

# GUIDELINES

## FOR COMMERCIAL FILMING & PHOTOGRAPHY



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Robin Hood Airport Doncaster Sheffield the UK's shiniest Airport, and the first full-service airport to be built in Britain in over 50 years. This £80 million development by Peel Airports has transformed the former RAF Finningley airbase in South Yorkshire into a brand new 'personality' Airport. A breathtaking terminal with the finest facilities makes this the best place to capture a true modern Airport environment!

Commercial filming and photography opportunities are now available at Robin Hood Airport. The charges and conditions of filming are set out below. Please note that income received is donated to the Airport's Community Fund which supports sustainable projects that are aimed at community development; small scale regeneration; environmental improvement and youth projects relating to education or sports.

### CHARGES

<b>LANDSIDE:</b>	<b>Filming</b>	<b>£200 PER HOUR</b>
	<b>Photography</b>	<b>£100 PER HOUR</b>

'Landside' means anywhere inside Robin Hood Airport's perimeter including:

Outdoor: Car Parks, External shots of Terminal building, Road ways

Inside the terminal building: Check-in hall and Arrivals area, Restaurants, Bars, Coffee shops and Retail outlets

Plus any area inside the terminal PRIOR to security and passport control

<b>ESCORTS:</b>	<b>£25 PER ESCORT FOR UP TO 4 HOURS</b>
	<b>£50 PER ESCORT FOR UP TO 8 HOURS</b>

<b>AIRSIDE:</b>	<b>Filming</b>	<b>£300 PER HOUR</b>
	<b>Photography</b>	<b>£200 PER HOUR</b>

'Airside' means all areas which require security and passport control clearance including:

Inside the terminal building: Departure lounge (including all bars, restaurants, tax free shopping and retail outlets that are located AFTER security and passport control)

Aircraft boarding area (Apron)

Baggage reclaim (*Limited access, please ask for details*)

<b>ESCORTS:</b>	<b>£25 PER ESCORT FOR UP TO 4 HOURS</b>
	<b>£50 PER ESCORT FOR UP TO 8 HOURS</b>

*1 escort is required per 6 people to be escorted airside.*

## CONDITIONS OF FILMING AT ROBIN HOOD AIRPORT

- Doncaster Sheffield Airport Limited (DSAL) has a requirement to reserve the right to interrupt or halt any filming and photography in progress without notice.
- Filming or Photography should not be used for the purpose of any form of anti-aviation reporting.
- Please be aware that security procedures may not be filmed.
- Customers/Airport colleagues may not be filmed, photographed or interviewed without the prior written permission of DSAL or the Airline/Tour Operator.
- Branding and signage of business partners and airlines must not be filmed/photographed without the permission of the operator concerned.
- Start and end times for filming/photography must be agreed in advance and must be strictly adhered to.
- Film crews must be accompanied by an escort from DSAL at all times. As indicated above, in particular for airside filming/photography, 1 escort per 6 people is required for security reasons.
- Health and Safety requirements must be complied with at all times.
- You must provide a copy of your own risk assessment.
- A copy of your insurance policy must be submitted. For high risk activities, there must be £10 million of cover; for low risk, £5 million is required.
- To book filming/photography at least 7 working days notice is required, and permission is subject to operational commitments.
- Sign the Fax Back Form stating that you agree to the Airport's charges and that you will provide your own risk assessment and copy of your insurance policy.

For further information and to book your filming/photography shoot at the UK's shiniest Airport, please contact:

Deborah Horner  
Commercial Department  
Doncaster Sheffield Airport Ltd  
Robin Hood Airport  
Heyford House  
First Avenue  
Doncaster DN9 3RH  
United Kingdom

Tel: +44 (0)1302 801010  
Fax: +44 (0)1302 801011  
[dhorner@robinhoodairport.com](mailto:dhorner@robinhoodairport.com)

## CONFIRMATION OF FILMING/PHOTOGRAPHY BOOKING AND ACCEPTANCE OF TERMS

Organisation name to invoice: \_\_\_\_\_

Organisation address to invoice: \_\_\_\_\_

\_\_\_\_\_

**Post code:** \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Please confirm date(s) of filming/photography, start/end times, names of people attending and details of landside/airside location with nature of filming:

**DATE:** \_\_\_\_\_ **DURATION:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**LOCATION & NATURE:** \_\_\_\_\_

\_\_\_\_\_

**NAMES OF ATTENDEES:**

\_\_\_\_\_

\_\_\_\_\_

**RISK ASSESSMENT ATTACHED**

**YES/NO**

**INSURANCE CERTIFICATE/COVER NOTE ATTACHED**

**YES/NO**

I / We have read, understand and agree to the terms and conditions of booking and agree to pay Doncaster Sheffield Airport Ltd the fee arising within 30 days of invoice (will follow on completion of filming)

**Authorised person to sign** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

Please fax back for the attention of Deborah Horner on +44 (0)1302 801011