



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

COMMERCIAL FILMING & PHOTOGRAPHY Permit Application

APPLICANT INFORMATION

Applicant: _____
*(Full, Legal Name of
Production Company,
Group or Individual)*

Production Name: _____

Name of Person
Completing Application: _____
(if different than above)

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Local Contact
Number: _____ Fax: _____
(if applicable)

E-Mail Address: _____

Federal Tax I.D. -or- MI State Treasury Number: _____

PRODUCTION ON-LOCATION CONTACT INFORMATION

PRIMARY CONTACT

Name: _____

Office: _____

Fax: _____

Mobile: _____

Email: _____

SECONDARY CONTACT (if applicable)

Name: _____

Office: _____

Fax: _____

Mobile: _____

Email: _____

PRODUCTION DETAILS

Date(s) of Production: _____

Production Category:

(Select **ONE** of the following that best describes this production.)

- | | |
|--|--|
| <input type="checkbox"/> Feature Film (Theatrical Release) | <input type="checkbox"/> Promotional Film/Video |
| <input type="checkbox"/> Television Film or Mini-Series | <input type="checkbox"/> Television Advertisement |
| <input type="checkbox"/> Television Pilot | <input type="checkbox"/> Non-Profit/Student Production |
| <input type="checkbox"/> Television Series | <input type="checkbox"/> Still Photo Shoot for Publication |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Still Photo Shoot for Resale |
| _____ | (stock images, gallery art, etc.) |

Production script or description received? NO YES Date Received _____
 If not attached, please provide date of availability: _____

Projected Duration of Production: _____
 (including setup and strike - in hours)

Projected Number of Total Cast/Crew
 on Airport Premises for Production: _____

PRODUCTION LOCATION DETAILS

All filming locations should be scouted under the supervision of a Wayne County Airport Authority (WCAA) representative **in advance** of application. Filming activities that interfere with any ongoing airport operations will not be approved. Contact your WCAA liaison for assistance identifying desired production locations below. A detailed description of space requirements for each location must be noted below. List locations where actual production is expected to occur. Do not include additional facilities for parking, craft services, staging, etc.

DATE	LOCATION (NOTE ANY SPECIAL UTILITY NEEDS)	TIME OF DAY REQUESTED (INCLUDING SETUP AND STRIKE)	STERILE AREA/AOA (CHECK ONE)
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

(Attach Additional Sheets if Necessary)

SPECIAL FACILITY REQUEST DETAILS

Use of special facilities, such as parking and equipment storage facilities, are subject to availability and should be identified under the supervision of a WCAA representative **in advance** of application. Contact your WCAA liaison for assistance identifying desired special facility requests locations below. **NOTE:** Facilities requested in this section will not be approved for filming unless also noted in the "PRODUCTION LOCATION DETAILS" section above. Additional charges for special facility use may apply.

DATE	FACILITY/LOCATION (NOTE ANY SPECIAL UTILITY NEEDS)	TIME OF DAY REQUESTED (INCLUDING SETUP AND STRIKE)	STERILE AREA/AOA (CHECK ONE)
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

(Attach Additional Sheets if Necessary)

VEHICLE/PARKING DETAILS

Will you be parking in any public parking facilities? NO YES, # of vehicles: _____

Will you be loading/unloading at any terminal curb? NO YES,

Number of Vehicles Loading/Unloading at Curb: _____

Estimated Duration of Loading/Unloading (*hours/min*): _____ / _____

Number of personal vehicles expected
to park in special parking facility (*if requested*): _____

Number of commercial vehicles expected
to park in special parking facility (*if requested*): _____

NOTE: Unattended vehicles at any terminal curb may be ticketed and/or towed.

TERMS OF AUTHORIZATION

By execution of this Application, the undersigned agrees to comply with the approved and issued WCAA Commercial Film and Photography Permit, Procedures and payment of all applicable fees. Applicant further agrees that failure to comply with the terms and conditions therein may result in remedies not limited to the forfeiture of this Application and revocation of any permits issued thereto.

Signature of Applicant: _____ Date: _____

Please send completed and signed application, along with a signed copy of the General Terms & Conditions, required proof of insurance and any additional documents to support this application, **no later than ten (10) business days prior to production** to:

Communications and External Affairs Department
Wayne County Airport Authority
Detroit Metropolitan Airport
11050 Rogell Dr. #602
Detroit, Michigan 48242-1004
FAX: (734) 942-0563

If this application is approved, Applicant will be advised of any and all related fees, which shall be due and made payable by Permittee to WCAA. WCAA shall invoice Permittee for all fees, which shall be payable at least one (1) business day prior to filming. Any additional fees incurred during the filming process shall be payable by Permittee within ten (10) days of receipt of invoice.

This Commercial Filming and Photography Permit Application has been reviewed by the following:

- Airfield Operations
 - Airport Security
 - Concessions
 - Design/Construction
 - External Affairs
 - Facilities/Accessibility
 - Fire Marshall
 - Landside
 - Legal
 - Maintenance
 - Planning
 - Police
 - Real Estate
 - Risk Management
 - Special Services
 - Terminal Operations
 - OTHER(S):
-
-

For WCAA Use Only:

Location Fee Paid?: YES NO*

**If location fees waived, explain why (tenant-sponsored project, etc.).*

Amount Paid:

Additional Fees (if applicable):

Amount Paid:

Date Paid:

Escort Responsibility: