



PITT MEADOWS REGIONAL AIRPORT (YPK)

FACILITY RENTAL PACKAGE- APPLICATION & PERMIT

For further information, please contact:

Airport Administration
604-465-8977 ext.6
info@flyypk.ca
www.flyypk.ca



YPK FACILITY RENTAL APPLICATION & PERMIT

LAST UPDATED: February 06 2015

The Pitt Meadows Regional Airport (YPK) welcomes inquiries from representatives in the film, television, photography and event industries. We have numerous location possibilities including runways, aprons, office buildings, and private hangars.

Airport Management supports the use of facilities by commercial and non-commercial film companies and photographers for moving and still photography as well as grounds usage for events. All on-site usage should have regard for the safety and privacy of the stakeholders and businesses of YPK and for the security and preservation of the Airport's operation and properties.

PURPOSE:

The purpose of the Facility Rental Package is to:

- Establish requirements, fees, guidelines and procedures for filming, television, photography and/or event activities at YPK.
- Ensure all industries have regard for the safety and privacy of stakeholders, businesses, and neighbours of YPK and for the security and preservation of the Airport's assets and premises, operations and maintenance activities.
- Recover all costs associated with grounds/personnel usage.

The YPK's Facility Rental Package shall refer to, but not be limited to, all commercial, non-commercial, educational or student filming, commercial photography, sound and video recordings and any event occurrence.

This policy applies to all land and facilities within the boundaries of YPK. Usage of privately owned buildings or leased lands within the Airport boundaries still requires the completion of an application and issuance of a Facility Rental License.

YPK FACILITY RENTAL APPLICATION & PERMIT OVERVIEW

Licenses are required for location filming, photography and/or events at YPK except for current affairs and newscasts (permission is required from the Airport General Manager), under the jurisdiction of the Pitt Meadows Airport Society and are authorized by the General Manager or designate.

Due to the nature of the film, television, photography and the event industry, prompt responses to the various applications will be provided. To achieve this, Airport Management will:

1. Review the requirements of the Facility Rental Package
2. Assess the impact on Airport operations to ensure that safety and tenants interests are protected;
3. Establish terms, conditions and operational guidelines under which approvals are granted;
4. Issue approvals or denials of the application; and
5. Establish a fee schedule, which will reflect the Airport's costs in administering this guideline as well as the direct costs in providing access to Airport facilities.

YPK FACILITY RENTAL APPLICATION PROCESS

1. The Facility Rental Application (Schedule 1) must first be completed and submitted.
2. Once approved, the Facility Rental Package License (Schedule 2) is to be completed with the Airport Office Services Coordinator (or delegate) along with a Business License and if applicable, Filming Permit (Schedule 7) which must be obtained through the City of Pitt Meadows. The License will include the site plan with required areas, times, dates and parking layout highlighted.
3. A **minimum** of two (2) (preferable 5) working days in advance of proposed land use is required to allow for processing and notification to Nav Canada and other stakeholders.

Usage of any privately owned buildings (inside or outside; airside or groundside) or on leased lands at YPK must be booked in advance before applying for your YPK Facility Rental License. All rental fees are over and above the fees paid to Pitt Meadows Airport Society.

4. Initial Administrative, Rental, and Personnel fees are required prior to issuance of the License (see Schedule 3). Once a YPK Facility Rental License has been issued, changes can be made by notifying Airport Management.
5. A copy of the company's insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming the Pitt Meadows Airport Society as an additional named insured, and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days written notice, must be delivered to YPK management prior to issuance of a YPK Facility Rental License. The Liability Agreement (Schedule 5) must also be completed and submitted.
6. Once a YPK Facility Rental License has been executed, a business license and filming permit (*if applicable*) from the City of Pitt Meadows must be obtained.
7. Notification of all requests must be given to the RCMP Ridge Meadows Detachment by fax stating dates, time and locations.
8. A notice of intent must be provided to the Airport Administration Office for distribution to Airport stakeholders, tenants, and neighbours prior to the arrival of the business/production company equipment. The notice must contain date and time details, the name of the Business/Production Company and the production/location/event manager's phone number.
9. The company is required to obtain, at their cost, professional assistance/security for traffic and/or crowd control for Airside and Groundside operations, where deemed necessary by Airport Management.
10. YPK reserves the right to approve or deny any requests involving Airport property, supplies or personnel.

