

APPLICATION FORM

Name of the Organisation	:		
Contact Person	:		
Telephone Number	:		
Fax Number	:		
Email	:		
Address	:		
PAN No	:		
Service Tax No.	:		
GST Registration Number (For Each State)	:		
Legal status	:	☐ Individual	☐ Partnership
		☐ Pvt. Ltd.	☐ Ltd. / Govt.
Purpose of Shoot	:		
Activity	:	Filming	☐
		Photography	☐
		Videography	☐
Start date of the Activity	:		
End date of the Activity	:		
Time of Activity	:		
Total Hours of filming	:		
Total Number of People (Including Crew, Actors etc)	:		
Special Electrical Requirements	:		
Type of Equipment	:		
Other Requirements	:		

DECLARATION:

We hereby declare that, we have read and understood the terms and condition of the Filming policy of Hyderabad RGIA for obtaining permission from GHIAL and confirm that we shall abide by all the term and conditions of the said policy

For and on Behalf of : _____

Signature : _____

Name : _____

Designation : _____

Date : _____

Company SEAL : _____

GMR – Bank Details

Name of the Bank : ICICI BANK LIMITED

Account No : 000805015236

MICR Code : 500229002

IFSC Code : ICIC0007714

Branch Address : GMR Aero Towers, Near RGI Airport, Shamshabad, 501218



GMR Hyderabad International Airport Limited

Customer Profile

PLEASE FURNISH THE BELOW INFORMATION

Company Details

Company Name : _____

Company's Address : _____

City : _____ Pincode : _____ State : _____

Phone No: _____ Pan No.: _____

Fax No.: _____ Service Tax No: _____

GST Registration number (For each State): _____ TAN: _____

Legal status : ☐ Individual ☐ Partnership ☐ Pvt. Ltd. ☐ Ltd. / Govt.

Contact details

Contact person : _____

Contact phone no. : _____

Email : _____

Invoice to be mailed to (If different than above)

Name : _____

Address : _____

City : _____ State: _____ Pin: _____

GMR – Bank Details

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Account No : 000805015236

MICR Code : 500229002

IFSC Code : ICIC0007714

Branch Address : GMR Aero Towers, Near RGI Airport, Shamshabad, 501218

TERMS AND CONDITIONS

GHIAL shall cancel or terminate the Permit issued to the applicant by issuing a notice to the applicant upon occurrence of any of the following:

The making of any material false statement or misrepresentation, or the failure to disclose material information, in the application for a Permit.

Failure of the applicant to pay Permit Fees or other amounts due the GHIAL under the Permit, or to comply with the terms of the Permit and these rules, and such violation is not promptly cured within three (03) hours of notice from GHIAL; provided, however, no prior notice and opportunity to cure shall be required if the nature of the violation presents an immediate danger to public health or safety, airport security, or interferes with airport or flight operations.

Natural disaster, acts of God, unanticipated damage or destruction to Airport property, Airport emergency, Airport Security requirements, requirements of law, rules, regulations, an order of a court or regulatory agency having jurisdiction, or other cause not within the control of GHIAL.

In the event a Permit is terminated under section 7.a.i or 7.a.ii. above, GHIAL shall not accept or approve another Permit application of same applicant or its subsidiary for a minimum period of twelve months. Upon termination of a Permit, the applicant shall immediately leave the Airport premises/property together with all of its personal property. Any costs incurred in removing or cleaning the airport premises will be recovered from the applicant.

