

**BRANTFORD MUNICIPAL AIRPORT  
RENTAL AGREEMENT  
APPLICATION / TERMS & CONDITIONS**

The application / terms and conditions outlined in this rental agreement covers media/film/production companies (*Renter*) for still and/or motion productions on airport property. The Renter must provide a minimum of one weeks advance notice prior to commencement of any activity to:

**1.0 CONTACTS**

1.1 RENTAL ARRANGEMENTS

The Corporation of the City of Brantford  
Facilities Management Dept  
P.O. Box 818, 100 Wellington Square  
Brantford, Ont., N3T 5R7  
Ph: (519) 759-4150 Fax: (519) 759-0561  
e-Mail: [jquin@brantford.ca](mailto:jquin@brantford.ca)

**2.0 RENTER INFORMATION (Acceptance of Terms and Conditions)**

<hr/>	<hr/>		
Company Name	Printed Name		
<hr/>	<hr/>	<hr/>	<hr/>
Address	City	Prov/State	Postal/Zip Code
<hr/>	<hr/>	<hr/>	<hr/>
Telephone	Fax:	e-Mail	
<hr/>	<hr/>	<hr/>	
Dates Required	Type of Production (still/motion)		
<hr/>	<hr/>		
Description of Production	<hr/>		
<hr/>	<hr/>		
Special Needs	<hr/>		

<hr/>	<hr/>	<hr/>
Signature Authorized Company Rep.	Signature Property Management Dept. Rep.	Date

### **3.0 DAILY RATE**

- 3.1 \$ per day – payable to City of Brantford in advance of production.
- 3.2 Refer also to 7.0 ADDITIONAL EXPENSES

### **4.0 AREAS OF USE**

- 4.1 Due to operational and/or safety concerns runways may not be available (inquire for details)
- 4.2 Permitted areas of use include inner taxi-ways and are identified on the attached map
- 4.3 Exceptions to the identified areas may be considered following discussions with City staff and the Airport Manager.
- 4.4 Airport staff will define restricted areas with pylons.

### **5.0 COMMUNICATION**

- 5.1 The Airport Manager, or his/her designate, will be the main contact on the day(s) of shooting. All airside activity/movements must be co-ordinated through the airport staff to ensure the safety of all users.
- 5.2 Airport staff will issue proper NOTAM for closure of taxiways, or other areas as required, on day(s) of shooting.
- 5.3 *Renter* must provide radios appropriate for contact between film site and Airport staff base (terminal building).
- 5.4 *Renter* must provide designated escort for all vehicular/pedestrian movement to the airfield.
- 5.5 Any special needs required by the Renter must be identified with the submission of the application.

### **6.0 SITE CONDITION**

- 6.1 All set requirements must be removed and the **restoration of the occupied space to its original state is the responsibility of the *Renter*** and must be completed within a 24-hour period upon completion of shooting to the satisfaction of the City.

### **7.0 ADDITIONAL EXPENSES**

- 7.1 Additional charges for Airport staff outside normal hours of operation (8:00 am-5:00 pm) are applicable. Rates to be negotiated with City.
- 7.2 Any additional costs relating to the restoration of the site to its original state prior to production may be applicable.

## **8.0 EMERGENCY SERVICES**

- 8.1 The *Renter* is responsible for ensuring all essential emergency services are provided on-site and/or have been notified in advance depending on the type of activity engaged in for the production. (ie. Ambulance/paramedic services, fire departments)
- 8.2 Both the Corporation of the City of Brantford and the City of the County of Brant Fire Departments must be notified.

City of Brantford Fire Dept.  
Ph: (519) 752-4122  
Fax: (519) 752-7083

County of Brant Fire Dept.  
Ph: (519) 442-4500  
Fax: (519) 442-4590

Brant County Ambulance Service  
Ph: (519) 756-4570  
Fax: (519) 756-4575

## **9.0 OTHER CONTACTS**

### 9.1 SITE CO-ORDINATION

Brantford Municipal Airport  
Heather McNally, Airport Manager  
P.O. Box 903  
Brantford, Ont., N3T 5S1  
Ph: (519) 753-2521 Fax: (519) 753-3617  
e-Mail: [info@flybfc.com](mailto:info@flybfc.com)

### 9.2 ON-SITE FOOD/BEVERAGES

Fly’N Café  
Nick & Dana Van Dyk, Owner  
110 Aviation Rd.  
Brantford, Ont.  
Ph : (519) 752-1470  
e-Mail: [vandyk@sympatico.ca](mailto:vandyk@sympatico.ca)

### 9.3 OTHER SERVICES (i.e. water trucks)

County of Brant  
Cynthia Compeau, Director of Public Works  
County Administration Building, Hwy. 53  
Mount Vernon, PO Box 160  
Burford, Ont., N0E 1A0  
Ph : (519) 449-2451 Fax : (519) 449-2454  
e-Mail : [cynthia.compeau@county.brant.on.ca](mailto:cynthia.compeau@county.brant.on.ca)

## **10.0 INSURANCE REQUIREMENTS**

- 10.1 The Renter shall, at its own expense, obtain and maintain Commercial General Liability Insurance for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than five million dollars per occurrence. This policy is to include;
- a) The Corporation of the City of Brantford added as additional insured;
  - b) Contractual liability;
  - c) Products and Completed Operations in an amount of five million (\$5,000,000);
  - d) Employers liability and voluntary compensation;
  - e) Non-owned automobile;
- 10.2 The Renter shall, where applicable, at its own expense, obtain and maintain, until the expiry or termination of this agreement, automobile insurance, as per statutory requirements in Ontario, including automobile liability, accident, loss or damage coverage for a limit of not less than two million dollars (\$2,000,000) per occurrence;
- 10.3 The Renter shall provide the City with an executed certificate of insurance and a renewal replacement as may be necessary, stating any pertinent exclusions as applicable contained in the policies which may affect coverage as outlined in this agreement. The certificate will be delivered prior to the commencement by the Renter of the work described in this agreement or upon renewal of the policy. The Renters insurance carriers and the insurance policy provisions must be acceptable to the City. All lines of coverage requested in the agreement must be shown on the Certificate of Insurance.
- 10.4 It shall be the sole responsibility of the Renter to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligations under this agreement. Any such additional insurance shall be obtained and maintained at the sole cost of the Renter and the City shall be added as additional insured or loss payee where applicable.

## **11.0 WSIB REQUIREMENTS**

- 10.5 The *Renter* must provide the Corporation of the City of Brantford with a current **WSIB Clearance Certificate** specific to the type of activity/work being performed. If the owner of the Renting Company is involved in the day-to-day operation of the company and will be present on site at any time during the term of this agreement, proof of optional insurance through WSIB must be also submitted in combination with the standard Clearance Certificate (as required by WSIB). A new WSIB Clearance Certificate must be submitted immediately upon expiration throughout the entire duration of the agreement.
- 10.6 If any persons will be present on site to perform work related to this agreement other than those employed directly by the *Renter* (e.g. subcontractors, extras), a

current WSIB Clearance Certificate, specific to the type of activity/work being performed, must be submitted to the Corporation of the City of Brantford prior to these person(s) entering the site. If the owner of said company or organization will be involved in any work related to this agreement, proof of optional insurance through WSIB must also be submitted in combination with the standard Clearance Certificate (as required by WSIB). A new WSIB Clearance Certificate must be submitted for said company or organization immediately upon expiration throughout the entire duration of the agreement.

I:\Airport\Lease\Production Rental Terms Airport#2