

Operations Policy & Guidelines For Filming

Policy:

To provide access to property and facilities operated by Hamilton International Airport Limited for the purpose of on-location filming without disruption or inconvenience to Airport passengers, patrons and tenants.

Applicability:

This policy is applicable to, but not limited to, production companies producing feature films, TV series, commercials, still photography and general entertainment programs.

Objectives:

1. To ensure the day-to-day operations of all tenants at John C. Munro Hamilton International Airport Limited are not affected or disrupted by on-location filming.
2. To ensure all passengers and patrons of the Airport are not delayed or inconvenienced as a result of filming.
3. To provide the filming industry with centralized and efficient procedures for obtaining HIAL approval for filming at the Airport.
4. To ensure HIAL is provided with appropriate liability insurance from the filming industry.
5. To ensure the safety and security of all airport users is not jeopardized.
6. To ensure filming will not cause any damage to Airport property and in the event of any damage, the production company will be responsible for all repairs as required.

Operations Policy & Guidelines For Filming

7. To ensure HIAL reserves the right to approve or deny any request for filming on location involving property or facilities operated by HIAL.
8. To ensure all direct costs are recovered for services rendered by HIAL as a result of filming and to ensure appropriate location fees are established for the usage of HIAL property and facilities.

Guidelines:

1. Applications

All enquiries and requests for filming at the Airport should be made to:

Joanna Zyma
Supervisor, Terminal Operations
Hamilton International Airport Limited
9300 Airport Road, Suite 2206
Mount Hope, Ontario L0R 1W0

Telephone: (905) 679-1999 ext. 256 Fax: (905) 679-2100

All requests must be made well in advance of the commencement of filming. A minimum thirty (30) days is requested. For larger or more complicated projects additional advance notice should be given.

Film companies should contact Joanna Zyma at (905) 679-1999 ext. 256 prior to submitting a letter of intent, to discuss the proposal and to determine if the desired locations, dates, times and types of scenes to be filmed can be accommodated at the Airport. Arrangements can be made for a site tour. (See Schedule 1-Fees)

To obtain final approval for filming on HIAL property and facilities a letter of intent must be submitted a minimum of ten working days prior to commencement of filming.

All applications for filming must be accompanied by a non-refundable processing fee of \$255.00.

Operations Policy & Guidelines For Filming

HIAL may require a script outlining the scenes to be filmed at the Airport be submitted with the application to film.

2. Insurance

HIAL will require proof of adequate insurance before a filming licence will be issued. The required insurance coverage and minimum limits are as follows:

Minimum Limits of Liability:

- a) Commercial General Liability: bodily injury/property damage (airport premises) \$2,000,000. For airfield areas adjacent to/or with access to active runways/taxiways/aprons: \$5,000,000.
- b) Motor Liability: Comprehensive forms: Owned, non-owned & hired vehicles: \$2,000,000.
- c) Workers' Compensation: Statutory requirements

Liability insurance must name Hamilton International Airport Limited, TradePort International Corporation and the City of Hamilton as additional insureds in the applicant's liability policy.

3. Damage Deposit

A clean-up and damage deposit of \$1,167.00 must be submitted along with the proof of insurance.

The deposit is to be by cheque and made payable to "Hamilton International Airport Limited"

The deposit will be returned to the film company at the completion of filming, after inspection of the film site by the Airport Liaison.

Repairs, clean up or restoration will be the responsibility of the film

Operations Policy & Guidelines For Filming

company. Repairs, clean up or restoration not undertaken by the film company will be provided by HIAL, the cost of which will be drawn from the damage deposit along with overhead and administrative costs.

Damages incurred that are not covered by the deposit will be repaired at the film company's expense.

4. Fees (Schedule 1)

All fees will be submitted in the form of cash or a cheque made payable to Hamilton International Airport Limited. Goods and Services Tax (HST) is payable on all fees.

The film company must enter into a licence agreement with HIAL to use its property or facilities for filming. Location fees for the use of the property/facilities will be determined by HIAL.

Fees associated with the actual day(s) of filming must be submitted at least one working day before filming begins.

HIAL, in its absolute discretion, may waive location fees for non-commercial production agencies. All other fees will still apply.

