

## FILMING/PHOTOGRAPHY PERMIT REQUEST

Nieuport Aviation is the proud owner and operator of the passenger terminal building at Toronto City Airport. Any filming and/or photography requests within our terminal must be authorised by a member of Nieuport personnel. The list of Nieuport filming locations can be seen below.

For any media related requests, please email a short summary of your request to [media@nieuport.com](mailto:media@nieuport.com)

### Nieuport Filming Locations

<p><b>Terminal</b></p> <ul style="list-style-type: none"> <li>- Public (pre-security)</li> <li>- Domestic (post-security)*</li> <li>- Transborder (post-security)*</li> </ul> <p><i>*please note, any requests for activities post-security may require more lead time to obtain additional security clearance.</i></p>	<p><b>City Link</b></p> <ul style="list-style-type: none"> <li>- Shuttle Bus</li> </ul>
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For any other requests outside of these areas such as at the airport location landside, on the ferry or within the tunnel/escalators leading up to the terminal building, please email a short summary of your request to [PortsToronto](mailto:PortsToronto).

### Restrictions

Nieuport reserves the right to restrict access to any location for operational, safety and security reasons.

- Filming or photography at security screening points is not permitted.
- Customers and passengers must not be coerced into any situation where they may be unknowingly filmed or photographed.
- Filming signage must be used and prominently-displayed in “public” or in general access locations alerting members of the public that filming is taking place and that entering such area or venue will be deemed to be authorization for the filming and reproduction of their image. Signage must be in English and French.
- No logos, branding or aircraft registrations should be filmed without written permission from the concerned parties.

### Requirements

To receive permission to film/take photographs on Nieuport premises, the applicant must:

- Carry a minimum of \$2 million commercial general liability insurance
- Provide a copy of the company’s Workplace Safety Insurance Board Certificate (WSIB)
- Accept the Terms and Conditions and Waiver of Claims included in the Filming/Photography License Agreement
- Ensure all onsite staff complete the mandatory airport security awareness and accessibility for all trainings, once the Filming/Photography License Agreement has been granted

### Fees

The fee for filming/photography will depend on the complexity of the project.

In order to request permission to film and/or take photographs on Nieuport property, please complete this form and send it to [filming@nieuport.com](mailto:filming@nieuport.com) 15 business days prior to the activity. Forms will be processed within 5 business days.

FILMING/PHOTOGRAPHY PERMIT REQUEST FORM	
<b>Reference Number</b> <i>(internal)</i>	(leave blank)
<b>Date of the Request</b>	DD/MM/YYYY
<b>Full Legal Name of Filming / Production Company</b>	Company Name: If you are filming on behalf of a client, please provide the name of that client.
<b>Mailing Address</b>	
<b>Primary Contact</b>	Name: Job Title: Email: Cell:
<b>Onsite Contact</b> <i>(if different from the above)</i>	Name: Job Title: Email: Cell:
<b>The nature of the production</b>	<input type="checkbox"/> Promotional Video/Commercial <input type="checkbox"/> TV Show <input type="checkbox"/> Feature Film <input type="checkbox"/> Documentary <input type="checkbox"/> Photography <input type="checkbox"/> Other Specify:
<b>Further description of the request</b> <i>(e.g. storyline, narrative, script, where it will be showcased etc.)</i>	
<b>Preferred Filming/Photography Date</b> <i>(if you need multiple dates, please add the range of dates)</i>	DD/MM/YYYY
<b>Preferred Start Time</b>	00:00
<b>Preferred End Time</b>	00:00
<b>Duration of activity</b>	___ Number of Filming Hours ___ Number of Filming Days
<b>Number of participants</b>	___ Restricted Area Identity Card Holders   ___ Employees ___ Dignitaries   ___ Contractors ___ Celebrities   ___ Guests ___ Media   ___ Others ___ Filming Crew   Specify:
<b>List all participants that have a Transport Canada Security Clearance</b> <i>(For those who do not have a Transport Canada Security Clearance, will need to be escorted to the post-security areas. Hiring security escorts will be the responsibility of the client.)</i>	

<p><b>List all filming/photography equipment that will be used.</b></p>	<input type="checkbox"/> Audiovisual Equipment <input type="checkbox"/> Sound System	<input type="checkbox"/> Musical Instruments <input type="checkbox"/> Other Specify:
<p><b>List all (if any) electrical supplies</b></p>	<input type="checkbox"/> On site (plugs) <input type="checkbox"/> Generators	<input type="checkbox"/> Other Specify:
<p><b>List all temporary signage</b>  <i>(Temporary signage should not be painted on, nailed or drilled onto Nieuport premises, and must be removed immediately after the activity.)</i></p>	<input type="checkbox"/> Pop up Stands Number of signs: ____	<input type="checkbox"/> Easels Size of signs: ____
<p><b>Location of Activity</b></p>	Terminal Building <input type="checkbox"/> Public (pre-security) <input type="checkbox"/> Domestic (post-security) <input type="checkbox"/> Transborder (post-security)	City Link <input type="checkbox"/> Shuttle Bus
<p><b>Exact Location of the Activity</b>  <i>(also include the approx. area of square footage required to film)</i></p>		
<p><b>Miscellaneous</b>  <i>(other requirements/requests)</i></p>		
<p><b>In light of COVID-19 (coronavirus), please explain which health and safety measures you will adhere to during the duration of the activity.</b></p>		