

CLARK COUNTY DEPARTMENT OF AVIATION (CCDOA) COMMERCIAL FILMING AND PHOTOGRAPHY POLICY

The Clark County Department of Aviation (“CCDOA”) recognizes that the entertainment industry provides valuable benefits to the local economy and welcomes requests for commercial filming and photography projects at its facilities:

- Harry Reid International Airport
- North Las Vegas Airport
- Henderson Executive Airport
- Jean Sport Aviation Center
- Overton/Perkins Field

Commercial filming and photography (“Production Activities”) include, but are not limited to, the following:

- Motion pictures
- Television shows
- Documentaries
- Music videos
- Promotional videos or photography
- Advertising (television, print, digital)
- Photography and video for sale
- Stock photography and filming

Production Activities are subject to the terms and conditions of this policy (“Policy”) and any other applicable permits, laws, ordinances, operating directives, and rules and regulations.

CONSIDERATIONS

The primary purpose of the airports within the Clark County Airport System is to facilitate air travel. Requests to perform Production Activities at any CCDOA airport are reviewed and approved on a case-by-case basis depending upon the operational impact of the proposed project; the safety and

security of the airport, its passengers, and tenants; staff availability; the amount of lead time required to obtain approvals from affected parties and coordinate the necessary logistics; and the reasonableness of the request.

The CCDOA will determine, at its sole discretion, whether any Production Activity request will be granted. Any Production Activity that interferes with or negatively impacts normal activity in the terminal or general airport operations will not be approved. Restrictions will be identified at the time the request is approved, however, the CCDOA reserves the right to modify such restrictions on the day of filming should circumstances warrant.

The CCDOA reserves the right to deny permission for filming on its property at any time and for any reason.

PERMISSIONS AND PERMITS

CCDOA Commercial Filming and Photography Application

Per federal regulations, airport property may only be used for aviation purposes unless otherwise approved by the FAA and the airport operator. Permission to perform Production Activities at any CCDOA facility must be requested by an applicant ("Applicant") at least five (5) business days prior to the commencement of any Production Activity by submitting a [Clark County Department of Aviation Commercial Filming and Photography Application](#) ("Application") to the CCDOA's Airport Film Administrator at AirportFilming@LASairport.com. For large or complex Production Activities, a location scout should be scheduled before submitting an Application. Misrepresentation or omission of any material fact in the Application, including, but not limited to, the production schedule, scope of work, or the total number of production personnel involved in the Production Activity is grounds for immediate termination of any approved Production Activity.

Approval Process

For scripted Production Activities, a copy of the complete script with the airport scenes identified may be requested by the Airport Film Administrator as part of the Application process.

Production Activities involving 25 or more people must be submitted at least 20 business days in advance of the proposed shoot date. For more complicated projects, including major motion pictures, additional advance notice will be required.

The Application approval process can take several business days, depending on the complexity of the project and the scope of work requested. While the request is under review, the Airport Film Administrator may tentatively coordinate the schedule, proposed locations, number of escorts

required, parking, rates and charges, and any other logistics for the Production Activity with the designated point of contact for the project.

Southern Nevada Film Permit

As facilities in the Clark County Airport System are owned and operated by Clark County, approval to film at a CCDOA airport is contingent upon an Applicant's ability to obtain a Southern Nevada Film Permit from the Clark County Business License Department. To obtain a Southern Nevada Film Permit, please contact the Clark County Business License Department as follows:

Film Administrator, Clark County Business License Department

500 S. Grand Central Parkway, Third Floor

Las Vegas, NV 89106

Phone: 702.455.3566

Fax: 702.386.2168

Business License Film Administrator: filmadministrator@ClarkCountyNV.gov

Web site:

https://www.clarkcountynv.gov/business/doing_business_with_clark_county/divisions/film_permits/index.php

The Applicant's completed Southern Nevada Film Permit must be submitted to the Clark County Business License office a minimum of five (5) business days prior to the first day of filming.

Please note that the names of the company and Applicant must be identical on both the Southern Nevada Film Permit and the Application to the CCDOA. If there are any discrepancies in information between the Southern Nevada Film Permit and the Application, the CCDOA will deny the Application.

Insurance

Clark County requires appropriate insurance for all Production Activities. Evidence of insurance must be submitted as part of the Southern Nevada Film Permit application process. The Applicant must file a general liability insurance policy with the Clark County Business License Department that is satisfactory to the County and issued by a company authorized to do business in Nevada.

Airport Location Permit

Upon the CCDOA approving the Application and the Applicant obtaining a Southern Nevada Film Permit, the Airport Film Administrator will issue a Clark County Department of Aviation Airport Location Permit ("Permit"). The signed Permit must be returned prior to the commencement of any Production Activity. The content of the Permit cannot be altered to accommodate changes

requested by the Applicant. To the extent of any inconsistency or conflict between the terms and conditions of this Policy and the terms and conditions of a Permit issued by the CCDOA, the terms and conditions of the Permit shall prevail and control.

CCDOA personnel will not sign any release forms provided by the Applicant nor its agents.

Permits are not needed for airport users to take still pictures, motion pictures, or videotape for personal non-commercial purposes, or if such pictures are taken by accredited news media in covering news events. Student projects will be reviewed and approved in advance on a case-by-case basis, with consideration for insurance and airport liability.

TENANT FILMING

Requests by tenants (including subtenants) to perform Production Activities on their own leased premises at any CCDOA airport must be approved as set forth in the "Permissions and Permits" section of this Policy.

A tenant's failure to obtain a Permit and any other required approvals **prior to engaging** in a Production Activity on its leased premises may result in penalties per the Department of Aviation Operating Directives and/or default under the tenant's lease, termination of that lease, and/or prosecution for criminal or civil trespass.

The CCDOA may waive fees for Production Activities that are sponsored by a tenant and that directly promote that tenant's products or services.

LEASED TENANT SPACE

Requests for any Production Activity in or upon any leased space or tenant area are subject to approval by the affected tenant and the CCDOA. All approved projects involving tenant property are subject to the terms of this Policy.

Examples of Leased Tenant Space

- Hangars (and adjacent ramp)
- Passenger waiting and processing areas
- Business administrative offices
- Slot concessions
- Retail concessions
- Food and beverage concessions
- Airline check-in areas, gate hold rooms
- Fixed Based Operators (and adjacent ramp)

- Cargo facilities (and adjacent ramp)

Filming is not permitted in any areas controlled or occupied by the Transportation Security Administration (TSA), the Federal Aviation Administration (FAA), or U.S. Customs & Border Protection (CBP) unless the Applicant has express permission from the respective federal agency and the CCDOA.

LOCATION AND TECHNICAL SCOUTS

Production Activities that have a cast/crew of more than ten (10) individuals, that request locations in the Security Identification Display Area (SIDA), or that have a duration of more than two (2) hours, may require an advance location scout as determined by the Airport Film Administrator prior to approval of the Application.

Technical scouts may be required prior to using airport property for Production Activities, and any such scout requirement will be determined by the Airport Film Administrator on a case-by-case basis. If required, technical scouts must be conducted at least five (5) business days prior to any filming.

Location or technical scouts are not permitted on CCDOA property without the presence of the Airport Film Administrator or designee. Scouts cannot be conducted on Saturdays or Sundays or holidays.

PRODUCTION RATES

Per federal regulations, non-aviation commercial activities at airport facilities must be charged at a fair market rate. Accordingly, the Applicant will be charged a fair market rate for conducting Production Activities on CCDOA property, which rate shall include all costs incurred for the use of airport facilities, personnel, security, set decorating, clean up, etc. A cost estimate will be provided to the Applicant based on the information submitted in the Application. Cost estimates will be based initially on the “Standard Rates” provided below, which may increase significantly depending on the complexity or scope of the Production Activity.

