

Commercial Filming at Nashville International Airport® (BNA®) and John C. Tune Airport® (JWN®)

Anyone wanting to film and/or photograph on Metropolitan Nashville Airport Authority (MNA) property for commercial use must complete an official film application.

Applications must be completed in its entirety, meet insurance requirements, and returned to MNA **at least 30 days prior to desired filming date**. MNA will notify applicants if the project is approved or denied within two (2) weeks of receiving the completed application, cost form and insurance certificate.

Questions? Contact Alyssa Kontos at 615-275-4395 or alyssa.kontos@flynashville.com.

APPLICATION: COMMERCIAL FILM/PHOTOGRAPHY

For use on all Metropolitan Nashville Airport Authority (MNA) Facilities

All applications must be entirely completed

- All applications must meet all insurance requirements. These include:
 - Filming at Nashville International Airport® (BNA®) requires the applicant to furnish liability insurance in the minimum amount of \$1 million. If ramp access, the liability insurance minimum amount increases to \$5 million. Filming at John C. Tune Airport® (JWN®) \$1 million.
 - The insured must furnish to the Metropolitan Nashville Airport Authority (MNA) a certificate of insurance naming 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, MNA’s Board of Commissioners and officers are named as additional insured for the date of _____ in respect to _____ production and to include waiver of subrogation with regards to General Liability.”*
- A script or written description of the film/photography project **must** be provided with the completed application.
- At least seven working days before the date of filming Producer shall submit the following documents to MNA for its review and approval.
 - A. Detailed filming schedule
 - B. Final Shot list
- As an informational courtesy to airport passengers, professional signage must be displayed at the site during filming in public areas.
 - For productions wanting to utilize wide area releases, signage must be professionally printed on foam core or other similar materials, and prominently displayed on production-provided stands or easels.
- During the review process, 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 for each officer assigned.
- All applications must be returned to MNA at least 14 days prior to desired filming date.
- 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, MNA will issue an invoice that will include

information from the cost form plus any additional security cost. W-9 will be provided upon each email request. 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, MNAA 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.
- The film company must obtain the written consent of any third party to use any photograph, film or other visual image depicting a trade mark, trade brand name, brand name, logo, certification mark, distinguishing guise, trade dress, corporate name, business name or other similar indicia or marking of a third party. This includes aircraft.
- MNAA reserves the right to reject any applications for film/photography at any time.
- MNAA reserves the right to immediately discontinue any filming project for failure to comply with all security rules listed below.
- MNAA reserves the right to assign its staff members to remain with the film production for the duration of the project for medical and liability purposes.
- On the day of filming, please bring a copy of all completed paperwork for reference if needed. Filming will occur Monday through Friday from 8 a.m. to 5p.m., unless otherwise approved.
- Any agreements or paperwork requiring MNAA authorization must be reviewed and signed prior to filming.
- Questions? Contact Alyssa Kontos at 615-275-4395 or Alyssa.kontos@flynashville.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 without prior approval from MNA.

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.

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

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

Phone Number: _____

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.)

Phone Number: _____

Email address: _____

Total number of people planning to participate in proposed activity at any one time:

Legal Names of all persons planning to participate in proposed film/photo shoot, including crew & extras:

Project Title:

Purpose and subject of film/photo shoot:

Equipment, props, and extras intended to be used in conducting proposed activity.:

Proposed location(s) of film/photo project:

Special Requests & Preliminary Shot List:

COST: COMMERCIAL FILM/PHOTOGRAPHY

Commercial film/photo projects on Metropolitan Nashville Airport Authority (MNA) properties are assessed at a fee.

Filming in public areas

- Fee begins at \$3,000 for up to eight hours on MNA property in a public area.
- If more than eight hours, fee will increase by \$250 per hour thereafter, including additional wrap days if needed.
- For large crews with additional staffing needs, a cost of \$150 per hour per escort will be incurred.
- If Airport Police are needed, a cost of \$50 per hour per officer will be incurred.

Filming on the secure side

- Fee begins at \$5,000 per day for up to eight hours on MNA property on the secure side of the airport (for example, filming at a gate or on the airfield).
- For production cast/crew exceeding five (5) individuals, a cost of \$250 per hour per escort to the secure side of the terminal.
- Filming on the Airfield is billed at an additional rate of \$500 per hour.

Other rates

- Filming that occurs outside of business hours (8 a.m. to 5 p.m. Monday through Friday) will incur additional fees at the rate of \$250 per hour. Filming outside of business hours is approved on a case-by-case basis pending staffing availability.
- Filming at John C. Tune Airport® (JWN®) is billed at a flat rate of \$5,000 per day.

Other fees (determined in advance) may apply for large film projects, special requests, and special equipment use during filming of the project. No fee will be charged for student projects (non-secure side only) with MNA approval. 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.**

Filming Date(s):-

Total time frame expected on-site (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 (MNA) will inform applicant if these costs apply (\$50 per hour).

AGREEMENT: COMMERCIAL FILM/PHOTOGRAPHY

Should this application be granted, the applicant agrees to indemnify and to hold the Metropolitan Nashville Airport Authority (MNA), 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 MNA; or arising from the activity of photographing, filming, video taping or from production of any other visual record of individuals at Nashville International Airport® (BNA®) and/or John C. Tune Airport® (JWN®).

Applicant agrees that Nashville International Airport® (BNA®) and/or John C. Tune Airport® (JWN®) shall not be portrayed in any way that would harm the reputation of either Premises or the Metropolitan Nashville Airport Authority, and nothing herein grants Applicant any rights to any MNA Marks (BNA®, NASHVILLE INTERNATIONAL AIRPORT®, JWN®, John C. Tune Airport® and all other trademarks adopted, used, or registered by MNA now or in the future).

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 (MNA) and the Transportation Security Administration (TSA). 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 (MNA), and the MNA may elect to terminate any film/video/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 (MNA) reserves the right to cancel this permit without incurring any liability whatsoever from the applicant.

The applicant further acknowledges that all filming for commercial use 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 (MNA) 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 (MNA) shall charge the applicant a location fee, to be paid in advance. Applicable charges are indicated on the cost form.

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 _____

FOR MNA USE ONLY

APPROVAL DATE _____

APPROVAL SIGNATURE _____