



## General Information Regarding Commercial Photography, Video, Motion Picture & Television Filming at Salt Lake City Department of Airports

Salt Lake City Department of Airports (SLCDA) appreciates the opportunity you have presented to be a part of your experience here in Salt Lake City. Our primary function at the SLCDA is to serve the travelling public. Therefore, it is required that all commercial photography and video, motion picture and television filming adhere to all established rules, regulations, fee schedules and policies at the airport.

These requirements are not intended for news media photography and video or personal photography or video. Student projects, non-commercial projects or not for profit organizations will be reviewed on a case by case basis to determine fees and insurance requirements.

The Airport Operations Superintendent or a designated representative will review all filming requests. Only SLCDA forms will be executed by the City. We do not sign filming release forms as that matter is addressed in the SLCDA's contract language.

We hope your experience here at the Salt Lake City Department of Airports will be a positive one.

### Documents included in this packet...

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Record of Filming Activities &amp; Fee Schedule</li> <li>• SLC Department of Airports Rules &amp; Regulations</li> </ul> | <ul style="list-style-type: none"> <li>• Permission Form</li> <li>• Application for Filming at SLC Department of Airports</li> </ul> |
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### 15 Business Days Prior to Filming, the Following Must Be Returned to SLC Department of Airports

- Record of Filming Activities & Fee Schedule
- Copy of Complete Script with airport scenes highlighted, if applicable
- Non-Refundable Deposit
- Permission Form
- Insurance Certificates meeting SLCDA minimum requirements
- Airport Location Agreement & Release (3 copies, signed and notarized)
  - Mailing Address:  
Salt Lake City Corporation  
Attn: Properties & Contracts Department  
PO Box 145550  
Salt Lake City, UT 84114-5550

### Contact Information

Questions Regarding Filming, Airport Operations, Damages, Other Charges, & Janitorial Services	David Korzep, Airport Operations Superintendent-Landside P: 801-575-2910 E: <a href="mailto:David.Korzep@slcgov.com">David.Korzep@slcgov.com</a>
Questions Regarding Insurance & Contract Execution	Diana Simpson, Property Specialist P: 801-575-2922 E: <a href="mailto:AirportInsurance@slcgov.com">AirportInsurance@slcgov.com</a>
Questions Regarding Methods of Payment & Deposit	Rhonda Gurr, Accountant I P: 801-322-6464 E: <a href="mailto:Rhonda.Gurr@slcgov.com">Rhonda.Gurr@slcgov.com</a>



Salt Lake City  
Department of Airports

## Fee Schedule & Cost Breakdown

The Fee Schedule below refers to the number of staff, crew or other persons at the filming site who are employed by or associated with the filming entity. The Basic Location Charge will be assessed for each hourly block or portion during which time the airport's facilities or grounds are being used. Additionally, a sample Employee Tracking Form is included below to be completed by the Airport Operations department during production.

Fee Schedule			
Non-Refundable Deposit*		Basic Location Charge	
Number of Persons	Deposit Amount	Number of Persons	Rate per Hour
1-8 persons	\$250.00	1-4 persons	\$50.00
9-15 persons	\$500.00	5-8 persons	\$100.00
16 + persons	\$1000.00	9-16 persons	\$150.00
Airport Employee Fees		17-30 persons	\$200.00
Employee Type	Rate Per Employee	31 + persons	\$250.00
Airport Operations Officer(s)	\$55.00 per hour	Assistance from Airport Vehicles	
Airport Police Officer(s)	\$55.00 per hour	Number of Vehicles	Rate per Day
Airport Fire Marshall	\$55.00 per hour		\$50.00 per Vehicle
Electrician(s)	\$55.00 per hour	Parking	
Engineer(s)	\$55.00 per hour	Assigned Airport Parking	Rate per Day
Maintenance Worker(s)	\$55.00 per hour		\$300.00
Other Airport Personnel	\$55.00 per hour	Final Invoice	
Other Charges		Charges/Deposit	Total
Other charges that could apply but are not limited to, include: <ul style="list-style-type: none"> <li>• Janitorial Services</li> <li>• Damages</li> <li>• Building Modifications</li> <li>• Other Charges</li> </ul>		Non-Refundable Deposit	\$
		Airport Employee Fees	\$
		Basic Location Charge	\$
		Airport Vehicle Rate	\$
		Janitorial Service(s)	\$
*Non-Refundable Deposit will be credited toward final invoice.		Parking Rate	\$
*Please make check out to SLC Department of Airports.		Other Charges	\$
<b>Total Amount Due:</b>			\$

### Employee Tracking Form (Completed On-Site by Airport Operations)

Name	Time In	Initials	Time Out	Total Time (A)	Hourly Rate (B)	Total Due (A x B)
					\$55.00	
					\$55.00	
					\$55.00	

						\$55.00	
						\$55.00	

**Cost Breakdown**

<b>Basic Location Charge</b>						
Number of Persons	Cost Per Hour	x	Total Hours	=	Total Cost	
1-4 persons	\$50.00	x	Hour(s)	=	\$	
5-8 persons	\$100.00	x	Hour(s)	=	\$	
9-16 persons	\$150.00	x	Hour(s)	=	\$	
17-30 persons	\$200.00	x	Hour(s)	=	\$	
31 + persons	\$250.00	x	Hour(s)	=	\$	
<b>Basic Location Total Cost</b>						\$

<b>Airport Employee Fees</b>						
Employee Type	Cost Per Hour	x	Total Hours	=	Total Cost	
Airport Operations Officer(s)	\$55.00	x	Hour(s)	=	\$	
Airport Police Officer(s)	\$55.00	x	Hour(s)	=	\$	
Airport Fire Marshal(s)	\$55.00	x	Hour(s)	=	\$	
Electrician(s)	\$55.00	x	Hour(s)	=	\$	
Engineer(s)	\$55.00	x	Hour(s)	=	\$	
Maintenance Workers(s)	\$55.00	x	Hour(s)	=	\$	
Other Airport Personnel	\$55.00	x	Hour(s)	=	\$	
<b>Airport Employee Fee Total Cost</b>						\$