STANDARD RATES

Tier 1: \$500.00 per hour
(1 – 10 production personnel)

Tier 2: \$750.00 per hour
(11 – 30 production personnel)

Tier 3: \$1,000.00 per hour
(31 - 100 production personnel)

Tier 4: \$1,500 – \$2,000 per hour
(100+ production personnel)

Production personnel refers to anyone who will be on CCDOA property for the Production Activity for any amount of time, including the executive producer, producer, director, assistant director, cast, crew, background, agents, drivers, contractors, subcontractors, clients and invitees of the company and all other persons who are employed by or associated with the Applicant.

The hourly rate determined by the CCDOA for a particular Production Activity includes access to the Production Activity location(s), space rental, parking for commercial vehicles, mandatory escorts, security sweeps, etc., but does not include any post-production costs to restore, replace, or repair property owned or controlled by the CCDOA or its tenants.

Unless the CCDOA allows otherwise, all personal vehicles must be parked in the designated public parking areas and are subject to standard parking rates.

At the sole discretion of the CCDOA, any Production Activity that deviates from the activity approved in the Application may be denied during the shoot or billed at two (2) times the approved rate.

Approved Production Activity taking place in a non-public, secure area of a CCDOA airport past the security checkpoint will be charged no less than 1.5 times the approved standard rate.

The CCDOA will only issue a Permit for a Production Activity upon advanced payment of all required amounts. Such advanced payments must be made to the "Clark County Department of Aviation." The CCDOA accepts the following forms of payment:

- Cashier's check
- Money order
- Company check
- Wire transfer

SECURITY

All production personnel must undergo a background check. The Applicant must provide the Airport Film Administrator the following at least five (5) business days prior to any Production Activity:

- List of all participants who will be on-site for the project including legal name and date of birth (as it appears on each valid photo ID) on an Excel spreadsheet.

Persons who were not vetted or whose names do not match their valid photo ID when presented upon check-in, will not be allowed on-site during the Production Activity.

All equipment, vehicles, personnel and props associated with the production are subject to search while on airport property.

All cast/crew must wear a production credential while on-site and a CCDOA visitor badge or credential. On-camera personnel will be given a removable credential.

All production personnel must adhere to established security policies and procedures. Failure to follow all security policies, procedures and instructions may result in the denial of an Application or the revocation of a Permit.

The CCDOA is not responsible for lost, abandoned, or stolen items while on property.

CARE AND RETURN OF FACILITIES

Any alteration of the airport facilities or relocation or removal of property located at the airport facilities, i.e., painting, carpeting, set dressing, etc., shall be done only with the prior written approval of the CCDOA, and under the supervision and direction of the CCDOA.

All Production Activity-related props, debris, rubbish and trash shall be removed by the Applicant, at the Applicant's expense, unless otherwise agreed to in writing by the CCDOA. All Production Activity locations shall be left in, or restored to, the same condition they were in when the Production Activity began by the Applicant, at the Applicant's expense, unless otherwise agreed to in writing by the CCDOA. Any damage to CCDOA property resulting from any Production Activity that is not promptly repaired by the Applicant may be repaired by the CCDOA or a CCDOA-approved vendor. Any such repair expenses will be charged back to the Applicant plus a twenty percent (20%) administrative fee.

FOOD SERVICES

The CCDOA must approve the Applicant's food service provider at least five (5) business days prior to any Production Activity, with the exception of minor craft services. All on-site food service providers are subject to the security requirements and procedures set forth in this Policy.

PUBLICITY

Neither the Applicant nor the CCDOA will promote the Production Activity without mutual consent.

CONTACT INFORMATION

Questions should be directed to the Clark County Department of Aviation Film Administrator at 702-261-5293 or AirportFilming@LASairport.com.

