

## INTERESTED IN FILMING AT JOHN WAYNE AIRPORT?

To get a filming permit from the County of Orange, the requestor has to obtain a letter of permission from the Airport Director. With the Airport Director's letter of permission, the requestor can obtain a filming permit from the County Property Permits office after fulfilling the insurance and fee requirements. Due to time constraints, it is often recommended to work simultaneously with Airport staff and County Permit staff on satisfying the requirements.

### HERE'S WHAT TO DO:

1. Submit a completed JWA Film Application (attached) and copies of applicable story boards or script pages a **minimum of seven (7) business days prior to filming** (*feature film projects or complex shoots require 30 days or more*) to Cheryl Waters:

Cheryl Waters  
(949) 252-5048  
(949) 252-5141 (FAX)  
[cwaters@ocair.com](mailto:cwaters@ocair.com)

Upon receipt of application, JWA staff will work with requestor to obtain a Letter of Agreement from the Airport Director.

2. Meet Airport/County Insurance Requirements (attached) – insurance information **MUST** be on file with the JWA Insurance Office a **minimum of five (5) business days prior to filming**. Contact Erika Cortina to provide proof of insurance:

Erika Cortina  
(949) 252-6037  
(949) 252-6053 (FAX)  
[ecortina@ocair.com](mailto:ecortina@ocair.com)

3. Submit a completed County Property Permits Application to the County Property Permits Office and pay applicable County permit fees. Contact:

Mustapha Balkis  
OC Development Services: Encroachment Permits  
(714) 667-8844  
(714) 667-7522 (FAX)  
[mustapha.balkis@ocpw.ocgov.com](mailto:mustapha.balkis@ocpw.ocgov.com)

OC Public Works:  
[https://www.ocpublicworks.com/ds/permits/encroachment\\_permits](https://www.ocpublicworks.com/ds/permits/encroachment_permits)

**WE WELCOME THE OPPORTUNITY TO WORK WITH YOU.**

## JWA FILMING APPLICATION

1. Date Submitted: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
2. Name of the on-site manager for the filming company. (This person must have the authority with film company personnel, including subcontractors.)  
\_\_\_\_\_
  
3. Type of filming:      Commercial       Non-Profit \*   
*\* Requests for non-profit projects must include proof of non-profit status.*
  
4. Method of filming:      Motion Picture       Video       Still
  
5. Title of filming: \_\_\_\_\_
  
6. Date(s) and time(s) requested: \_\_\_\_\_
  
7. Location requested, please be specific. Attach additional sheets if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- more -

8. Briefly describe the equipment to be used. Please be specific.

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9. Number(s) of persons included in filming, names, and their responsibilities.

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10. An Airport Operations Officer will be assigned to oversee your project. If it is determined that additional airport personnel is needed, permittee will be required to pay staff costs. An estimate of the costs will be provided prior to filming if applicable. Please mark any support services needed, below:

Power \_\_\_\_\_ Equipment \_\_\_\_\_ Sheriff \_\_\_\_\_  
Electrician \_\_\_\_\_ Maintenance Worker \_\_\_\_\_ Other \_\_\_\_\_

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11. Will you be filming/photographing any airport tenant (e.g. rental car companies, coffee shops) installations, equipment or personnel? If so, permittee is **required** to obtain written tenant approval. Please describe any applicable filming/photography:

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12. Story boards and/or script pages are required for permit approval, for motion picture and videotaping.

Number of pages included with this application submittal: \_\_\_\_\_

Story boards/scripts will be submitted by: \_\_\_\_\_

I have read and understand the *Special Provisions for Filming at John Wayne Airport*.

**Permittee Signature:** \_\_\_\_\_

## FILMING AND PHOTOGRAPHY

**To obtain a Film Permit, you will need to submit proof of the following:**

- Commercial General Liability ..... \$1M occurrence/\$2M aggregate
- Commercial Auto Liability \* ..... \$1M single limit
- Workers Compensation/Employers Liability \* ..... Statutory/\$1M

**You will also need to include these separate page endorsements:**

- General Liability Additional Insured naming County of Orange/John Wayne Airport
- Workers Comp Waiver of Subrogation naming County of Orange/John Wayne Airport \*

**The Certificate of Insurance should list:**

- Policy Deductible/Retention amounts
- Certificate Holder - County of Orange/John Wayne Airport  
Insurance Department  
3160 Airway Ave.  
Costa Mesa, CA 92626

*\* If your firm does not have employees and/or company vehicles, please let us know so that we can adjust these requirements.*

