



APPLICATION: COMMERCIAL FILM/PHOTOGRAPHY

For use on all Metropolitan Nashville Airport Authority Facilities and Property

- All applications must be entirely completed (pages 1-7).
- All applications must meet all insurance requirements. These include:
 - Filming at the Nashville International Airport requires the applicant to furnish liability insurance in the minimum amount of one million dollars (\$1,000,000). If ramp access, the liability insurance minimum amount increases to five million dollars (\$5,000,000). Filming at John C. Tune Airport (JWN) requires the applicant to furnish liability insurance in the amount of one million dollars (\$1,000,000).
 - The insured must furnish to the Metropolitan Nashville Airport Authority (MNA) a certificate of insurance naming the MNA as additional insured for the day filming is scheduled. **This certificate must be furnished prior to the beginning of filming.**
 - Language for the insurance certificates should read as follows: “The Metropolitan Nashville Airport Authority, its employees, the MNA’s Board of Commissioners and officers are named as additional insured for the date of _____ in respect to _____ production.”
- A script or written description of the film/photography project **must** be provided with the completed application.
- During the review process, the MNA staff will determine if the desired filming location requires the assistance of airport police officers for additional security concerns. The cost is \$50 per hour.
- All applications must be returned to the Metropolitan Nashville Airport Authority Corporate Communications Department at least 30 days prior to desired filming date.
- The MNA will notify applicant if the project is approved or declined within two weeks of receiving the completed application, cost form and insurance certificate. If approval is granted, the MNA will issue an invoice that will include information from the cost form plus any additional security cost.



- Payment for use of any facilities or property must be paid for at least 10 business days prior to filming/photography. Any cancellation or delay of filming/photography must be made at least 48 hours in advance of the first day of the scheduled filming/photography or payment will not be refunded.
- Once payment is rendered, the MNAA Corporate Communications Department will coordinate with the applicant to facilitate commercial film/photography session.
- Use of any tenant space (gate, ticket counter, retail and concession areas) requires the written permission of the tenant(s) involved. This written consent must be supplied with the completed application. For a list of tenant contact information, please visit the Web site www.flynashville.com and link to the Media Briefing Booklet.
- The MNAA reserves the right to reject any applications for film/photography at any time.
- The MNAA reserves the right to immediately discontinue any filming project for failure to comply with all security rules listed below.
- On the day of filming, please bring a copy of all completed paperwork for reference if needed. Filming to occur 8 a.m. to 5 p.m. Monday through Friday, unless otherwise approved.
- Questions? Contact Dana Short @ (615) 275-1677 or dana_short@nashintl.com

Security

- Follow police, airport or airline personnel instruction in all areas and at all times.
- No vehicle can be left unattended within 300 feet of the building.
- While filming at the airport, applicants must take special care not to leave any equipment or baggage unattended at any time.
- Filming is not allowed within 50 feet of the entry to the security checkpoints, nor is filming allowed past the security checkpoints or in any secure areas of the airport terminal without security escort.
- At no time is any equipment or set-up for film/photography allowed in any areas that could obstruct passenger walkways or aviation travel.



Metropolitan Nashville Airport Authority

One Terminal Drive, Suite 501 • Nashville, TN 37214-4114 • 615-275-1600

Legal name of person or organization sponsoring or conducting proposed activity:

Mailing address (Please note: Post office box numbers will not be accepted.)

Telephone number with area code: _____

Fax number with area code: _____

Email address: _____

Date of proposed film/photo project: _____

If an organization, state of incorporation, if any: _____

Legal name of person who will supervise and be responsible for proposed activity and who will act as a liaison with the Metropolitan Nashville Airport Authority. (Please note: this person must be present the day of film/photography project.)

Mailing address (Please note: Post office box numbers will not be accepted.)

Telephone number with area code: _____

Fax number with area code: _____

Email address: _____

Number of persons planning to participate in proposed activity at any one time: _____



Legal names of all persons planning to participate in proposed film/photo shoot:

Project Title: _____

Purpose and subject of film/photo shoot:

Means, methods and props intended to be used in conducting proposed activity:

Location of film/photo project:

Special requests (if any):



COST FORM COMMERCIAL FILM/PHOTOGRAPHY

Commercial film/photo projects on Metropolitan Nashville Airport Authority properties are assessed a fee of \$1,200.00. Please indicate below the dates and times you wish to use airport property or facilities. **Please note: This form will be used as a template for your invoice. Payment is required 10 business days prior to film/photography on airport property.**

Date: _____

Time (must include set-up and break-down time):

Additional cost may be applied to applicant depending on the need for airport police to provide security. The Metropolitan Nashville Airport Authority will inform applicant if these costs apply (\$50 per hour).



AGREEMENT for COMMERCIAL FILM/PHOTOGRAPHY ACTIVITIES

Should this application be granted, the applicant agrees to indemnify and to hold the Metropolitan Nashville Airport Authority, its agents, its employees and Board of Commissioners harmless from any and all claims, demands, cost and expenses, whether for injuries to person, or loss of life, or for damage or loss of property arising out of the use of the facilities or property owned by the Metropolitan Nashville Airport Authority; or arising from the activity of photographing, filming, video taping or from production of any other visual record of individuals on the Nashville International Airport.

The applicant agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including but not limited to, those of the Metropolitan Nashville Airport Authority and the Transportation Security Administration. The applicant also agrees to maintain a clean working area, and to restore the working area to the same condition in which it was found. The applicant acknowledges that approval of this application shall not be assigned to another party without the prior written consent of the Metropolitan Nashville Airport Authority, and the MNAA may elect to terminate any film/video tape/photographic activity when such action is necessary for the safety of the public or for the protection of resources when the activity unreasonably disrupts public use of the property. The Metropolitan Nashville Airport Authority reserves the right to cancel this permit without incurring any liability whatsoever from the applicant.

The applicant further acknowledges that, unless the proposed activity is for the purpose of major benefit to the air transportation industry or Nashville's trade area economic development, the applicant shall be charged a fee, to be paid in advance, to reimburse the Metropolitan Nashville Airport Authority for any personnel cost deemed necessary by the Metropolitan Nashville Airport Authority to provide assistance to the film crew for supervision, to maintain safety and security or to keep air transportation free of interruption at all Metropolitan Nashville Airport Authority facilities. Additionally, if the proposed activity is approved, the Metropolitan Nashville Airport Authority shall charge the applicant a location fee, to be paid in advance. Applicable charges are indicated on the cost form.



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The applicant also agrees to pay for any damages to airport facilities caused by the applicant's activity at the airport facilities.

Signature of applicant _____

Printed Legal Name _____

Title _____

Representing _____

Date _____