Lee County Port Authority
Permit for Commercial Filming and Photography

Purpose

Airports are popular public locations for filming commercial print and video projects. This document sets guidelines for access to the property and facilities operated by the Lee County Port Authority (LCPA) at Southwest Florida International Airport and Page Field General Aviation Airport for the purpose of on-site filming of a commercial nature. Commercial projects refer to all photo and video activities, with the exception of airport users for personal non-commercial purposes or accredited news media in covering news events.

Lee County Ordinance 94-09 states that no person shall take still, motion or voice recordings for commercial purposes without prior written permission from the Port Authority in the form of a permit issued by LCPA Public Affairs. All such activities must be coordinated with LCPA Public Affairs, to minimize interference with the traveling public or airport operations.

Basic Guidelines

In order to receive approval for commercial filming at Southwest Florida International Airport (RSW) or Page Field General Aviation Airport (FMY), individuals or film companies must apply for a permit. The following conditions and procedures apply to all filming:

- Film requests must be processed through the LCPA Public Affairs office to obtain approvals, collect necessary fees and coordinate project details with airport staff.
  - All film productions will be escorted by LCPA Public Affairs staff or their designee.
- LCPA retains the right to approve or deny any request for on-site filming involving airport property or facilities.
- The daily operations and safety of all airport tenants cannot be affected or disrupted due to filming activities, including inside buildings, on roadways and the terminal curb. Airport customers cannot be inconvenienced or delayed as a result of filming. The normal flow of pedestrian or vehicular traffic cannot be interfered with or obstructed due to filming activities.
- Filming cannot damage airport property. In the event there is damage, the production company will be held responsible for all repairs.
- By applying for a permit, the production company acknowledges that it is aware of, and will comply with, all applicable federal, state and local laws and airport regulations when conducting activities on LCPA property.
- All aviation security requirements will be upheld, as well as the safety and security of all airport users and tenants.
  - In the event that a film permit is issued for a secured area, the production company must be escorted at all times by badged personnel and prior approval for filming must be coordinated with the Transportation Security Administration (TSA).
  - Vehicles are prohibited from being parked or left unattended on the terminal curb.
  - All production vehicles and equipment are subject to search.
  - Equipment, bags and/or cases may not be left unattended.
- The production company will not use the name, logo and/or insignia of RSW or FMY, without prior express written consent. The same also applies to airport tenants, i.e., airlines, rental cars agencies, etc.
- Companies cannot photograph/film an airport user or employee without prior consent.

- With the exception of those on camera, all production crew members must wear an identification badge while on LCPA property.
- The film permit does not grant any right to conduct filming in preferential or exclusive leasehold tenant areas.
- If the permit expires before filming is complete, the production company will remove all equipment and personnel from airport property, unless LCPA Public Affairs agrees to a written extension of the permit.

Permit Application

All parties wishing to conduct commercial filming on LCPA property at Southwest Florida International Airport (RSW) and Page Field General Aviation Airport (FMY) must obtain prior approval and a permit from the Public Affairs office.

Lee County Port Authority Public Affairs
Department Director
11000 Terminal Access Road, Suite 8671
Fort Myers, FL 33913
Phone: (239) 590-4504
Fax: (239) 590-4511
E-mail: contactus@flylcpa.com

All requests should be made at least ten (10) business days prior to the proposed start of filming. A draft script or story board outlining the project and scenes to be filmed is required (see application document). All requests will be reviewed by Public Affairs and coordinated with appropriate airport staff. Arrangements can be made for a site visit to discuss the specifics of the film project if needed.

It will be LCPA's goal to respond to all permit applications within two (2) business days. LCPA will determine if the request can be accommodated. Any activity that interferes with or has a negative impact on normal airport activity will not be approved. LCPA reserves the right to apply additional restrictions on the day of filming, if circumstances warrant.

All applications must be accompanied by a non-refundable processing fee of $100.

