



**long beach**  
airport

## **LONG BEACH AIRPORT SPECIAL EVENTS AND FILMING PROTOCOL**

UPDATED 2/2/16

In compliance with Sections 2.9 and 7.2 of the Airport Rules and Regulations and Chapter 5.6 of the Long Beach Municipal Code, the Long Beach Airport Safety and Security Division establishes the following protocols for the conduct of Special Events and Filming at the Long Beach Airport (Airport).

### **Definitions**

- Event Organizer - the party or individual who is sponsoring/organizing a film production or special event, regardless of whether it holds a lease at the Airport.
- Leaseholder –the representative of the master tenant or sub-tenant for purposes of administering this protocol.
- Airport Security Program (ASP) - the overarching set of security requirements for the Airport as confirmed by the Transportation Security Administration (TSA).
- Special Event – any gathering, demonstration, or assembly on Airport property beyond what is authorized in the lease for that property.
- Filming – refers to any photographic or video production on Airport property for commercial purposes.
- Event Security Plan – a course of action determined by the Manager of Safety and Security or his/her designee to ensure compliance with the ASP, applicable laws/regulations, and safety practices. The Event Security Plan will include a staffing plan outlining the number of AOA or SIDA badgeholders, airport operations personnel, and peace officers to staff the event. The Event Security Plan will likely constitute Sensitive Security Information (SSI) as defined in section Part 1520 of the Code of Federal Regulations and as such may have limited distribution to only those with a “need to know.”

### **Responsibilities of the Leaseholder**

- Each Leaseholder is responsible for notifying the Manager of Safety and Security of any request to host a special event or filming at the Airport.
- The Leaseholder is responsible for ensuring that the Event Organizer is responsive to all information requests from the Manager of Safety and Security and/or his/her representative. The Leaseholder is the party ultimately responsible for all infractions, violations, or fines resulting from a failure of the Event Organizer to comply with the ASP, Airport Rules and Regulations, and any other applicable local, state, or federal law or regulation.
- The Leaseholder must provide an adequate number of current AOA/SIDA badgeholders as determined by the Manager of Safety and Security or his/her designee in the staffing plan.

## **Responsibilities of the Event Organizer**

- The Event Organizer must conduct a technical walkthrough of the filming or special event at least seven calendar days prior to the proposed date/time of the event.<sup>1</sup> This walkthrough shall take place during normal business hours, unless otherwise agreed to by the Manager of Safety and Security and include representation from the City of Long Beach Special Events and Filming Office.
- The Event Organizer must ensure that all attendees, crew members, cast members, vendors, etc. comply with the Event Security Plan.
- The Event Organizer must remain onsite from the beginning of the event/filming setup until breakdown, unless otherwise agreed to by the Manager of Safety and Security or his/her designee.

## **Manager of Safety and Security**

- The Manager of Safety and Security and/or his/her designee will serve as the Airport Director's designee for purposes of administering this protocol and will coordinate with the applicable parties to develop the Event Security Plan.
  - The staffing plan will be developed based upon an analysis of risk and mitigation factors.
    - Examples of risk factors include, but are not limited to the presence of alcohol, access to the Airport Operations Area (AOA), attendee list, hours of operation, number and type of vendors, etc.
  - The Manager of Safety and Security will work with the Airport Operations division to review any additional requirements to meet FAA regulatory requirements.
  - The Manager of Safety and Security will have the final say in determining the necessary security measures and the need to apply for a permit through the Long Beach Special Events and Filming office.
- The Manager of Safety and Security will submit this Event Security Plan to the TSA in the form of a change condition amendment for review and approval by TSA.
- The Manager of Safety and Security and/or his designee will monitor the setup, event, and breakdown to ensure compliance.

## **Protocol Timeline**

- Leaseholder notifies the Manager of Safety and Security of a request to host a special event or filming at the Airport.
- The Leaseholder, Event Organizer, Special Events and Filming Office, and Manager of Safety and Security meet and conduct an initial walkthrough of the event/filming.
- For filming, the event organizer will provide the following information seven days in advance of the proposed filming date:
  - A list of all cast and crew names and dates of birth on the attached form;

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<sup>1</sup> Per the Long Beach Filming and Special Events Policy, Special Event Applications are due 30 days prior to the event and Filming Applications are due 10 days in advance. If the application is submitted outside of these time windows, the Airport/Special Events will make best efforts to review the applications, but no guarantees can be made.

- A site layout identifying vehicle and pedestrian entry gates, filming area, generator placement, catering/craft truck;
- Head shots of the cast/stunt doubles
- A detailed description of the scene(s) to be filmed at the airport
- Production schedule from prep to strike
- The Manager of Safety and Security develops the Event Security Plan and communicates the requirements, which may include the need to apply for a Special Events Permit to the Leaseholder and Event Organizer.
- If necessary, the Event Organizer submits a Special Event Permit application to the Long Beach Special Events and Filming office.
- The Manager of Safety and Security may require a technical walkthrough<sup>2</sup> with additional representatives from the Event Organizer to determine additional details or the “flow of show” for the event/filming. The Manager of Safety and Security may modify the Event Security Plan based upon this walkthrough or other updates.
- The Manager of Safety and Security will submit a Part 1542.107 changed condition amendment to the TSA.
- If necessary, the Special Event and Filming Office grants the permit and an estimated bill for services and fees to the Event Organizer.
- TSA approves/disapproves of the changed condition amendment.
  - If TSA disapproves of the changed condition amendment or requires additional details or changes to the Event Security Plan, the Manager of Safety and Security shall communicate these changes to Event Organizer. If the Event Organizer is unable to provide the additional details or agree to the changes, the event will be cancelled. The Airport will not be held liable for any costs or loss of revenue incurred by the Event Organizer or Leaseholders.
- The event/filming takes place.
- If necessary, the Manager of Safety and Security will determine final staffing and other costs. The Manager of Safety and Security or his/her designee will submit the cost to the Long Beach Special Events and Filming office who shall include the cost in the bill for reimbursement by the Event Organizer. Any damage to the site property, fines, fees, or other costs will be the responsibility of the Event Organizer. If necessary, the Long Beach Special Events and Filming Office will submit a final bill/refund to the Event Organizer.

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<sup>2</sup> The Office of Special Events and Filming will be present for all walkthroughs.