



# VAN NUYS AIRPORT FILM DESK

*Los Angeles World Airports*

16461 Sherman Way, Suite 300 - Van Nuys, CA 91406

Thank you for your interest in filming at Van Nuys Airport. In order to begin the permit process, please provide the following information to FilmL.A.

- Name of the individual or group that operates the aircraft that will be involved in your production along with the registration (N-number) of the aircraft.
- Name of the individual or group that rents/leases the hangar you wish to film at.
- Name of the master tenant from which the hangar is rented/leased along with a signed approval letter from the master tenant granting permission for the sub-tenant to conduct filming on the leasehold.
- Please submit a Letter of Intent which includes the name of the production company and title of the proposed production along with a summary of your filming intentions and addresses the items listed below: (Please try to be as specific and detailed as possible)
  - a. Location of proposed filming on the airport (leasehold location)
  - b. Number of cast and crew/personnel, clients/invitees
  - c. Production dates (specify prep, strike and filming)
  - d. Arrival and departure hours of personnel onto and off of airport property (time when first cast/crew/equip arrives and leaves)
  - e. Number and type of production vehicles
  - f. Items of equipment to be used, e.g. cranes, scissor lifts, etc.
  - g. Lighting requests and means of power and/or power usage requests
  - h. Identification and use of large, disruptive, and/or hazardous props, e.g. weapons, picture vehicles, etc.
  - i. Aircraft (specify aircraft registration "N#", type of aircraft, and how it will be used)
  - j. Special effects requests, e.g. rain/smoke, explosives, etc.
  - k. Identification and use of animals
  - l. Alteration requests, e.g. painting/sign removal, etc.
  - m. Stunt requests
- Insurance must be submitted to FilmL.A. (7) business days prior to first date of filming activity (prep and/or filming). Estimated fees will be forwarded to FilmL.A. and collected on the film permit.
- The Film Permit must be in possession of an on-site representative of the production company at all times production company personnel are on Airport property.

### **Additional Filming Information**

- All filming activity must take place within the boundaries of a tenant's leasehold.
- Filming activity is not allowed on the runways, taxiways, or taxi lanes, or the Service Road at VNY.
- All aircraft being utilized for filming must be parked with engines shut down, (no turning propellers or rotor blades, or running jet engines).
- Helicopter hovering is not allowed.
- Precision or stunt driving of vehicles is not allowed.
- Smoking is not allowed on the ramp area.
- Elevated equipment (lights, camera booms, lifts) must not exceed the height of the nearest object, site specific height restrictions will be addressed on a case-by-case basis.
- Lighting equipment must be directed as to not interfere with aircraft operations or the FAA Air Traffic Control Tower.
- Use of prop weapons is evaluated on a case-by-case basis, simulated "gunfire" is limited to "quarter-load" rounds.

### **FlyAway Bus Terminal Filming Information**

- At the FlyAway Bus Terminal only one set of the automatic sliding-glass doors can be kept closed at any given time. All other doors must remain operational and unrestricted.
- Physical alteration of the building's structural columns, (holes, screws, nails, etc.), is not allowed.
- The decorative neon art installation located near the Terminal building entrance may not be filmed without express written approval from the artist, Linda Leviton.
- The FlyAway Terminal is not available for filming from the weekend before Thanksgiving until the second week after New Year's Day.
- The Gloria Street Parking Lot is not available for use from the weekend before Thanksgiving until the end of the January.

**Please note: These restrictions are not all inclusive. Each project will be evaluated on a case-by-case basis by the VNY Film Desk.**



## **XYZ STUDIOS**

“production title”  
XYZ STUDIOS  
123 Main Street  
Anytown, USA

Risk Management  
7301 WORLD WAY WEST,  
2ND FLOOR  
LOS ANGELES, CA 90045

Hello,

This is our letter of intent for our production activities on Friday, April 26th, 2013. Hours of production activity will be from 6:00 a.m. until 10:00 p.m. We are interested in filming on the FBO leasehold on the inside and outside of the southern FBO hangar #2, as well as outside FBO's offices and ramp space. All production company personnel and equipment will remain within the leasehold boundary at all times. Any lighting equipment will be positioned as to not adversely impact aircraft operations. Any direction given by the on-site Airport Operations representative to shut off, lower, or otherwise reposition the lights will be complied with immediately.

Any elevated equipment (booms, cranes, lifts, etc.) will not be positioned higher than the nearest structure or allowed to penetrate any of the FAA Imaginary Surfaces. Any direction given by the on-site Airport Operations representative to lower or otherwise reposition the equipment will be complied with immediately.

## Requested Filming Activities/Scenes

### **EXT. TARMAC (Challenger Aircraft, N#456AB)**

Filming actors boarding/exiting jet. Actor falls off entry/exit stairs as jet pulls away (Jet being towed). The jet will “move” out of the picture, pulled by one of the repositioning vehicles and an airport-approved operator. The jet will never be powered up with its own engines. We will use the external generator to provide interior lighting to the jet. **AGAIN, WE WILL NEVER POWER THE PLANE WITH ITS OWN ENGINE.** Actors will exit the jet.

### **INT. JET (Challenger Aircraft, N#456AB)**

Filming of a dialogue scene with actors inside of jet.

### **INT./EXT. LIMO**

Filming a dialogue scene inside and outside of a limousine at the southern “Jet Tech” office space. The limo will “move” in and out of camera frame. The limousine may also be filmed inside and outside of FBO Hangar #2.

### **ADDITIONAL INFORMATION**

Cast + Crew: 100

Vehicle count for on airport property: Stakebeds: 8, Vans: 8, Trucks: 2 Generators: We would like to put our craft service truck and camera truck as close as possible to our filming area. We will bring in a 4-unit portable bathroom that will be placed next to Hangar #2. Production would like to have 4 propane dolly heaters to keep our crew warm. We would like to have the ability to have our production (stakebed) trucks access the filming area in front of the southern FBO hangar.

We will have 2 condors for our filming activities. One will be inside the southern FBO hangar and the second will be between the northern and southern FBO hangars.

Thank you,

Location Manager  
XYZ STUDIOS  
123 Main Street  
Anytown, USA