

1. Definitions for these purposes

- “Event(s)” means any use made of, subject to permission having been granted for such use, Glasgow Prestwick Airport premises to carry out for example Filming, Photography, Broadcasts and other Event(s).
- “Requester” means those persons applying to Glasgow Prestwick Airport for permission to use Glasgow Prestwick Airport premises.
- “Glasgow Prestwick Airport premises” means those properties or premises run, operated or owned by Glasgow Prestwick Airport Limited.
- “Users” means those persons requesting and having been granted permission to use Glasgow Prestwick Airport premises for an Event.

2. Notice period

Glasgow Prestwick Airport requires a minimum notice period of 28 days to process each request. Please be aware that some projects may take a considerable amount of time to consider and assess and therefore it is advisable to submit requests as early as possible otherwise Glasgow Prestwick Airport may not be able to grant your request for the use of Glasgow Prestwick Airport premises.

You must submit your request at least 28 days before the date that you need to be on location. Requests for filming news items may be considered at shorter notice at our discretion. Complex projects may take longer to assess so you should submit your request as early as possible.

3. Fee

A Facility fee of £200 per hour plus additional costs, such as operational outlays, staffing and administrative costs shall be payable to Glasgow Prestwick Airport for use of Glasgow Prestwick Airport premises. Additional costs will be assessed by Glasgow Prestwick Airport on an individual basis. Use of Glasgow Prestwick Airport premises will be charged at a minimum of one hour irrespective of time requirements.

4. Access

Access to Glasgow Prestwick Airport premises will only be granted to those areas to which members of the public are generally permitted. Further access may be granted to operational areas subject to Users being accompanied at all times by a member of Glasgow Prestwick Airport staff and in compliance to any operational rules. Users wishing to use operational areas should specifically detail the areas they wish to use in the relevant section of the request form. Glasgow Prestwick Airport operational staff will consider requests on an individual basis.

5. Safety

Safety is a key concern for us, so film-makers, broadcasters and those who wish to use our premises for events must comply with certain requirements before they can access the airport. Anyone who wishes to use our premises for filming, broadcasting or events must have a minimum of £5million in public liability insurance (a higher level of public liability insurance may be required for access to airside areas or railway station) and £5million in employers' liability insurance. We also require details of the proposed project. You must provide us with a project risk assessment and a detailed film schedule. We must be satisfied that all risks have been considered and that measures have been taken to control them.. We must be satisfied that all risks have been considered and that measures have been taken to control them. Safe working practices must be adopted at all times throughout the event, and anyone using Glasgow Prestwick Airport premises must conform, at their own expense, with any health and safety requirements.

6. Indemnity

The User shall indemnify Glasgow Prestwick Airport, any of its staff, contractors and members of the public present on or at Glasgow Prestwick Airport premises for all damage to Glasgow Prestwick Airport premises or other property and for all injury caused (including death) and consequential loss resulting from the negligent acts and omissions of the User or his employees, sub-contractors etc. No liability can be accepted by Glasgow Prestwick Airport for any injury or loss or damage to any person (including death), or property, regardless of the cause of such occurrences.

7. Operations

Glasgow Prestwick Airport premises primary use is as an operational airport and processing people and goods through the airport safely and efficiently is Glasgow Prestwick Airport's priority. The operators adhere to scheduled arrival and departure times, which must be given priority. Events must not restrict or disrupt the routine operation of the airport at any time. All events will be as per operational requirements.

8. Glasgow Prestwick Airport Image

The contents of any film, photography or event that takes place on Glasgow Prestwick Airport premises must not in any way demean or misrepresent Glasgow Prestwick Airport, the location or any associated organisations. This will be determined solely at the discretion of Glasgow Prestwick Airport. All people submitting requests are required to provide a project description, which Glasgow Prestwick Airport may use to determine the suitability of the Request.

9. Working Practice

Glasgow Prestwick Airport premises must be kept clean, neat and tidy at all times. All filming and other events shall be carried out so as to cause minimum disturbance to

Glasgow Prestwick Airport, airport operators and the public. The User of Glasgow Prestwick Airport premises shall leave Glasgow Prestwick Airport premises in the condition they found them.

10. Approval process

Once a request has been approved, Glasgow Prestwick Airport will issue by email a contract to the Requester, along with the Contract Control Policy and Briefing Note. The contract will contain all relevant details provided by the Requester. Before an event is allowed to take place the Requester is required to have signed the issued contract and returned it to Glasgow Prestwick Airport, at least two working days prior to an event taking place. Once Glasgow Prestwick Airport has received the contract within the said two working days then Glasgow Prestwick Airport shall return the contract to the Requester after it has been signed for and on behalf of Glasgow Prestwick Airport. The Requester should note that once the contract is signed there is a legally binding agreement with Glasgow Prestwick Airport. Please note that a contract issued by Glasgow Prestwick Airport for an event can only be signed by a Director, Secretary, or person authorised to sign such contracts. Confirmation of such authority may be required from the Requester.

11. Policies

Where permission has been granted for a Requester to make use of Glasgow Prestwick Airport's premises then the Requester is deemed to have read and be fully aware of Glasgow Prestwick Airport's Contractor's Safety Policy, abbreviated Operational Risk Assessment and Briefing note. These documents will be emailed to the Requester with the contracts.

12. Rejection of Request

Glasgow Prestwick Airport has the right to reject for any reason any request for the use of Glasgow Prestwick Airport premises.

13. Suitability of the premises

The User should note that Glasgow Prestwick Airport cannot warrant the suitability or safety of Glasgow Prestwick Airport premises for any event whatsoever.

14. Payment terms

Payment must be made for all permits in advance of filming or photography. We accept payment by Purchase Order, BACS transfer and Visa.