Unless and otherwise agreed by the CEO in writing, all Permits shall be subject to the following conditions:

- Photography/Videography/Cinematography shall be limited to the Passenger Terminal Building and Land side area as mentioned in the Permit.
- Applicant shall not Photograph any Airport User without his/her consent.
- Applicant shall not obstruct, impair or interfere with the free movement of pedestrian or vehicular traffic, or the conduct of any authorized business at the Airport.
- Except for persons in front of the camera during actual Photography, videography or cinematography as the case may be, each person engaged in the activity of Photography, videography or cinematography shall wear an identification badge while on Airport property that prominently displays the person's name, and the name of the group or organization holding the Permit. Applicant shall provide GHIAL with a list of contact persons with phone numbers responsible for the activity and Premises. The list shall include numbers that can be called during any 24-hour period and on weekends. GHIAL shall provide to the applicant a list of names and phone numbers of GHIAL officers who can be contacted in case of an emergency.
- In case of any loss or damage caused to the airport premises / property, or personal injury results due to the activity carried on by the applicant or its personnel, the issuance of any other or future permit/s to the applicant shall be subject to such additional conditions as may be imposed by the CEO of GHIAL including requirement of additional security deposit, surety bond, and liability insurance for an amount as determined and decided by the CEO.
- The applicant shall provide the list of all equipment and materials necessary or appropriate, to conduct the activities authorized under the Permit, consistent with the requirements of these rules, to GHIAL in advance. An Applicant shall identify in its application any special equipment or materials that it proposes to use on the Premises. GHIAL or any Security Agency or Govt Department Official may deny or restrict the use of such display materials or equipment and in which case removal of such equipment will be the responsibility of the applicant.
- Smoking is strictly prohibited inside the Passenger Terminal Building, Parking, and Landside.

GMR Hyderabad International Airport Ltd., reserves its right to modify, alter, vary the policy conditions at its sole discretion without any prior notice to the applicant.

GHIAL shall forfeit the security deposit in case the applicant fails to adhere to the terms and conditions mentioned herein above.

All or any dispute or disputes arising out of or in connection with the permit granted to the applicant shall be subject to the exclusive jurisdiction of courts in Hyderabad only.

DAMAGES & RECOVERY

In case of any loss to the property of GMR International Airport/Aero towers during the shooting, all the damages will be recovered from the Security Deposit. If the damage amount exceeds the amount of security deposit, it will be recovered from the Insurance coverage.

CREDITS

Credits should be given to GMR International Airport, Hyderabad and its staff for their support and cooperation in the movie titles.

POLICY

Cinematography/Photography/Videography Rules applicable at GMR Hyderabad International Airport Limited

The purpose of these rules is to establish guidelines under which GMR Hyderabad International Airport Limited (GHIAL), acting through its Chief Executive Officer or any person duly authorized by him, may consider requests from persons seeking permission/s to take still, motion pictures, or videography for commercial use, public exhibition, publication, or display, or to film any motion picture, television program or commercial advertisement on or at Rajiv Gandhi International Airport (RGIA), Hyderabad property. These rules are not applicable to taking of still or motion pictures or video taping:

- By Airport Users for personal and non-commercial purposes
- By the press or news media in covering newsworthy events at the Airport city side.

Taking still, motion pictures, cinematography or videography for commercial use, public exhibition, publication, or display, or to film any motion picture, television program or commercial advertisement on the Airside of Rajiv Gandhi International Airport is prohibited.

Policy

A person shall not take any still or motion pictures or video tape for commercial use or public exhibition, publication, or display, or film, make, or produce any motion picture, television program or commercial advertisement, on or at any portion of the Airport, including, but not limited to, the Airport Passenger Terminal, unless such person has the following documents, permissions and made the prescribed payments in advance, for carrying on the intended activity:

Applicant shall complete and submit a Permit application as per the format acceptable to GHIAL, at least 10 days in advance of intended filming. The same shall be reviewed and approved by the Head – Corporate Communications, GHIAL and CEO – GHIAL. The permit will be issued subject to the condition of this policy.

The Applicant shall also procure a valid airport entry permit for all the participants so as to enter the restricted designated areas, as per the rules and regulations prescribed by Bureau of Civil Aviation Security (BCAS), Director General of Civil Aviation(DGCA), Govt. of India, through GHIAL after payment of requisite fees. GHIAL reserves the sole and discretionary right to restrict the number of entry permits to be issued for the shoot.