ATTACHMENTS

Schedule 1	YPK Facility Rental Application
Schedule 2	YPK Facility Rental License
Schedule 3	Fee Schedule
Schedule 4	List of Contact Persons
Schedule 5	Liability Agreement
Schedule 6	YPK Facility Rental Package Check List
Schedule 7	City of Pitt Meadows Filming Permit Business License (To be submitted to the City of PM)



**Schedule 1
YPK Facility Rental Application**

BUSINESS / PRODUCTION COMPANY INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

EVENT / LOCATION MANAGER INFORMATION

Name: _____

Phone: _____ Email: _____

SITE CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Email: _____

PROJECT DETAILS:

Production Type (Film, TV Series, Commercial, Event, etc.): _____

Move-in Date: _____ Move-in Time: _____

Move-out Date: _____ Move-out Time: _____

Requested Dates/Times: _____

Requested Locations - **Please indicate on the attached map**

Special Effects: Guns/Gunfire Fire/Explosions Stunts - Specify: _____

Animals Rain/Snow Other – Specify: _____

CAST/CREW DETAILS:

of Cast & Crew: _____ # of Vehicles: _____

Parking Area Requirements: _____

SUBMITTED BY: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

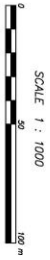
OFFICE USE ONLY

RECEIVED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

LICENSE ISSUED BY: _____ **DATE:** _____

DENIED BY: _____ **REASON:** _____ **DATE:** _____



PITT MEADOWS AIRPORT

FRASER RIVER

NATURAL BOUNDARY FROM PLAN 40513 AND 42375

LANDING DOCK
BOARDWALK

BAYNES ROAD

CHARLIE

BRAVO

ALPHA

APRON 1

APRON 2

TAXI (2)

TAXI (1)

PARKING LOT

TAXIWAY

TAXIWAY

TAXIWAY

500a

500b

550

400a

400b

410a

410b

420a

420b

430a

430b

360

340

350

330

320a

320b

310

370

380a

380b

390a

390b

180

300

120

110

100

160

130

250

230b

220

210

290

200



Schedule 2 YPK Facility Rental License

LOCATION: Pitt Meadows Regional Airport	LICENSE NUMBER:	DATE:
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LICENSE TYPE:
 Parking Event Photography Filming

<p>LICENSOR CONTACT INFORMATION Pitt Meadows Airport Society 100 -18799 Airport Way Pitt Meadows, BC V3Y 2B4</p> <p>Telephone: (604) 465-8977 ext. 5 Facsimile: (604) 465-4512 Email: azannet@flyypk.ca www.flyypk.ca</p>	<p>LICENSEE CONTACT INFORMATION: Address:</p> <p>Telephone: Facsimile: Email:</p>
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PURPOSE:
Facility Rentals at the Pitt Meadows Regional Airport in accordance with the YPK Facility Rental Policy and details as listed on the approved YPK Facility Rental Application and Schedules (both attached).

TERM:
As outlined on the attached YPK Facility Rental schedule. Any changes to the schedule must be approved by Airport Management prior to any activity.

FEES & PAYMENT:
Initial fee of \$_____ as well as a security deposit in the amount of \$_____ are required prior to any YPK on-site usage.

Additional fees incurred throughout the duration of the project will be invoiced in accordance with the Fee Schedule in the YPK Facility Rental Policy.

