups behind the scenes that may be required on multiple days may remain in place during the duration of filming.

## **11. Parking**

The Airport cannot provide extensive parking. Two on-site spaces may be available if reserved in advance. As on-site parking for production vehicles is also extremely limited, parking needs must be addressed in detail and in advance of the shoot.

## **12. Damages**

The production company is fully responsible for all damages occurring at the Airport during its use and for paying for all repairs deemed necessary by the Airport.

## **13. Insurance**

The production company must carry workers' compensation insurance and a general liability policy with limits of at least \$2 million. Depending upon the circumstances, the production company may be required to obtain additional coverage, to name the Airport as an additional insured, and to furnish a certificate of insurance to the Airport.

## **14. Appearance Releases**

The production company shall obtain appearance releases for Airport visitors or staff whenever necessary. The Airport shall be notified and advised in advance of any interviews planned to be conducted of airport staff.

## **15. Trademarks**

Permission is granted to use the Airports Name and logo in the company's final product and associated promotional materials without alteration. Written permission must be obtained from the Airport to use any of these trademarks for any other purpose. The production company shall either place the appropriate trademark symbol (®, TM, or SM) on all uses of these trademarks or include in all productions and promotional materials the following trademark notice: "[names of trademarks] are trademarks belonging to Lynden Pindling International Airport. All Rights Reserved."

## **16. Ownership**

Except as otherwise agreed, all film and photographs shot by the production company shall belong to it. The company shall provide a copy of the final product to the Airport for archival purposes.

## **17. Use of Film and Photographs**

The production company may use film and photographs shot at the Airport only for the specific purpose stated in the Location Filming Agreement. The grant of rights in one medium does not convey rights to use any other media, unless so indicated. Under no circumstances may the production company use film and photographs shot at LPIA in a manner inconsistent with the Airport's mission and image or in a defamatory, untrue or censorable nature, and the company shall cease any such use upon demand by the Airport. The company shall ensure that its licensees and assignees fully comply with the provisions of this paragraph.

## **18. Broadcast Rights**

The production company may sell its final product for broadcast by others but may not sell individual images shot at the Airport or provided by the Airport separate from its product. In addition, the company may not use images taken at or provided by the Airport in connection with productions which do not directly involve the Airport, without its prior written consent. The Airport reserves the right to review the scripts for all scenes involving the Airport for factual accuracy and consistency with its mission and image.

## **19. Other Uses**

The production company is authorized to use film and photographs shot at the Airport in print media, on a web site, or in other promotional materials only for the specific purposes stated in the Location Filming Agreement. The Airport shall reserve the right to review the text and layout of all pages of a publication or web site or any other promotional materials which display images taken at the Airport or mention the Airport's name before the publication goes to print, the pages are posted, or the materials are disseminated, in order to ensure factual accuracy, consistency with the Airport's mission and image, and the appropriate credit.

## **20. Credit**

The production company will acknowledge the Airport in its production, publication, web site, or other promotional materials only when requested by the Airport. The Airport makes no endorsement of the production company, its production, or any product featured therein.

## **21. Airport Images**

The production company acknowledges that the Airport may not have unlimited rights to all images within the Airport's facility. Accordingly, the production company shall obtain written approval from the Airport's public relations contact prior to shooting film or photographs which

focus specifically on particular works of art, potentially copyright-protected material, or other images.

## **22. Miscellaneous**

Film crews may be required to provide the following:

- Walkie talkies for Airport staff coordinating the shoot
- Any safety gear, harness or other appropriate equipment needed by Airport staff assisting the production
- An Airport facilities staff member and/or electrician, who will be contracted with separately, to be present throughout the duration of filming
- Their own equipment carts.

## **23. Cranes and Dollies**

The weight of any heavy equipment and the type of tires on cranes and dollies must be cleared through the Airport's facilities department prior to shooting.

## **24. Smoking**

The Lynden Pindling International Airport is a smoke-free environment. Smoking is prohibited anywhere within the terminal buildings.

## **25. Noise**

All maintenance, major construction, repairs and custodial work occur at times when the Airport is closed. If sound is being recorded, we will make every effort to minimize noise from sources such as floor polishers, metal carts, vacuums and other machinery, but please be aware we cannot guarantee a quiet environment. Maintenance crews must have enough time to complete all work before the Airport opens to the public in the morning.

## **26. Additional Information**

For additional information on filming at Lynden Pindling International Airport, please contact:

Marketing  
email: [marketing@nas.bs](mailto:marketing@nas.bs)