Photography/Videography/Cinematography for commercial use, public exhibition, publication, or display, or to film any motion picture, television program or commercial advertisement on or at the Airport property shall require payment of the prescribed charges to GHIAL as applicable and published in schedule A annexed to this

document. The charges have to be paid in advance and charges once paid will not be refunded. However, at the discretion of GHIAL, in case of cancellation of the activity for any reason which is duly intimated in writing to GHIAL at least 24 hrs before such cancellation, only 50% of the amount will be refunded.

The applicant should take a comprehensive Insurance policy for an amount as mentioned, applicable and published in the schedule A annexed to this document covering all damages and / or loss that may be caused to GHIAL's airport property and any third claims that may arise, in connection with the said activity.. Irrespective of acceptance or rejection of claim of the applicant by the insurance company, the applicant shall alone be responsible to settle all the claims of GHIAL and/or third party (airport user/s) without any demur or protest. Applicant confirms that it shall not raise any objection whatsoever in this regard.

The applicant should pay an interest free refundable security deposit as applicable and published in the schedule A annexed to this document. Any and all pending dues receivable by GHIAL from the applicant will be deducted from this security deposit before refunding the same. Further, in case of any loss and/or damage caused to GHIAL's airport property, the security deposit shall not be refunded by GHIAL, till such time the applicant settle the claim to GHIAL.

The applicant should submit a copy of the script with the relevant portion pertaining to the shoot at or on the airport premises, to GHIAL for verification before issuance of permit.

The decision of GHIAL shall be final for issuance of permission/s under this policy for RGIA airport, irrespective of the permissions received by the applicant from other relevant authorities.

GHIAL reserves the right to restrict the number of persons and the type of equipment entering the airport for this activity.

GHIAL will nominate its own escort which is mandatory during the entire activity. Any additional requirements such as raw power will be considered on request from the applicant, subject to availability and will be billed separately on cost plus 10% basis.

It shall be the sole responsibility of the applicant in respect of any clean up or any house keeping activity, debris or any garbage material to be removed from the airport premises, created and /or brought in by the applicant. Any costs incurred by GHIAL due to the negligence or failure of the applicant in this regard will be billed and recovered from the applicant.

Permit applications shall be considered in a fair, impartial, and content-neutral manner, and processed on first-come, first-serve basis, subject to availability of space. If a permit application is denied, the Applicant shall be informed of the grounds for denial. The Grounds and/or reasons for denial of a Permit application shall also include:

- Failure of the Applicant to file a complete and accurate application, or to supplement upon request with additional information reasonably required by GHIAL to consider the application.
- The making of any false statement or misrepresentation in the application, or the failure to disclose any material fact would make the application invalid.
- The failure of the Applicant to pay requisite fee, outstanding damage claims if any, arising out of prior Permits, or to provide security deposits, surety bonds, or liability insurance, as required.
- Lack of available space
- The proposed photography/ Videography/ Cinematography would adversely affect the safety, orderly and efficient operation of the Airport, disrupt travel, impair airport security measures, or materially increase congestion at the Airport.
- Preservation of public health and safety
- Interference with flight operations at the airport
- Non Compliance with applicable State or local laws, statutes, ordinances, rules and regulations governing operation and security of the Airport, including, but not limited to, regulations promulgated by the DGCA and BCAS.

Construction, repair or maintenance activities at the Airport

- An airport emergency
- The termination of any prior Permit issued to the Applicant within the previous twelve months on account of failure to comply with Permit conditions.
- The Permit shall be in writing and incorporate the provisions of these rules and such other terms and conditions as the CEO may reasonably require, and must be executed by the CEO or any official of GHIAL as authorized by CEO and an authorized officer of the Applicant prior to commencing Photography/videography/cinematography at or on the Airport premises/property.