CONDITIONS:
As outlined in the YPK Facility Rental Policy and in the attached Schedule A and Schedule C.

Licensee Name	Licensee Title
Signature	Date
Licensor Name	Licensor Title
Signature	Date

OFFICE USE ONLY

INITIAL FEES SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

SECURITY DEPOSIT SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

ADDITIONAL FEES SUBMITTED: \$_____ DATE: _____

Cheque (#_____) Debit VISA MasterCard Cash

**SCHEDULE A
GENERAL LICENSE- TERMS & CONDITIONS**

1. Form

This document and any attachments mentioned as forming part of this License constitutes the entire License between both parties when duly executed by the authorized officers of both parties. No variation thereof shall be effective without the written consent of both parties. No local, general or trade customs shall be deemed to vary the terms and conditions thereof.

2. Payment of fees

The Licensee shall pay all fees herein reserved at the time and in the manner in this License set forth, without any abatement or deduction whatever.

3. Assignment

The Licensee shall not assign or transfer this License in whole or part without the prior written consent of the Licensor.

4. Compliance with Regulations and Directives

The Licensee shall in all respects abide and comply with all applicable lawful rules, regulations, and by-laws of the Federal, Provincial or Municipal governments or any other governing body whatsoever. The Licensee shall abide by and comply with all directive issued from time to time concerning the operation of the Pitt Meadows Airport.

5. Access

The officers, servants and agents of the Licensor shall at all times and for all purposes have full and free access to the areas used by the Licensee pursuant to this License.

6. Risks

All property of the Licensee at any time brought on the Pitt Meadows Regional Airport shall be entirely at the risk of the Licensee.

7. Indemnification

The Licensee shall at all times indemnify and save harmless the Licensor from and against and be responsible for all claims and demands, loss, costs, damages, actions, suits or other proceeding by whomever made, brought or prosecuted, based upon or attributable to this License or any actions taken or things done by the Licensee.

8. Damage

Any damage or injury which may, during the existence of this License, be occasioned to the Pitt Meadows Airport or any part thereof, or works connected therewith, by the Licensee or the activities of the Licensee shall, immediately upon notice thereof from the Licensor given either verbally or in writing, be repaired, rebuilt, replaced and/or restored by the Licensee to the entire satisfaction of the Licensor, or the Licensor may opt to repair such damage or injury, in which case the Licensee shall upon demand forthwith repay and reimburse the Licensor for all costs and expenses connected therewith or incidental thereto.

9. Default or Breach

Upon default or breach in respect of any provision or condition herein, the Licensor may, with or without notice, retake possession of any areas used by the Licensee under this License and thereupon, the Licensee shall forthwith remove all property belonging to the Licensee from the said premises and upon failure to do so, the said property shall become the property of and shall vest in the Licensor, without any right of compensation on the part of the Licensee therefore.

10. Cancellation

This License may be cancelled forthwith at any time by either party by notice in writing delivered to the other party or mailed to the party's last known mailing address.

11. Length of Term

The Licensee shall use the prescribed area for the term or period specified in the agreement, and then to be fully complete and ended.

12. Assurances

The Licensee acknowledges and confirms that the Licensor is hereby granted a security interest under The Personal Property Security Act (1996) R.S. ch. 359 and amendments thereto in the goods, chattels, fixtures, equipment, inventory and aircraft of the Licensee, as additional security, to secure the performance by the Licensee of the Licensee's obligations herein.

13. Further Assurances.

Each party will, at all times hereafter at the request and cost of any other party, execute such further and other documents as such other party may reasonably require in order to evidence or give effect to the terms of this Agreement.

