



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.