Boulder City Municipal Airport
Special Event Permit Instructions

Boulder City Municipal Airport
Airport Administration Office
1201 Airport Road Suite 200
Boulder City, NV 89005

Phone: (702) 293-9405 x4
Fax: (702) 293-6242
E-Mail: AirportAdmin@bcnv.org

All requests should be made at least **14 days** prior to the proposed start date; an expedited processing is available for anything less than 5 days prior to shoot date.

Insurance Requirement
The Boulder City Municipal Airport requires proof of adequate insurance before a special event permit will be issued. The applicant must name the City of Boulder City as and additionally insured. The Boulder City Municipal Airport reserves the right to alter insurance requirements depending on circumstances and requirements of the sing permit. Insurance coverage must meet the following minimum requirements:

Commercial General	**$1,000,000**
Automobile (if applicable)	**$500,000**
Pyrotechnics (if applicable)	**$3,000,000**

Special Provisions for Events at the Boulder City Airport
All payments for fees due to the City of Boulder City shall be made in advance.

The determination as to the necessity of the use of personnel of the Boulder City Airport shall rest with the Airport Manager or his/her designee, whose decision shall be final and conclusive.

No person shall drive or walk on the airfield unless under positive escort, or explicit permission is granted by the Airport Manager or his/her designee.

No privately owned vehicles shall be allowed on the Airport Movement Area unescorted.

Any alteration, relocation or removal of Airport property, i.e. painting, set dressing, shall be done only with the permission of and under the supervision and direction of the Airport Manager or his/her designee.

All production locations shall be left in, or restored to the original condition by the production company via a means and manner determined by the Airport Manager or his/her designee, unless otherwise specified.

Permittee shall provide sufficient trash receptacles for location and remove same from Airport property.

Permittee shall appoint a "point person" for contact with the airport. Point person shall be at production site at least 30 minutes prior to the start of production, and remain at site until the

Airport Manager or his/her designee determines the production has been satisfactorily concluded.

In the event of inclement weather conditions, or restricted airport access due to security or other unforeseeable circumstance, permission to reschedule permitted use date may be obtained by Permittee from the Airport Manager or his/her designee. A permit rider may then be issued.

The following activities are prohibited, unless specifically authorized by agreement with the Airport
Manager or his/her designee:

1. NO Smoking on Airport Property
2. Painting or any form of emulsion on paved areas.
3. Speeding/racing of vehicles or exhibition stunts.
4. Overnight lodging or camping.
5. Sale and/or consumption of alcoholic beverages.
6. Possession or use of firearms, other weapons or fireworks.
7. Distribution of advertising material.
8. Any form of gambling, game of chance, raffle, etc.
9. Any exchange of money or items of value as payment between Permittee, participants, spectators.

Project Name

Company Name

Contact Name

Company Address
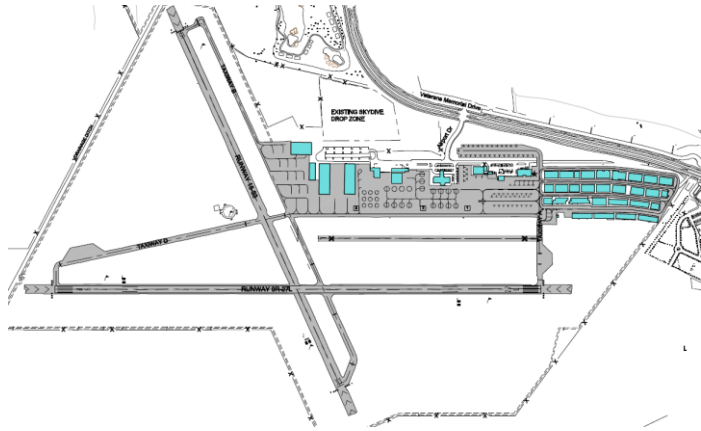
City, State, ZIP

Phone Number   Cell Phone

Email

Type of Project: ○ Still   ○ Movie/Video ○ Other

Shoot
Dates & Times

Setup & Strike Dates and
Times

Location(s) desired for shoot. Please describe and indicate on the map:

Point Person

Phone Number   Email

Describe desired
activities during
shoot:

Describe any sets:

Equipment to be used:

(cranes, lights, scissor lift) number, kind, height & how it will be used:	

List Number of Crew:	Actors:	Trucks/Vans:	Cars:	Trailers:

Describe use of special effects:

Describe use of aircraft:

Describe parking needs:

Describe any Law Enforcement or Fire Department needs/involvement *(separate fees apply):*

I hereby attest the above information provided by me and my organization is complete, correct and further certifies I am authorized to represent the organization identified above. It is understood and agreed that any misrepresentations or inaccuracies, as determined by the City of Boulder City, can result in the immediate revocation of any permits issued based on this application. I agree to abide by the special provisions for this permit. The City of Boulder City further reserves the right to take any other corrective action it deems appropriate.

I further agree to INDEMNIFY, DEFEND AND SAVE HARMLESS THE CITY OF BOULDER CITY AND ALL OFFICERS AND EMPLOYEES THEREOF CONNECTED WITH THE ACTIVITIES FROM ALL CLAIMS, SUITS OR ACTIONS OF EVERY NAME, KIND AND DESCRIPTION, BROUGHT FOR, OR ON ACCOUNT OF, INJURIES TO OR DEATH OF ANY PERSON, OR DAMAGE TO PROPERTY, OR ANY NEGLIGENCE (ACTIVE OR PASSIVE), OF COUNTY, OR ITS EMPLOYEES, OR ANY OTHER CONTRACTORS, EXCEPTING ONLY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF COUNTY, ITS OFFICERS OR EMPLOYEES. SHALL REIMBURSE CITY AND THEIR OFFICERS, AND EMPLOYEES ANY AND ALL COSTS INCURRED BY THEM IN DEFENDING SUCH CLAIM, INCLUDING ATTORNEY FEES, EXPERT WITNESS FEES, INVESTIGATIVE AND COURT COSTS.

Signature	Date
Printed Name	Representing – Organization Name

Boulder City Municipal Airport
Additional Leaseholder Release

If your special event will take place on an airport tenant's leasehold airside or landside you must have the leaseholder approval. Leaseholder is fully responsible for activities it permits on its leasehold.

Leaseholder	
Contact Name & Title	
Phone Number/Email	

Leaseholder agreement and approval(Leaseholder is fully responsible for activities in permits on its leasehold)

Signature	Date

Leaseholder	
Contact Name & Title	
Phone Number/Email	

Leaseholder agreement and approval(Leaseholder is fully responsible for activities in permits on its leasehold)

Signature	Date