This Agreement shall enure to the benefit of and shall be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

**SCHEDULE C
GENERAL TERMS & CONDITIONS**

- 1. The Licensee shall provide the Pitt Meadows Airport Society with a schedule of the activities a minimum of forty-eight hours in advance. Schedule to include a site plan with staging areas, time, dates, and parking layout highlighted.**
2. A notice of intent must be provided to the Airport Administration Office for distribution to Airport stakeholders, tenants, and neighbours prior to the arrival of the production and/or company equipment. The notice must contain the name of the Production/ Company and the manager's, location manager's and/or delegate's phone number.
3. The Licensee will provide proof of the company's insurance policy evidencing a minimum of \$5,000,000.00 comprehensive liability insurance, naming Pitt Meadows Airport Society as an additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days written notice delivered to the Pitt Meadows Airport Society.
4. The Licensee shall provide the Licensor with a Security Deposit in the amount of \$5,000.00. The security deposit will be retained by the Licensor for the term of this License or until this license comes to an end. The deposit shall be returned to the Licensee or shall be credited to their account, provided that if the Licensee fails to pay all fees herein described and or impairs, damages, and/or injures the Airport or any part thereof during this license the Licensor may apply this security deposit and the accrued interest or any part thereof to the arrears of fees and for damages and injuries.
5. Usage of Airport Grounds or supplies shall not impede the operation of the Airport, nor unreasonably interfere with the public or tenants. Emergency equipment and aircraft shall have the absolute right-of-way and shall not be impeded for any reason, or at any time.
6. Smoking airside is strictly prohibited.
7. All land usage (including pre- usage prep and post-usage clean-up) in airside areas requires an Airport provided liaison in person or as on-call support. Cost of airport equipment and personnel will be borne by the Licensee.
8. The Licensee shall maintain an officer of the company on location at all times to enable direct contact with Airport Management staff for the purpose of implementing such directions as may be necessary for the safe operation of the Airport. The Licensee will provide personnel to monitor security gate entries to restricted areas if deemed necessary by Airport Management. Gates must be closed when not in use.
9. Any special flying activities must receive the prior approval of the Airport Manager or his/her representative.
10. Any incendiary activities such as fire and explosions will require that the Community Fire Department personnel and equipment be placed on standby. The Licensee will arrange for this service and agrees to pay for any costs of this deployment.
11. The Licensee is to maintain the areas in a clean state to the satisfaction of the Pitt Meadows Airport Society or its representative. If any physical changes are made to the airport grounds and/or its equipment, the licensee is to return them to their original state. A final site inspection is to be conducted with the Airport Operations Supervisor or delegate at the conclusion of any airport usage. A minimum liaison fee of 3 hours will be charged for pre & post site inspections.
12. The Licensee is to provide portable toilets for the cast and crew unless alternate arrangements have been made to have access to a private washroom(s).
13. The Licensee is permitted to construct standing sets in locations approved by the Pitt Meadows Airport Society or its representative. These sets shall be removed upon completion of authorized activities.
14. With the exception of standing sets and unit production vehicles, the Licensee shall remove all equipment at the completion of each licensed day unless alternate arrangements have been made with building owners, land leaseholders, or Airport Management.
15. Approval and compensation for lost business is to be arranged with the individual businesses affected. If businesses can prove a loss as a result of grounds/supplies usage, than the Licensee will provide compensation after the loss has occurred.



