

FILM PRODUCTION ON CITY PARK

PERMIT APPLICATION

For City Use Only

Date of Submission: _____

Tier Assignment: _____

All policy guidelines apply to this permit as in the Special Event Permit: <http://www.sandyspringsga.gov/business/business-regulations-and-licensing/event-and-filming-permits>

Allow two weeks for application review process and approval. **Permit Fee(s):**

Tier 1 is 4 hours or less of filming per day - \$400

Tier 2 is 4 hours or more of filming per day - \$800

Project/Production Title:	
Production Company:	
Company Address:	
Company Phone:	
Company website:	
Location/Site Manager:	
Cell Phone:	
Email Address:	
Location/Site Assistant Manager:	
Cell Phone:	
Email Address:	

Type of Project:	<input type="checkbox"/> Commercial Motion Picture <input type="checkbox"/> Corporate Video <input type="checkbox"/> Documentary <input type="checkbox"/> Feature Film <input type="checkbox"/> Music Video <input type="checkbox"/> Short film	<input type="checkbox"/> TV Commercial <input type="checkbox"/> TV Series <input type="checkbox"/> TV Program <input type="checkbox"/> TV Movie <input type="checkbox"/> Student Project
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Description of Project:	
Location(s) of Project:	
Type of Project:	<input type="checkbox"/> City Park Area(s) of park _____
List any removal of vegetation and building modifications that could remain permanent after completion of the Film Production:	
Number of Tents:	
Square Footage of Each Tent:	
List Tent Locations:	
Will Portable Restrooms (Porta Potties) be utilized	<i>If yes, list placement and locations:</i>



FILM PREP:

Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm

Describe Preparation Activity:	
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FILMING:

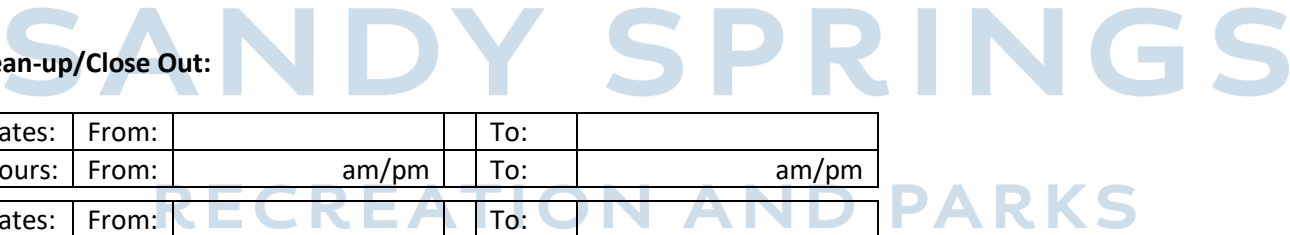
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm

Describe Filming Activity:	
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Clean-up/Close Out:

Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm
Dates:	From:		To:	
Hours:	From:	am/pm	To:	am/pm

Describe Preparation Clean-up/Close Out Activity:	
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Number of Vehicles:

_____ Production Cars	From: _____	To: _____
_____ Trucks	From: _____	To: _____
_____ Generators	From: _____	To: _____
_____ Buses	From: _____	To: _____
_____ Catering Vehicles	From: _____	To: _____
_____ Crew Cars	From: _____	To: _____
_____ Trailers	From: _____	To: _____
_____ Tow Cars	From: _____	To: _____
_____ Vans	From: _____	To: _____
_____ Campers	From: _____	To: _____
_____ Shuttle Vans	From: _____	To: _____
_____ Extras' Cars	From: _____	To: _____
_____ TOTAL		

List Parking Location(s) or Base Camp:	
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The following two items must be provided when applicable:

1. Site Plan – Showing Production Location and Base Camp
2. Notification of Neighbors and Businesses affected by Production Location

Number of Personnel:

_____ Crew
 _____ Cast
 _____ Models
 _____ Extras
 _____ **TOTAL**

Uses: (Please check applicable)

_____ Street	_____ Drive Shots of Car
_____ Lane Closure	_____ Drive with Flow of Traffic
_____ Camera on Street	_____ Tow Shots
_____ Camera on Curb	_____ Smoke/Fire/Other Pyro
_____ Camera on Sidewalk	_____ Other _____



<p>If any of the above are checked, please give a detailed description, including dates and times.</p>	
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Services Required: (Check applicable)

- City Police**
- Fire Department
- Transportation
- Sanitation
- Other: _____

***City of Sandy Springs Police shall be utilized if available*

<p>If any of the above are checked, please give a detailed description.</p>	
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Elements and Special Effects or Stunts: (Check applicable)

- Generator(s)
- Special Lighting/Lighting Cranes
- Music Playback
- Smoke/Fire/Pyro
- Other: _____
- Vehicles
- Simulated Weapons Used
- Falling/Jumping from Height
- Animals

***City of Sandy Springs Police shall be utilized if available*

<p>If any of the above are checked, please give a detailed description.</p>	
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<p>List any Special Requests not already covered:</p>	
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If your Film Production occurs more than one day of filming and any of the **four** listed items below, a meeting with the City of Sandy Springs Recreation & Parks Committee is required a minimum of one **(1)** week in advance of production before your application can be accepted and processed.

- 1) Film prep, filming, and clean up in total that last two (2) or more days
- 2) Extensive park areas filming
- 3) Full and/or partial parking lot closures
- 4) Amplified sound/music on park

Contact Name to Schedule the Meeting:	
Phone Number:	
Email:	
Names of <u>all</u> Attendees to Attend the Meeting:	

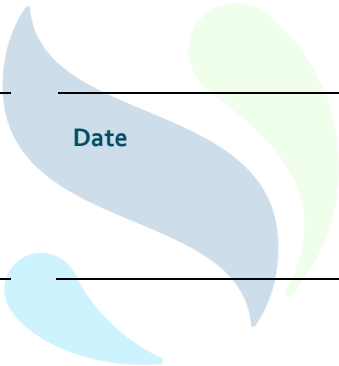


Submission

Please Note: The City reserves the right to deny any Film Production Park Permit Application that is not within the best interests of the City and its Residents. **No City park will be closed for film production on parks.** Film makers may need to provide proof of insurance coverage (Certificate of Insurance)

Hold Harmless Agreement

The applicant agrees to indemnify the City of Sandy Springs and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.



Applicant Signature

Date

Print Name

Permit Fee(s):

Tier 1 is 4 hours or less of filming per day - \$400

Tier 2 is 4 hours or more of filming per day - \$800

For additional information, contact the Department of Recreation and Parks Department at esherman@sandyspringsga.gov.

SANDY SPRINGS

RECREATION AND PARKS

For Sandy Springs Recreation & Parks Department Use Only:

APPROVED

NOT APPROVED

Amount Due: \$_____

Staff Approval Signature