Filming in the restricted areas of the Airport (eg. post screening areas-holdrooms, airside) will require security escorts and passes for all cast and crew. The cost of the escorts, charged at an hourly rate, will be in addition to the location fee.

Site meetings held prior to the date(s) of filming will be charged at an hourly rate and will be in addition to the location fee. (See Schedule 1).

The film company must be accompanied by at least one liaison person from HIAL, during on-location filming. This service will be charged at an hourly rate and will be in addition to the location fee (See Schedule 1)

Operations Policy & Guidelines For Filming

Charges for the use of parking facilities are not included in the location fee. Shuttle service from remote parking locations to filming site will be the responsibility of the film company.

Liaison between HIAL departments and the film company for security escorts, passes, parking site preparation will be provided.

Additional charges may apply for the use of tenant facilities and services. The film company will be responsible for making the arrangements for these facilities and services.

5. Special Effects

Filming of certain types of scenes including: breaches of security, aircraft crashes, use of firearms or replicas of firearms, explosions, car crashes, etc. will not be permitted. (Approval must be obtained prior to filming for any of these effects). Use of any special effects must be outlined in detail in the letter of intent.

6. Smoking Restrictions

Smoking is not permitted inside HIAL buildings or while filming airside.

7. Garbage and Waste Disposal

The film company is responsible for the proper disposal of all garbage and refuse resulting from filming activities. When filming Airside all garbage must be properly contained and disposed of in Order to minimize the potential for damage to aircraft.

8. Electrical Power

Use of existing wall outlets may be permitted for low demand lighting subject to review by HIAL electrical staff. Film companies must therefore supply a power generator as required. All cords and wiring running along the

Operations Policy & Guidelines For Filming

floor must be taped or guarded so that airport patrons and staff do not trip or fall.

9. Traffic Management

To avoid traffic congestion, production equipment and vehicles will not be permitted to park curbside of the Airport Terminal Building except as approved by the Airport Liaison.

10. Animals

No animals are permitted on HIAL property without prior consent. If consent is granted, animal(s) must be kept under control at all times by qualified personnel.

11. Emergency Procedures

All emergency procedures must be reported immediately to the Airport Liaison.

12. Lighting

Lighting may not be directed towards the Control Tower, or at aircraft in a manner which may interfere with airside operations.

13. Tenant Arrangements

The film company must provide a detailed description in the letter of intent of any arrangements made with an airline or other tenants for the use of their premises, equipment or personnel.

14. Water

The film company is required to obtain prior approval for the use of any water source at the airport.

15. Equipment

Operations Policy & Guidelines For Filming

All equipment and vehicles used at the airport must be in sound mechanical condition. All equipment and vehicles contaminated with potentially hazardous materials such as mud, rocks, sludge etc. will not be permitted airside access.

16. Film Location Monitoring

The HIAL Liaison at all times retains the right to halt any activity that is deemed to adversely impact the safety and security of airport operations, personnel and property. **Activities not specifically permitted under the filming licence will not be allowed without the consent of the HIAL Liaison.**

17. Prohibition of Filming Trademarks

It is prohibited to use any photograph, film, or other visual image depicting a sign, logo or scene readily identifiable with John C. Munro Hamilton International Airport Limited.

The filming company must obtain the written consent of any third party to use any photograph, film or other visual image depicting a trade mark, trade name, brand name, logo, certification mark, distinguishing guise, trade dress, corporate name, business name or other similar indicia or marking of a third party.

Operations Policy & Guidelines For Filming

Hamilton International Airport Limited – Schedule 1 (Fees)

Non-refundable processing fee (submit with application)	\$255.00
Damage Deposit (refundable)	\$1,167.00
Airport Management Supervision / Site Tours / Pre-Film Meetings	\$111/hour (or portion thereof)
Security Guards	\$64/hour (or portion thereof)
Airport Maintenance / Firefighting Staff	\$77/hour (or portion thereof)

Location Fees:

1. Airside Locations	\$743.00/hr
2. Main Air Terminal Building-Restricted Areas Eg. holdrooms & gates	\$616.00/hr
3. Main Terminal Building-Non Restricted Areas	\$488.00/hr
4. Groundside Locations	\$366.00/hr

Note: All rates do not include HST

HST # 890273931
