



## CITY OF FAIRBURN

### FILM, TELEVISION & VIDEO PERMIT POLICY

This Film, Television and Video Permit Policy shall apply to all individuals, businesses, and theatrical companies desiring to film on property in the City of Fairburn, Georgia. The terms and requirements of this Policy are subject to change, will be enforced as stipulations of a Filming Permit, and are in addition to any special stipulations approved as part of the Filming Permit.

1. No filming shall take place in or upon City owned property unless a Filming Permit has been issued in accordance with this Policy. This Policy shall not apply to filming by news agencies. This Policy shall not apply to any activity that is otherwise permitted by provisions of the Georgia Open Meetings Act.
2. Prior to the commencement of filming regulated by this Policy, an Application for Filming Permit must be filed with the City, along with an application fee in the amount of \$500 1<sup>st</sup> day and \$125 each additional day and a Filming Permit must be issued in compliance with this Policy.
3. If the Application indicates that the proposed filming will require the temporary closing of any street or sidewalk, then the Application must be approved in writing by the City Administrator and the City Chief of Police.
4. If any street or sidewalk is to be temporarily blocked or if motor vehicle or pedestrian traffic is to be disrupted in any manner, the applicant must arrange, through the City Police Department, and at the applicant's sole expense, for the presence of one or more City police officers at the filming site. The number of such officers and the amount of time such officers will be present at the filming site shall be determined in the discretion of the City Police Chief.
5. The removal, cutting, trimming, or destroying of trees or vegetation in the City right-of-way is prohibited unless specifically approved by the permit.
6. No filming involving the use of explosives, pyrotechnics, fire, smoke-making machines, fire arms, vehicle crashes, the depiction of death or serious injury, or other such special effects is permitted unless approved in writing by the City Administrator, Chief of Police and Fire Chief.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require a tent permit and inspection by the Fire Marshal.
8. If permission is granted by the City, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.
9. Upon receipt of the Filming Permit, the applicant must provide a certificate of insurance naming the City of Fairburn as an additional insured, providing for general liability coverage in the amount of \$1,000,000, each occurrence, and aggregate. The applicant/holder or the Filming Permit shall indemnify and hold harmless the City of Fairburn, its elected officials,

officers, employees, agents, successors and assigns from any and all claims, costs, losses, and expenses, including, without limitation, reasonable and incurred attorney's and expert's fees, arising from the negligence, gross negligence, or willful misconduct of permit holder's owners, officers, officials, employees, agents, tenants, guests, invitees, or contractors.

10. After receipt of the Filming Permit and not less than 48 hours prior to the commencement of filming pursuant to the permit, the applicant must provide notice to all businesses and owners of property likely to be impacted by the filming. Issuance of the Filming Permit by the City in does not authorize the causing of economic loss, the use any private property, or the use of any privately owned image, without the owner's expressed approval.
11. The Filming Permit shall be available for inspection at the site of the filming during any and all activity pursuant to the permit.
12. Upon completion of the filming, the right-of-way shall be returned to its condition prior to the filming in accordance with the City's approval. If it becomes necessary for the City to conduct clean-up operations as a result of the filming and the applicant's failure to return the right-of-way in an acceptable condition, the applicant shall be assessed a fee in not less than the amount of the City's actual costs of clean up.
13. EMS (Emergency Response) and City Fire Marshal access to the filming site must be maintained at all times. EMS personnel are required on-site for productions with stunts being performed.
14. Use of the terms "City of Fairburn", "Fairburn" and the City of Fairburn's logo is not allowed without the written permission of the City Administrator.
15. Signs associated with film productions may not exceed thirty-two (32) square feet in size. Please indicate any signage that you will be placing in the City of Fairburn including signage directing crew to the site, the dates the signs will be posted, and when will they be removed. All signage must be removed by film production crew and contact name, number, and e-mail must be provided for crew member responsible for removal.