The Permit so issued grants the applicant only a license to use the Premises in accordance with the terms of the Permit and these rules. It is not a lease and does not create any estate or property interest in the applicant to the Premises. A Permit is personal to the applicant, and may not be assigned or transferred in whole or in part in any circumstances whatsoever.

The use of the airport premises/property by the applicant under the permit for Photography/Videography/Cinematography shall at all times be secondary to the use of the Airport for aviation purposes. Due to space and design limitations of the Airport and the Airport Terminal, the CEO may reasonably limit the kind, duration, and location of the Photography/Videography/cinematography.

Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.

Filming or Photo or Video in any manner with or without intention should not be used to project a negative image of the airport.

SAFETY STANDARDS

Film and media production safety standards

1.0 PURPOSE

- 1.1 To establish and maintain a high level of safety for film and media production companies and their employees while engaged in activities at the Rajiv Gandhi International Airport (RGIA). To prevent injuries and accidents.

2.0 SCOPE

- 2.1 This standard applies to all film and media production companies and their employees who are authorized to enter and undertake activities at the RGIA, Its buildings, structures and property.

3.0 DEFINITIONS / ABBREVIATIONS

- 3.1 **Airside:** The part of an airport directly involved in the arrival and departure of aircraft.
- 3.2 **Airside Driving Permit:** A permit to drive on the airside of the Rajiv Gandhi International Airport. This ADP is issued only under the authority of the Airside Operations Department of the GHIAL
- 3.3 **Company:** the film or media production entity that has been authorized to undertake filming activity at the Rajiv Gandhi International Airport.
- 3.4 **Hi Vis clothing:** clothing with contrasting colours, with or without the use of reflective tape, that will make the user stand out visually against the background of the working environment.
- 3.5 **Speed Limit:** The maximum speed assigned to that area of any part of the site and as signposted, the airside speed limit is 25 kph.
- 3.6 **ADM:** Airside driving manual
- 3.7 **ADP:** Airside Driving Permit
- 3.8 **AVP:** Airside Vehicle Permit
- 3.9 **GHIAL:** GMR Hyderabad International Airport
- 3.10 **PPE:** Personal Protective Equipment
- 3.11 **PTB:** Passenger Terminal Building
- 3.12 **RGIA:** Rajiv Gandhi International Airport
- 3.13 **SMS:** Safety Management System
- 3.14 **CSHEM:** Contractors Safety, Health And Environment Management manual

4.0 GENERAL SAFETY STANDARDS

- 4.1 Provide details of the Contractor's Safety Management Systems (SMS) and safety procedures.
- 4.2 Demonstrate that their employees are competent, trained, and skilled for the required task(S).
- 4.3 Maintain compliance with all relevant safety and environmental status and regulations
- 4.4 Property maintained equipment so that it is fit for purpose and safe for use. This requirement particularly applies to electrical power tools and electrical power cords.
- 4.5 Acquire the proper and appropriate permits prior to hot work being undertaken
- 4.6 Nominate to GHIAL the name and contact details of the site safety officer.
- 4.7 Report all accidents, incidents and near misses to GHIAL.
- 4.8 Ensure the proper and compliant conduct of their employees when on airside.
- 4.9 Ensure all employees who perform driving tasks on the aerodrome airside hold a current and valid airside driving permit (ADP).
- 4.10 Ensure all employees who perform driving tasks on the aerodrome airside observe and comply with all standards and procedures for airside driving as set out in the GHIAL airside driving rules and regulations.
- 4.11 All vehicles that are to taken airside require to be issued with a temporary Airside vehicle permit (AVP).
- 4.12 Ensure that all drivers otherwise engaged in driving within GHIAL premises and property are licensed drivers and operate their vehicle in accordance with the GHIAL landside Driving Standards,
- 4.13 No persons are to enter onto elevated structures such as passenger boarding Bridges (PBB) airside without the prior knowledge and consent of GHIAL safety or airside Operations (ASO)
- 4.14 Ensure that all employees working at heights above 2 meters from datum are properly secured by a safety harness or protected by guardians.
- 4.15 Ensure all employees comply with all GHIAL safety signs, instructions and procedures.
- 4.16 Supply their employees with appropriate and sufficient personal protective equipment (PPE) – Hi Vis vests, safety footwear, eye protection and hearing preservation, Safety harnesses, safety helmet and other PPE are to be provided where appropriate to the site or works. The wearing of Hi Vis jackets is mandatory when airside.
- 4.17 Take such measures as to protect the health and wellbeing of their employees while working in activities that may affect their health. Examples would include persons working in proximity to aircraft toilet effluent or dangerous goods.
- 4.18 Provide first aid equipment for their employees whilst on site.
- 4.19 Monitor and enforce the no smoking policy while airside, in the PTB or where otherwise engaged in the buildings on the airport precinct.
- 4.20 Alcohol and illegal drugs are not to be brought onto the airport premises or consumed in the airport premises, or airside.
- 4.21 Maintain the highest housekeeping standards, and at all times maintain a clean orderly and safe work site.
- 4.22 Remove all rubbish and equipment when work is completed. This is particularly necessary when working airside.
- 4.23 Act in accordance with any reasonable instructions given by a GHIAL office.