## SPECIAL PROVISIONS FOR FILMING AT JOHN WAYNE AIRPORT

1. Adhere to the activities and schedule approved by the Airport Director. Unauthorized deviation may result in delays or cancellation of filming.
2. Comply with applicable FAA requirements.
3. When applicable, give screen credit to the “John Wayne Airport” and “County of Orange.”
4. The Airport Director or his designee may revoke the issued permit upon written or oral notice, and the permittee must cease all operations immediately or as directed by the Airport Director or his designee and the permittee shall restore the County facilities to the original condition.
5. Permittee shall observe posted airport hours and regulations, unless specifically authorized by agreement with the Airport Director or his designee.
6. No scenes in public view involving weapons, acts of violence, or breaches of security are permitted.
7. Sheriff personnel prior to display or use must inspect replica or simulated weapons.
8. Weapons carried by licensed bodyguards must be declared and inspected by Sheriff personnel. No weapons are allowed in secure portions of the Airport.
9. Return the filming location to its original condition immediately after filming or as directed by Airport staff at anytime. Film companies are required to remove their own trash and debris. Charges for clean up may be rendered if deemed necessary. Precautions must be taken as directed by Airport staff to prevent any damage to facilities.
10. All operations, including parking of vehicles, shall be subject to established rules, regulations and fees as set forth in Title 2 of the Codified Ordinances of the County of Orange and to any applicable resolutions of the County of Orange, and to any directions given by the County’s Airport Director or his designee.
11. The Airport Public Address System may not be halted or modified.
12. Airport Operations Officers assigned to specific shoots will be the primary point of contact for the permittee when on site. Any changes to the permitted agreement when on site shall be reviewed and approved or denied by the Airport Operations Officer.
13. In the event of inclement weather conditions, or restricted airport access due to security or other unforeseeable circumstance, permission to reschedule permitted use date may be obtained by permittee from the Airport Director, Deputy Airport Director of Operations or their designee. A permit rider may then be issued.

14. The following activities are prohibited, unless specifically authorized by agreement with the Airport Director or his designee:
  - a. Painting or any form of emulsion on paved areas.
  - b. Speeding/racing of vehicles or exhibition stunts.
  - c. Overnight lodging or camping.
  - d. Sale and/or consumption of alcoholic beverages.
  - e. Possession or use of firearms, other weapons or fireworks.
  - f. Distribution of advertising material.
  - g. Any form of gambling, game of chance, raffle, etc.
  - h. Any exchange of money or items of value as payment between permittee, participants and/or spectators.
  
15. The permittee agrees to INDEMNIFY, DEFEND AND SAVE HARMLESS THE COUNTY AND ALL OFFICERS AND EMPLOYEES THEREOF CONNECTED WITH THE FILMING ACTIVITIES FROM ALL CLAIMS, SUITS OR ACTIONS OF EVERY NAME, KIND AND DESCRIPTION, BROUGHT FOR, OR ON ACCOUNT OF, INJURIES TO OR DEATH OF ANY PERSON, OR DAMAGE TO PROPERTY, OR ANY NEGLIGENCE (ACTIVE OR PASSIVE), OF COUNTY, OR ITS EMPLOYEES, OR ANY OTHER CONTRACTORS, EXCEPTING ONLY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF COUNTY, ITS OFFICERS OR EMPLOYEES. SHALL REIMBURSE COUNTY AND THEIR OFFICERS, AND EMPLOYEES ANY AND ALL COSTS INCURRED BY THEM IN DEFENDING SUCH CLAIM, INCLUDING ATTORNEY FEES, EXPERT WITNESS FEES, INVESTIGATIVE AND COURT COSTS.

#### TERMINAL SPECIFIC PROVISIONS

16. All curbside vehicular activity (including parking, stopping, loading, unloading and staging) must be pre-arranged with the Deputy Airport Director of Operations or his designee. Hydrants shall not be blocked. All other parking in lots is subject to usual fees.
17. Crossovers must be used for all cabling laid across public walkways and a film crew member must be assigned to staff each area where crossovers are located to alert the public. All other cables must be laid against walls as to not be a safety hazard.
18. Layout Board must be used under all equipment placed on either the carpet or the marble floors. To prevent marking, all rubber wheels must be taped before rolling on carpet.
19. Access to secured areas requires prior approval from the Airport Director and an authorized Airport escort. No persons or equipment shall enter sterile areas unless screened by appropriate airport or airline personnel.
20. Filming activities must not significantly disrupt the Airport's operations. Intermittent control of passenger traffic may be permitted but only at the discretion of Airport staff.
21. Lighting in the terminal may not be turned off. Arc lights are prohibited. No lighting may be directed toward the airfield or an aircraft. Lighting must not create operational problems for tenants or patrons.

22. A 50% width of walkways must always remain open for passenger traffic.
23. Prior written consent from the tenant is required to film any tenant employees or property.
24. Airport concessions must be offered opportunity to provide food or craft service.
25. Craft service must be pre-approved by the Airport. The location will be given at the discretion of Airport staff. No food from craft service is permitted inside the terminal.