<b>Assistance from Airport Vehicles</b>						
Number of Airport Vehicles	Cost Per Day	x	Total Days	=	Total Cost	
	\$50.00	x	Day(s)	=	\$	
<b>Assistance from Airport Vehicle Total Cost</b>						\$

<b>Use of Assigned Airport Parking</b>						
Cost Per Day	x	Number of Days		=	Total Cost	
\$300.00	x	Day(s)		=	\$	
<b>Airport Parking Total Cost</b>						\$

## Salt Lake City Department of Airports

### Rules and Regulations

1. All filming operations must be conducted at such time and under such conditions as may be acceptable to the Airport Operations Superintendent or one of his/her representatives to avoid interference with traffic or inconvenience to airport patrons and tenants. In many cases, especially in public areas of the airport terminal, filming/photography must be restricted to times when activity is at a minimum.
2. Compliance with the Airport Security Program, Federal Aviation regulations, Transportation Security Administration (TSA) regulations and directives and Airport directives is mandatory for all cast and crew members. Requirements include the following:
  - a. No equipment or baggage may be left unattended at any time. Unattended items are subject to search and may be removed or destroyed.
  - b. Filming is not permitted in the area of the TSA security checkpoint unless the crew has express permission from the TSA and is escorted by a TSA representative.
  - c. Filming is not permitted past the security checkpoints or in any secure areas of the airport terminal without prior approval from the Airport Operations Superintendent.

All persons permitted to film beyond security checkpoints must be under an authorized escort and are subject to standard security screening measures.

- d. The production company will promptly follow all orders, requests and directions from SLCDA. The SLCDA reserves the right to halt production at any time and/or deny the use of its facilities. Certain Airport events, such as airport emergencies, will take immediate priority, and may prompt SLCDA to cease production immediately if public safety or other operational concerns warrant. In the event it halts production, the SLCDA shall not be responsible for any damages or losses that may be incurred by the production company.

**Permission Form**

For commercial photography, or video, motion picture and television filming at Salt Lake City Department of Airports (SLCDA)

Permission is hereby granted to:

\_\_\_\_\_ *(Production Company Name and address)*

For the filming or photography of scenes concerning:

\_\_\_\_\_ *(describe still shots or title of movie)*

On \_\_\_\_\_ at \_\_\_\_\_  
*(dates and times)* *(specific locations at airport)*

Subject to the following conditions:

1. Basic daily fees are required prior to the beginning of the project and payment in full is required within thirty (30) days of the last day on site. A payment bond or other security acceptable to the SLCDA may be required prior to the start of production. Make check payable to *Salt Lake City Department of Airports*.
2. Additional charges may be incurred in the event the SLCDA must repair or replace any Airport property damaged by production operations, and/or if the SLCDA deems trash removal and cleaning is necessary after production operations are complete.
3. The above-identified company shall comply with and be bound by the provisions of the SLCDA Rules and Regulations for commercial photography, video, motion picture and television filming at SLCDA.
4. Filming agreement is signed and insurance is provided.
5. SLCDA reserves the right to revoke permission and cease filming immediately if public safety or other operational concerns warrant.

I have read and agree to the above.

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature) (Date)

## Application for Filming at Salt Lake City Department of Airports

(To be completed by Filming Company)

<b>Section 1</b>	Type or print legibly in blue or black ink. Complete sections 1, 2, 3, & 4. Incomplete forms will be rejected. Use N/A when field is not applicable. Salt Lake City Department of Airports requires a minimum of 15 working days to review all applications, treatments, scripts, and insurance documentation.
<b>Company Information</b>	
Date of Application:	
Company Name:	
Company Website:	
Production Name:	
Mailing Address:	
Business Phone:	
Fax Number:	
Billing Address:	
Point of Contact:	
Cell Phone:	
Email Address:	
<b>Section 2</b>	
<b>Production Information</b>	
Requested Dates & Times, Include Set Up & Cleanup:	
Number of Participants (include crew, cast & extras):	
Proposed Airport Locations:	
Equipment & Vehicles to be used during Production:	
Parking or Space Requirements for Equipment or Vehicles:	
Special Requests (Electricity, Security, & Pyrotechnics):	
<b>Section 3</b>	Commercial filming and/or photography may be restricted to times when airport activity is at a minimum.
<b>Type of Activity</b>	
Please indicate which type of activity is intended.	<input type="checkbox"/> Advertisement/Commercial <input type="checkbox"/> Documentary <input type="checkbox"/> Motion Picture <input type="checkbox"/> Still Photography <input type="checkbox"/> Television <input type="checkbox"/> Other (Please Specify):
What is the general theme of the project?	

Please describe in detail the proposed activities to be conducted at the airport?	
Why must this be specifically filmed at this airport?	
Describe the arrangements that have been made with any carrier or other tenant for use of its premises, equipment, brand name, or personnel:	
Please include the name, phone number, and email address for the individual for each tenant company with whom the arrangements or agreements have been made:	
Additional Requirement:	Please submit a copy of the complete script with airport scenes highlighted.
<b>Section 4</b>	
The undersigned represents and warrants that the information submitted in this application is true and correct. The undersigned agrees, if permitted to engage in the activities described in this application. Misrepresentation or omission of any material fact in an application is ground for immediate termination of any photography/filming approved pursuant to this application.	
Company Name:	
Name of Representative:	
Title:	
Signature:	
Date:	