5.0 ENVIRONMENTAL CLAUSES:

- 5.1 Solid waste to be disposed in the designated dustbins provided
- 5.2 Pollution certificate for the diesel generators used during the shoot
- 5.3 The generator should come with acoustic enclosures to reduce noise pollution.
- 5.4 The Exhaust of the Gensets shall be 2 meters above the Ground Level.

6.0 REFERENCE

- 6.1 The RGIA safety Policy,
- 6.2 The RGIA safety management systems (SMS)
- 6.3 The RGIA Airside Driving Rules and Regulations.
- 6.4 Contractors safety, Health and Environment management Manual (CSHEM)

7.0 Interaction with other departments:

Sl. No.	Department	Activity	Reference check sheet / Formats / Documents
1.	TOPS	Terminal Work Permit	Safety Plan
2.	Airside Operations	Airside Work Permit	Safety Plan

8.0 INFRINGEMENT

Serious and repeated non-compliance to these safety standards may result in the company being denied future access to the RGIA.

9.0 DAMAGES & RECOVERY

In case of any loss to the property of GMR International Airport/Aerotowers during the shooting, all the damages will be recovered from the Security Deposit. If the damage amount exceeds the amount of security deposit, it will be recovered from the Insurance coverage.

10.0 CREDITS

Credits should be given to GMR International Airport, Hyderabad and its staff for their support and cooperation in the movie titles.

NOTE: In case of any clarifications please contact:

Safety Department

GMR Hyderabad International Airport Limited

GHIAL-OPS-SAFETY@gmrgroup.in

For further details contact:

Commercial Department

Email: GHIAL-NON-AERO-COMMERCIAL-TEAM@gmrgroup.in

Mr. J Sravan Kumar

Phone: 9985591407

Email: SRAVANKUMAR.JANAPATI@gmrgroup.in



INDEMNITY

We, _____ [name of the Firm / Company] hereby covenant and undertake that I have read understood and will abide by the requirements as mentioned in document no: safety/SS/____ while undertaking the project.

I shall be responsible to ensure that all the guidelines safety procedures will be followed by our organization. We without any objection or demur whatsoever shall indemnify and keep indemnified and hold harmless GHIAL, its employees, servants and agents from and against all actions, claims, demands, losses, damages, causes and expenses for which GHIAL shall or may be or become liable in respect of and to the extent that they arise from any cause attributable to _____ [name of the firm / company] arising out of during the course of shoot / filming activity being undertaken by us.

Signed on behalf of the Firm / company

(To be retained by corporate communication Dept.)