

POLICY

FILMING, PHOTOGRAPHY AND VIDEO ACTIVITIES AT THE OTTAWA INTERNATIONAL AIRPORT

All persons or organizations who wish to carry out filming, photography or video activities (Filming Activities) for commercial, media or not-for-profit purposes at the Ottawa International Airport shall coordinate their request for authorization through the Communications and Public Affairs Office of the Ottawa International Airport Authority (the Authority).

Airport tenants are required to advise the Communications and Public Affairs Office of Filming Activities in their area. Tenants shall only coordinate Filming Activities that are relevant to their companies. All other Filming Activities such as commercial filming shall be coordinated and approved by the Authority and will be subject to location and administration fees mentioned below. By managing all Filming Activities that take place on airport property, the Authority will be better able to mitigate any potential risk, and minimize any negative impact associated with such activities.

Filming Activities can fall under several categories and will be evaluated on an individual basis:

- 1. Media:** television, press etc. inquiries regarding events, incidents or persons who are newsworthy or controversial in nature. Filming Activities for in-depth news feature shows (e.g. news magazine) and stock film for news shows.
- 2. Commercial:** Filming Activities that form part or all of television show or motion picture film etc.
- 3. Not-for-profit activities:** Filming Activities for charitable organizations, student projects.
- 4. Miscellaneous:** Filming Activities carried out by private parties or airlines and other locally based companies for their own use.

GENERAL

- An OMCIAA escort is required **at all times** to carry out any Filming Activities while on Authority property.
- If Filming Activities occur in a restricted area:
 - The standard Transport Canada security escort requirement must be observed. For every 3 passes, there will be one escort. There is a fee per escort required (see below). Under any circumstances, individuals being escorted are not to leave their escort.
 - All persons must be in possession of appropriate temporary restricted area passes and these must be visibly displayed at all times.
 - All persons and their equipment must pass through normal security screening procedures, which would include a wand search of the persons involved and a visual inspection of the cameras.
- Filming Activities must not interrupt or disrupt normal airport operations
- Filming Activities must not obstruct aircraft operations on the ramp.
- Any activity that impedes the flow of passenger traffic or interrupts the operations of tenants will not be permitted.
- The Authority has the right to shut down Filming Activities for any reason at any time.
- The person or organization must provide copy of certificate of insurance.
- The person or organization must sign a location license agreement with the Authority. (attached)
- The person or organization shall ensure that all equipment is removed after completion of the shoot and that the property is left in as good condition as when entered upon.
- The person or organization must obtain written permission from airport tenants and/or parties involved for use of their facilities (e.g. airline counters).
- Electrical wires in public traffic areas must be covered or taped down.
- The person or organization is required to have written consent from third party individuals who are appearing on film, video or photo.
- There will be no unauthorized filming of the airport security equipment or activity.

- The Authority shall be given for review in advance of filming the story line scenario that will be conducted at the airport. The scene must not portray the airport in a negative light. The Authority will not allow any violence, sex or drugs for airport scenes.
- For the safety of the public, the airport public address system must remain operational at all times. (no exceptions)

LOCATION FEES:

This list is given as a reference. The price list is subject to the approval of the the Authority based on the scope and magnitude of the project in question.

Base Fees:	
Ground side	\$250/hour, 4 hours minimum
Terminal	\$300/hour, 4 hours minimum
Airside	\$350/hour, 4 hours minimum
Parking for large equipment vehicles	\$700 to \$1,000*
Boardroom or VIP Salon	\$350 to \$600**
Departure holdrooms – domestic	\$600 to \$800***
Parkade	\$1,500/hour
Permit for still photography	\$150
Labour Fees:	
Site tours and pre-filming meetings	\$75/hour, 1 hour minimum
Technical visit	\$200/hour, 1 hour minimum
Airport Safety – ARAP pass, escort	\$50/hour/4 hours minimum
Electrician	\$60/hour and \$80/hour after 8 hours and on Saturdays/Sundays/Statutory Holidays
Airport Coordinator (mandatory)	\$125/hour
Administration Fee	\$150 per film shooting

*The fee varies according to the number of vehicles, the frequency of vehicle movement and the scope of the filming.

** The fee varies according to the number of rooms utilized, their usage and the layout requirements.

*** The fee varies according to the number of participants, the equipment required to be installed.

DAMAGE DEPOSIT:

The damage deposit will be determined by the Authority based on a risk assessment associated with particular Filming Activities.

PAYMENT of FEES:

Location Fees and Damage Deposit are payable upon signing the contract. Upon completion of Filming Activities, the account will be reconciled to facilitate repayment of damage deposit as applicable, and collection of additional incurred fees.

**FILMING, PHOTOGRAPHY AND VIDEO ACTIVITIES
REQUEST FORM
OTTAWA MACDONALD-CARTIER INTERNATIONAL AIRPORT**

Name of Organization: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

Address: _____

Activity: Filming Photography Video Media

** Please attach a brief story line scenario, outlining the specific areas in the terminal building/ or airside requirements for activity.

Start date of activity: _____

End date of activity: _____

Time of activity: _____

Total number of people (including crew, actors etc) _____

Special electrical requirements: _____

Other special requirements: _____
