

FILMING AND PHOTOGRAPHY GUIDELINES

Background

The primary function of the Cayman Islands Airports Authority (CIAA) is to provide facilities for the safe, secure and efficient movement of passengers and aircraft at Owen Roberts and Charles Kirkconnell International Airports (the Airport).

Against this background, the CIAA works closely with commercial organisations and private persons wishing to use the Airport for filming and photography activities.

Responsibility for filming and photography at the Airport rests with the CIAA's Business Development & Marketing Manager. Please direct your film and photography enquires or requests to:

ciaa@caymanairports.com

Safety and security

The CIAA is committed to maintaining safety and security at ORIA or CKIA and may decline the use of the Airport to film or photograph for safety, security or operational reasons.

The CIAA reserves the right to refuse permission to any organisation or person, or to issue a ban on any organization or person, or to issue a ban on any organization or person to film or photograph at the Airport based on previous abuse or misuse of filming or photography rights. It is therefore important that these guidelines and in particular the Terms and Conditions listed below are complied with.

Application for filming and photography

Any person or organization wishing to film or photograph at the Airport should complete the attached application and return a copy to the Business Development & Marketing Manager 10 business days prior to the proposed activity.

Arrangements for airside access must also be confirmed with the Business Development & Marketing Manager 10 business days prior to arrival at the Airport.

A minimum of 48 hours is required for media crews to gain airside access. The only exception is for media filming or photographing at the Airport when stories break quickly. In these situations, media crews will be assisted wherever possible.

In all cases, filming or photography will not be permitted until the attached application has been signed and returned to the Airport, along with insurance details. Payment is required on

the day, or prior to the day, unless special arrangements have been made with the Business Development & Marketing Manager.

Terms and conditions of filming and photography

The safe, secure and efficient movement of passengers and aircraft at the Airport must not be interfered with in any way. The site used for filming and photography must be kept clean, tidy and safe at all times. That location, as specified in the attached application, must not be used for any purpose other than the purpose for filming or photography specified in the application.

The CIAA may relocate, defer or cancel any approved filming or photography activity when safety, security or operational considerations demand it. In those circumstances, the CIAA will not be responsible for any loss to any person or organisation.

Persons or organisations wishing to film or photograph on the airside of the Airport are subject to security access control requirements (i.e. screening of a drivers licence or passport), as well as safety escort and supervision. In particular, all persons must be accompanied by an Airport official who displays an Aviation Security Identification Card (ASIC) and obtain and display a valid visitor pass. If it is intended to drive on the airside, the CIAA must be notified at least 10 business days prior and any guidelines set out by Airport officials must be followed.

Due to increased security at all airports around the world, no vehicle is to be left unattended in the vicinity of the Airport, apart from the public car park.

Prior to commencing filming or photography, persons/organisations must submit to the CIAA a copy of:

- A certificate of currency of public liability insurance for an insured sum of \$20 million (as a minimum) and noting the CIAA as a joint-insured for the purpose of access to the airside of the Airport on these terms and conditions.

Persons or organisations accessing the Airport do so at their own risk and release the CIAA from liability for any loss or damage of any kind.

If any of these terms and conditions are, in the CIAA's reasonable opinion, not complied with, then the CIAA may terminate the right to film or photograph, and all persons associated with that activity will be required to immediately leave the Airport. In those circumstances, the CIAA will not be responsible for any financial loss to any person or organisation.

Non-commercial filming or photography

Fees are not charged for the following activities:

- Airline companies and Airport tenants collecting material for independent internal use within their organisations (e.g. training films etc.). Normal fees apply for airlines and Airport tenants filming for advertising purposes; and
- Media use (e.g. breaking news stories and library footage).

Filming and photography – fees

A fee is levied in advance for filming and photography activity undertaken for commercial gain. The full amount of the fee will be notified by the CIAA after an application is received and before the activity commences. No filming or photography will be permitted until the applicable fee is paid, unless prior arrangements have been made with the Business Development & Marketing Manager. Fees are as follows:

CI\$250.00 dollar flat rate per day.

Should specific CIAA personnel or services be required to undertake the activity, a further fee may be levied. Depending on location and duration of the activity, an additional fee may also be imposed to cover the additional deployment of security or safety personnel.

APPLICATION FOR FILMING OR PHOTOGRAPHY

Applications must be submitted 10 business days prior to the proposed filming or photography.

In signing this application, the organisation or person concerned agrees to abide and ensure that its employees, sub-contractors and agents abide by the requirements set out in the attached filming and photography guidelines, and in particular to the terms and conditions of filming and photography, and agrees to the terms of the agreement and the Indemnity in Part 2 of this application.

Both Parts 1 and 2 of this application must be completed in full.

Part 1: Organization or individual details

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Location contact: _____

Insurance

Public liability insurer: _____

Amount insured: _____

Filming or photography activity

Purpose of filming/photography: _____

Date/s proposed: _____

Start time: _____ Finish time: _____

Location: _____

Number and type of vehicles: _____

Parking requirements (if any): _____

NOTE: Public car park only

Part 2: Agreement and indemnity

Agreement

The organization or person identified in Part 1 of this application (the applicant) undertakes to comply with all requirements, at all times and to ensure that its employees, sub-contractors and agents similarly comply with those requirements, whether specified:

- in the filming and photography guidelines and in particular the terms and conditions of filming and photography;
- in the security access control requirements on the airside (where applicable); or
- as directed by Cayman Islands Airports Authority officers, employees or agents.

Following consideration of the application, the Cayman Islands Airports Authority may issue written approval to conduct filming or photography, of or at Owen Roberts or Charles Kirkconnell International Airports, subject to such limitations or conditions appropriate to the proposed activity. Any limitations or conditions are in addition to, not in substitution for, the attached filming and photography guidelines.

Indemnity

The applicant agrees that it will indemnify and keep indemnified the Cayman Islands Airports Authority, its officers, employees and agents, against all damage, expense, loss or liability, including all losses, consequential losses, damages, compensation, costs (being Owen Roberts or Charles Kirkconnell International Airports own or its solicitor costs), charges, and expenses suffered or incurred in respect of:

- any personal injury (including death) to any person; or
- any damage to any real or personal property, arising in respect of the activities of the applicant, to the extent that is due to any act or omission (whether negligent or otherwise) of the applicant, its employees, subcontractors or agents.

The applicant also agrees to make good any damage, however caused to property during the approved filming, photography and associated activities.

Signed: _____ Date: _____

Print name: _____

Please return by email to:

ciaa@caymanairports.com