**City of Fairburn  
Film, Television & Video Permit Checklist**

<b>Application</b>	
<b>Certificate of Insurance</b> The certificate of insurance must name Fairburn as an additional insured, providing general liability coverage in the amount of \$1,000,000, each occurrence and aggregate.	
<b>Notification Letter to Businesses and Property Owners affected by filming and List/Map of all property owners notified</b> Notification must be distributed no later than 48 hours prior to filming.	
<b>Aerial image of filming location and base camp</b>	
<b>Proof of Permission from Property Owner for use of Production Location and Base Camp</b>	
<b>Street closure/Intermittent Traffic Control (ITC) plan, when applicable</b>	
<b>Tent permit, when applicable</b>	
<b>Fireworks permit, when applicable</b>	

**Film Permit Fee**

**\$500 for the 1<sup>st</sup> day, and \$125 for each additional day of filming**

Fees are payable by cash, check, money order or credit card (*except American Express*). All checks are payable to the "City of Fairburn."

**City of Fairburn**  
**Application for Film, Television & Video Permit**

Project Title: \_\_\_\_\_

Production Company/Applicant: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location/Site Manager: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project:

\_\_\_\_\_ Student Project\*\*

\_\_\_\_\_ Commercial

\_\_\_\_\_ Corporate Video

\_\_\_\_\_ Documentary

\_\_\_\_\_ Feature Film

\_\_\_\_\_ Music Video

\_\_\_\_\_ PSA

\_\_\_\_\_ TV Series

\_\_\_\_\_ TV Program

\_\_\_\_\_ TV Movie

\_\_\_\_\_ Other: \_\_\_\_\_

\*\* Student projects must have an email from the supervising professor to verify current enrollment status before a permit is issued. Applications will not be processed until this correspondence is received. While there is not a permit fee for student projects, there may be fees associated with any required City services.

Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Project: \_\_\_\_\_ Commercial \_\_\_\_\_ Residential

\_\_\_\_\_  
\_\_\_\_\_

List any Building Changes or Removal of Vegetation:

\_\_\_\_\_  
\_\_\_\_\_

Number of Tents: \_\_\_\_\_ Square Footage of Each Tent: \_\_\_\_\_

List Tent Locations: \_\_\_\_\_

Film Dates: \_\_\_\_\_ Set-Up Begins at: \_\_\_\_\_

Film Times: \_\_\_\_\_ Teardown Completed at: \_\_\_\_\_

Number of Vehicles:

- \_\_\_\_\_ Production Cars
- \_\_\_\_\_ Trucks
- \_\_\_\_\_ Generators
- \_\_\_\_\_ Buses
- \_\_\_\_\_ Crew Cars
- \_\_\_\_\_ Trailers
- \_\_\_\_\_ Tow Cars
- \_\_\_\_\_ Vans
- \_\_\_\_\_ Campers
- \_\_\_\_\_ Shuttle Vans
- \_\_\_\_\_ Extras' Cars
- \_\_\_\_\_ Catering Vehicles

Total: \_\_\_\_\_

List Parking Locations: \_\_\_\_\_

Number of Personnel:

\_\_\_\_\_ Crew \_\_\_\_\_ Cast \_\_\_\_\_ Extras

Total: \_\_\_\_\_

Uses:

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

Special Effects or Stunts:

- \_\_\_\_\_ Smoke/Fire/Explosions
- \_\_\_\_\_ Vehicle Accidents / Vehicle Stunts
- \_\_\_\_\_ Fire Arms
- \_\_\_\_\_ Human Injury
- \_\_\_\_\_ Animals
- \_\_\_\_\_ Other: \_\_\_\_\_

City Approvals:

\_\_\_\_\_ City Administrator  
\_\_\_\_\_ Chief of Police  
\_\_\_\_\_ Fire Chief  
\_\_\_\_\_ Fire Marshal

The Production Company/Applicant Agrees as Follows:

- 1) I have read, I understand and I will abide by the City of Fairburn's Film, Television and Video Permit Policy.
- 2) If issued a Filming Permit, I agree to indemnify and hold harmless the City of Fairburn, its elected officials, officers, employees, agents, successors and assigns from any and all claims, costs, losses, and expenses, including, without limitation, reasonable and incurred attorney's and expert's fees, arising from the negligence, gross negligence, or willful misconduct of our owners, officers, officials, employees, agents, tenants, guests, invitees, or contractors.
- 3) I have submitted the Filming Permit application fee in the amount of \$500 1<sup>st</sup> day and \$125 each additional day
- 4) If issued a Filming Permit, I will abide by any and all terms and conditions placed on the issuance of the permit by officers and officials of the City of Fairburn.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Production Company/Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

**Staff Only**

Approved  Denied by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_