**Schedule 3
YPK Facility Rental Fee Schedule**

ITEM	RATE
Administration	
License Fee	\$125.00 per License (non-refundable)
Security Deposit	\$5,000.00 minimum – amount will vary depending on impact, degree of risk, term of activity and/or student filming
License Cancellation	48 - 60 hrs notice – 75% refund of location and personnel fees 24 - 48 hrs notice – 50% refund of location and personnel fees No Notice –Refund is not applicable
Location (Fee per site)	
Runways	\$1850.00 per day
Taxiways	\$1000.00 per day
Apron 1	\$1500.00 per day
Apron 2	\$1100.00 per day
Apron 4 (500,000 sq ft)	Contact Andrew Field: 778-789-2404 or afield@jibc.ca (N) \$3,000.00
	**Hydrant usage (hook-up & disassemble) \$100.00 minimum fee, any additional volume used will be charged as per the City of Pitt Meadows rates
Main Parking Lot	$\frac{3}{4}$ = \$850.00 $\frac{1}{2}$ =\$650.00 $\frac{1}{4}$ = \$425.00 / per day
New Overflow Parking Lot	$\frac{3}{4}$ = \$850.00 $\frac{1}{2}$ =\$650.00 $\frac{1}{4}$ = \$425.00 / per day
Airport Grounds	\$500.00 per day
Dyke	\$500.00 per day
Airport Buildings - Operations Building - Administration Office - Terminal Waiting Area - Terminal Deck - Float Dock or Ramp	\$1000.00 per day
Multiple Sites	Base fees (as above) + \$55/day per additional site
Personnel	
Airport Pre/Post Inspection (min 3 hrs/ \$75)	\$225.00 (8:00am – 4:00pm) *must be completed by site official
Airport Liaison/Security/Additional Staff	\$75.00 per hour/per person

Notes:

1. It is recognized that use of Airport facilities, personnel and equipment is dependent upon availability and may, in emergency situations, be withdrawn without notice or liability.



Schedule 4
YPK Facility Rental License - Contact Persons

PITT MEADOWS REGIONAL AIRPORT

Amanda Zannet & Derek Brown, Office Services Coordinator

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-8977 ext. 5 & 6

Fax: 604-465-4512

Email: azannet@flyypk.ca / dbrown@flyypk.ca

Ashley Hilland, Property & Administration Manager

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-8977 ext. 4

Fax: 604-465-4512

Email: ahilland@flyypk.ca

CITY OF PITT MEADOWS

Development Services Division – Engineering Clerk

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-2426

Fax: 604-465-2404

PITT MEADOWS FIRE DEPARTMENT

Don Jolley, Fire Chief

Business Hours: 8:30am – 4:30pm

Telephone: 604-465-2401

Fax: 604-465-1195

RCMP

Carrie Walsh

Business Hours: 8:00am – 4:00pm

Telephone: 604-463-6251

Fax: 604-467-7332

AMBULANCE SERVICES

Regional Head Office

Telephone: 604-660-6897



**Schedule 5
YPK Facility Rental – Liability**

_____ agrees to assume and hold harmless the Pitt Meadows Airport Society, its officers, employees and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of any Airport grounds activities for which they were granted a Facility Rental License by the Pitt Meadows Airport Society, except that which results from the negligence or willful misconduct of the Pitt Meadows Airport Society, its officers, employees, or agents.

Further, _____ agrees to indemnify and defend, saving harmless the Pitt Meadows Airport Society, its officers, employees and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officer or employees of the Pitt Meadows Airport Society, or caused by or arising out of the condition of any Airport-owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this license was issued, except that which results from the negligence or willful misconduct of the Pitt Meadows Airport Society, its officers, employees, or agents.

COMPANY NAME: _____

SUBMITTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

ACCEPTED FOR PITT MEADOWS AIRPORT SOCIETY:

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



Schedule 6 YPK Land Use Permit Checklist

PRE-

- Facility Rental schedule arranged with leaseholder/building owner (*if required*)
- Facility Rental Application Submitted to YPK Management
- Facility Rental License completed/approved, including
 - Schedule of activities with corresponding site plan
 - Proof of Insurance
 - Liability Agreement
 - Notice of Intent
- Payments submitted
 - License Fee
 - Security Deposit
 - Initial Location and Personnel Fees
- Business License and Filming Permit obtained through City of Pitt Meadows
- RCMP notified
- Pitt Meadows Fire Department notified (*if required*)

POST-

- Sites cleaned up and inspected with Airport staff
- Payments Submitted (*if required*)
 - Additional Rental and/or Personnel Fees
 - Site Clean Up (*if required*)
- Security deposit received (*or balance thereof*)