

Commercial Film, Video and Photography Guidelines and Agreement

This Agreement, including all additional documentation requested herein, must be completed and signed prior to filming.

Commercial film, video and photography projects at San José Mineta International Airport (SJC) are subject to application and approval by the Airport Marketing Director. Note: for the purposes of these guidelines and agreement, the term ‘Airport Marketing Director’ shall refer to the Airport Marketing Director or his/her assigned designee. The Airport Marketing Director has full authority and discretion to specify the hours during which the facilities will be used and to impose any conditions on a case-by-case basis that he/she believes appropriate to maintain safety and minimize any impact to regular airport operations. Proposed production plans and logistics shall not interfere with air transportation and related operations, nor affect the safety of such operations. There shall be no undue inconvenience to the public or tenants using SJC facilities. No violence will be portrayed within public view.

SJC has the right to terminate this Agreement at any time without cause.

Film, Video and Photography Guidelines

All film, video and photography projects conducted at SJC are subject to the following guidelines. Failure to comply with any applicable guidelines is grounds for immediate termination of the project, and immediate escort of project members from SJC secure areas.

1. This Agreement must be completed and signed by the applicant and approved by an authorized SJC representative, prior to any filming.

This Agreement will be considered complete only when ALL the following checked items have been received and approved by SJC, or the requirement has been waived by SJC. Note: the waiving or requirement for any one or several of these documents does not constitute waiving of any other document, unless explicitly authorized by an SJC representative.

	Script or outline for scenes proposed to be located at SJC <i>Note: Required only if there are changes from the itinerary outline previously provided</i>
	Vehicle List (year, make, model, description, purpose and proposed location for each) <i>Note: Required only for vehicles to be used in production</i>
	Personnel list (complete list of all persons working beyond security checkpoint)
	Tenant (included in filming) authorization letter(s) and detailed agreement (e.g., airlines, concessions or other businesses located or operating at SJC)
	Copy of Comprehensive General Liability Insurance, naming SJC as co-insured

	Copy of Comprehensive Automobile Liability Insurance, naming SJC as co-insured. <i>Note: Required only for vehicles to be used in production</i>
	City of San José Right of Entry Agreement between City and Project organizer

2. Project organizer will advise SJC of any changes to script, film dates, timeline, location, personnel and/or equipment covered in this agreement at the earliest possible moment. Deviations from this Agreement as approved may be grounds for termination of the Agreement.
3. Project organizer shall provide visible identification for each person on location. Project organizer may also be required to provide disclaimer placards.
4. Project organizer may be required to provide security escort personnel; SJC will provide direction regarding the required number of security personnel and the security provider. The project organizer must contract separately with the security provider for these services.
5. All props and equipment must be declared and available for inspection by authorized SJC staff before they are brought on to Airport property. All equipment and props must be kept under close control.

Weapons/Weapons-like props

No undeclared weapons or weapons-like props may be brought to Airport property. No weapons or weapons-like props will be used or visible within public view. All weapons, ammunitions, explosives and weapons-like props must be secured in a locked container. The project organizer will designate one on-site individual to be responsible for these items; and must declare the contents and location of the container and its contents to the Airport Marketing Director and all airport and security staff assigned to escort the project team on site. Contents must be kept locked within the container when not in use for filming.

6. No arc lights. Quartz and/or other specialized lights used inside the terminals shall be turned on only during filming to minimize public discomfort.
7. All cables must be matted and taped.
8. All project activity must be conducted with a minimum of interference to Airport operations, tenants and travelers. Project organizer will ensure perimeter security separating public from filming operation. The use of main entrances is discouraged during peak periods. Terminal entrances shall not be obstructed. The crew will immediately correct any interference to Airport operations that is brought to their attention or filming will not be permitted to continue.
9. Project organizer shall provide sufficient trash receptacles for location; project organizer is responsible for maintenance of any additional trash receptacles throughout the project and for timely removal from Airport property upon project completion.

10. Project organizer will return all Airport equipment/facilities to their original condition and location.

11. Project organizer agrees to pay fees as stated in the filming rate and fee schedule. 100% of estimated fees must be paid in advance of project date. Any balance due must be paid within 30 days of written or email notification.

Formal application requirements may be waived for some non-commercial photographic activities, depending on scope and impact of the production.

As an authorized representative of _____,
Project organizer or project name

I understand and agree to abide by the regulations and guidelines set forth in this document. I certify that all information provided herein and attached is true and accurate.

Signature: _____

Print Name: _____

Title: _____

Date: _____

San José Mineta International Airport Approval (SJC Representative)

Signature: _____

Print Name: _____

Title: _____

Date: _____