A waiver of processing and some permit fees may be granted if the project is a non-profit documentary, a student production or a public service advisory.

LCPA reserves the right to deny permission for filming on airport property for any reason.

Please note, the film permit must be carried while on airport premises.

Insurance Requirements

The Lee County Port Authority requires proof of adequate insurance before a film permit will be issued. The applicant must name the Lee County Port Authority as an additional insured. The Lee County Port Authority reserves the right to alter insurance requirements depending on circumstances and requirements of the filming permit. Insurance coverage must meet the following minimum requirements:

Commercial General Liability	$1,000,000
Workers' Compensation	$500,000
Automobile	$500,000

Please fax insurance documents to (239) 590-4511 or e-mail vbmoreland@flylcpa.com.

Fees for Filming

The following fees apply to filming during LCPA normal business hours - Monday through Friday from 8:30 a.m. to 5 p.m. Additional charges for filming outside normal LCPA business hours will be determined based on the scope of requirements.

All fees due to the Lee County Port Authority must be paid in advance.

Non-refundable processing fee (submitted with application)	$100	
Site tours and pre-filming meetings	$50/hour	
Damage deposit (if required)	$1,000	
LCPA Staff liaison(s)	$200/half day $400/full day	(0-4 Hours) (4-8 Hours)
Public areas of terminal		
Filming	$200/hour	
Photography	$50/hour	
Airside - Beyond security checkpoint with TSA approval		
Filming	$300/hour	
Photography	$100/hour	
Landside		
Filming	$100/hour	
Photography	$25/hour	

Damage Deposit

A clean up and damage deposit may be required if filming activity involves site alteration or as deemed necessary by LCPA staff. The deposit must be made by check drawn on a bank acceptable to LCPA and payable to Lee County Port Authority. Deposits will be returned to the film company upon completion of filming and after the airport inspects the area and verifies that no damage has occurred. Repairs, clean up or restoration will be the sole responsibility of the film company. Damages incurred that are not covered by the deposit will be repaired at the film company's expense.

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Hold Harmless and Indemnification

The Permittee shall indemnify, defend, save and hold harmless, the Port Authority and Lee County, Florida, and their respective officers, agents and employees from all suits, actions, claims, demands, losses, expenses or liabilities of any nature whatsoever arising out of, because of, or due to breach of Permittee or due to any act or occurrence of omission or commission by Permittee, its agents or employees.

Signature

Printed Name
Company
Date

Please sign and send back. Fax (239) 590-4511 or e-mail vbmoreland@flylcpa.com.

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Commercial Filming and Photography
Permit Application

This application and production information is required of all companies wanting to obtain a Film Permit to conduct commercial film/video/photography activities on Lee County Port Authority property, including Southwest Florida International Airport and Page Field General Aviation Airport.

Application Date:
Company Name:
Contact Person:
Local Address:
Phone:
Fax:
Corporate Address:
E-mail Address:

Production Information:
All applicants must include the following information prior to being considered for approval.

- A statement about the general theme of the production and relationship with the LCPA airport facilities
- Type of Shoot: Video/Film/Still Photography/Other (Specify)
- A script or storyboard outline of the portions of the production that deal with on-site LCPA property
- Proposed dates and times when you would like shooting to occur

- Proposed specific filming location(s) on airport properties
- The number of crew and type of equipment to be used
- Whether you anticipate any crowd control issues
- Contacts made with airlines, rental car agencies, bus companies, catering companies, tenants, unions, security/TSA, etc. that may be necessary
- List of previous film production experience at LCPA or any other airports

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Commercial Filming and Photography Permit

Below information is to be completed by LCPA Public Affairs. This permit is invalid unless signed by an authorized LCPA representative. Film companies must carry this permit while on any LCPA airport property.

Completed Application Received:
Insurance Forms Received:
Hold Harmless/Indemnification Received:
Fee Paid:
Approval Date:
Signature:
Permit Number:
Permit Expiration Date: