

**FILM, VIDEO, STILL PHOTOGRAPHY WORKSHEET  
BROWARD COUNTY AVIATION DEPARTMENT**

Note: This worksheet is for BCAD planning purposes. It does not constitute a "Film Permit" which the applicant must obtain from the Greater Fort Lauderdale/Broward Film Commission. See the last page for contact information.

NAME OF FIRM APPLYING \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CONTACT PERSON'S PHONE \_\_\_\_\_

DATE(S) AND TIME(S) REQUESTED \_\_\_\_\_

LOCATION \_\_\_\_\_

NUMBER OF CREW (TECHNICAL AND TALENT) \_\_\_\_\_

NUMBER AND SIZE OF EQUIPMENT VEHICLES \_\_\_\_\_

DOES THE APPLICANT NEED TO USE BCAD ELECTRIC POWER? \_\_\_\_\_

WILL THE EVENT REQUIRE POLICE ASSISTANCE? \_\_\_\_\_

NUMBER OF POLICE OFFICERS \_\_\_\_\_

DOES THE APPLICANT HAVE A FILM PERMIT? \_\_\_\_\_

HAS THE APPLICANT SUPPLIED A SCRIPT OR SCRIPT OUTLINE? \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

THIS APPLICATION IS:                      \_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Disapproved**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

When completed send copies via FAX to Gregory Meyer, BCAD Public Information Officer, 954-359-5797 and the Greater Fort Lauderdale/Broward Film Commission, 954-765-4681. If at North Perry Airport, a copy should be faxed to: Nina MacPherson, Airport Manager, 954-359-6198.

## **Commercial Filming at Fort Lauderdale-Hollywood International And North Perry Airports**

The Broward County Aviation Department (BCAD) recognizes the important economic contribution of commercial production and the publicity they generate for our community. The Fort Lauderdale-Hollywood International airport allows the use of its facilities by film, videotape, and commercial still photographers in specific public areas with the proper coordination through the Aviation Department's Office of Public Information. We generally discourage productions during normal daytime hours or during peak travel times.

Broward County, which manages and is responsible for the airport, requires specialized insurance as well as a County issued permit for all commercial filming/videotaping, training videos, and still photography. Producers must first obtain approval from BCAD and the Greater Fort Lauderdale/Broward Film Commission prior to beginning their projects at Fort Lauderdale-Hollywood International Airport (FLL) and North Perry Airport (NPA).

The Aviation Department will make every effort to allow producers to use its facilities. Production companies must understand that the Aviation Department has the responsibility to the travelling public of providing a safe and secure facility as their foremost priority. When and if the airport can accommodate a specific production, it will be at the discretion of the Aviation Department.

### **Guidelines**

BCAD must have all the completed paperwork at least two working business weeks (10 working days) before the proposed filming date for us to consider the request.

### **Steps for Filming Approval**

1. Contact the Greater Fort Lauderdale/Broward Film Commission at 954-767-2467 and complete a film permit. Go to their web site for detailed information (<http://www.sunny.org/film/permits>). Fax the completed Film Permit and required documents to the Film Commission at 954-765-4467. They will provide BCAD with a copy of the completed paperwork.

2. Complete the attached BCAD Worksheet. This Worksheet requests information for successful filming. FAX the completed Worksheet to Greg Meyer, BCAD Public Information Officer, at 954-359-5797 and to the Broward Film Commission. If the request is to film at North Perry Airport, also fax the Worksheet to Nina Demeo, North Perry Airport Manager at 954-962-3119.

BCAD staff will review the Film Permit and Photography Worksheet with the Airport's Managers. Management will approve, disapprove, or request changes to the filming request. BCAD will notify you of their decision and discuss any possible options.

3. If Management agrees to the filming, the next step is to schedule a walk through which is required before the final permit approval. Call Greg Meyer at 954-359-6116 at least two weeks in advance of the filming to determine the needed airport locations. The walk through will also cover security, safety, and parking opportunities. If the producer needs to use airport electrical power, please make that request prior to the walk through so an airport electrician can be on hand to answer technical questions

### **Other Information**

Members of a film company needing access to non-public areas of the airport must display a special Visitor badge and be escorted by a BCAD employee. The BCAD employee must have security clearance and escort privileges.

In most instances, the producer will need to hire an off-duty Deputy or Deputies from the Broward Sheriff's Office to provide crowd management and security for the airport. These deputies are available to assist the airport staff maintain normal operations. They will NOT provide security services for the production company. The number of deputies will depend on the size of the crew and the filming location. The walk through will determine the number of Deputies needed.

Producers can hire off duty Sheriff's Deputies through the Sheriff's Special Detail Office, 954-831-8199. **Please note: off duty deputies must be deputies assigned to the airport and in possession of a current BCAD airport security badge.**

### **Restrictions**

BCAD will **NOT** allow filming beyond the security checkpoint.

The Transportation Security Administration (TSA) will not allow filming of the security checkpoints, TSA personnel, procedures, or equipment.

Only domesticated animals (dogs, cats, etc.) are allowed in the terminals for use as "models" during a shoot.

Production companies must obtain written permission from the airlines and other airport tenants, (rental car companies, airport stores, etc.) prior to photographing any of their brand names, locations, personnel, or aircraft. We will assist you with those contacts.

If the production company wants to use tenant-leased space on the airport, the company must make arrangements with the tenant.

FLL has an exclusive contract for food and beverage service in the terminal area. Production companies requiring these services should contact the contractor:

#### **Terminals 1 and 2**

Rafael Jauregui, Sr. Director of Operations  
HMS Host  
650 SW 34th Street  
Fort Lauderdale, FL 33315  
305-607-7899

#### **Terminals 3 and 4**

Eric Haseman, General Manager  
CA One Services  
200 Terminal Drive  
Fort Lauderdale, FL 33315  
954- 359-1500, Ext. 23134

## **Contact Information**

### **Broward County Aviation Department**

Greg Meyer, Public Information Officer  
Tel: 954-359-6116 / Fax: 954-359-5797  
[gmeyer@broward.org](mailto:gmeyer@broward.org)

#### **Address:**

2200 SW 45th Street, Suite 101  
Dania Beach, FL 33312  
Website: [fll.net](http://fll.net)

### **Greater Fort Lauderdale/Broward Film Commission**

Noelle P. Stevenson, Director  
Tel: 954-767-2440/Fax: 954-765-4681  
[nstevenson@broward.org](mailto:nstevenson@broward.org)

Kristen Norona, Film Permitting  
Tel: 954-767-2472/ Fax; 954-765-4681  
[KNORONA@broward.org](mailto:KNORONA@broward.org)

#### **Address:**

101 NE Third Avenue, Suite 100  
Fort Lauderdale, FL 33301  
[www.sunny.org/film](http://www.sunny.org/film)