

FILM, VIDEO, STILL PHOTOGRAPHY WORKSHEET

Note: This worksheet is for Broward County Aviation Department (BCAD) planning purposes. It does not constitute a "Film Permit," which the applicant must obtain from the Broward County Office of Economic and Small Business Development (OESBD). 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 to Arlene Satchell, BCAD Public Information Officer, via Fax: 954 359-5797 or Email asatchell@broward.org, and the OESBD - Film Commission, via Email at film@broward.org. At North Perry Airport, send a copy via fax to Nina MacPherson, Airport Manager, 954-359-6198.

Commercial Filming

Fort Lauderdale-Hollywood International and North Perry Airports

The Broward County Aviation Department (BCAD) recognizes the important economic contribution of commercial production and its publicity for our community. The Fort Lauderdale-Hollywood International Airport (FLL) 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 production during regular 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. In addition, producers must first obtain approval from BCAD and OESBD - Film Commission before beginning their projects at FLL and North Perry Airport (HWO).

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 traveling 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 Aviation Department's discretion.

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 OESBD - Film Commission at 954-357-8788 and complete a film permit. Go to their website for detailed information (www.broward.org/EconDev/pages/filmcommission.aspx). Then, Email the completed Film Permit and required documents to the Film Commission at film@broward.org. They will provide BCAD with a copy of the completed paperwork.
2. Complete the attached BCAD Worksheet. This Worksheet requests information for successful filming. Send the completed Worksheet to Arlene Satchell, Public Information Officer, via fax at 954-359-5797 or Email asatchell@broward.org and the OESBD - Film Commission. If the request is to film at HWO, fax the Worksheet to Nina MacPherson, 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 walkthrough, which is required before the final permit approval. Call Arlene Satchell at 954-359-6116 at least two weeks before the filming to determine the needed airport locations. The walkthrough will also cover security, safety, and parking opportunities. If the producer needs to use airport electrical power, please make that request before the walkthrough 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 (BSO) to provide crowd management and security for the airport. These BSO deputies are available to assist airport staff in maintaining 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 walkthrough will determine the number of Deputies needed.

Producers can hire off-duty BSO 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.) before 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 at 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 Mark Smith, Sr. Director of Operations HMS Host 650 SW 34th Street, Fort Lauderdale, FL 33315 Phone: 954-359-1427	Terminals 3 and 4 Eric Haseman, General Manager Delaware North 200 Terminal Drive, Fort Lauderdale, FL 33315 Phone: 954- 359-1500, Ext. 23134
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Contact Information

Broward County Aviation Department Arlene Satchell, Public Information Officer Tel: 954-359-6116 / Fax: 954-359-5797 Email: asatchell@broward.org Address: 320 Terminal Drive, Suite 200 Fort Lauderdale, FL 33315 Website: fil.net	OESBD/Broward Film Commission Christy Andreoni, Film Specialist Tel: is 954-357-8788 Email: film@broward.org or chandreoni@broward.org Address: OESBD - Film Commission 115 S Andrews Avenue, #A680 Fort Lauderdale, FL 33301 www.broward.org/EconDev/pages/filmcommission.aspx
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