



City of Opportunity. Moving Forward!

Media Production Permit Guidelines

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Austell city limits. The guidelines are subject to change and may be enforced as conditions of the permit.

1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. Applicant must provide a certificate of insurance naming the City of Austell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Austell as additional insured.
3. Submit the media production permit application to the Community Development Department at 5000 Austell Powder Springs Rd. Suite 101 Austell, Ga.
4. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day. This arrangement can be made by the applicant through the Austell Police Department at 770-944-4318.
5. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
6. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Austell Fire Department.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require 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 production and acceptable activities within the scope of the permit.
9. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
10. The production company must have the permit on site at all times.
11. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
12. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
13. The Austell Fire Marshal shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
14. The City of Austell logo may not be included in any production without written permission from the Community Affairs Department.



City of Opportunity. Moving Forward!

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Austell city limits. The guidelines are subject to change and may be enforced as conditions of the permit.

1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. Applicant must provide a certificate of insurance naming the City of Austell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Austell as additional insured.
3. Submit the media production permit application to the Community Development Department at 5000 Austell Powder Springs Rd. Suite 101, Austell, Ga. 30106.
4. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day. This arrangement can be made by the applicant through the Austell Police Department at 770-944-4318.
5. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
6. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Austell Fire Department.
7. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require 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 production and acceptable activities within the scope of the permit.
9. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
10. The production company must have the permit on site at all times.
11. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for clean-up by the City will be charged to the permit holder.
12. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
13. The Austell Fire Marshal shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
14. The City of Austell logo may not be included in any production without written permission from the Community Affairs Department.



City of Opportunity. Moving Forward!

Media Production Application

Project Title: _____

Production Company: _____

Company Address: _____ Phone: _____

Fax: _____

Location Manager: _____ Cell: _____

Email: _____

Type of Project:

_____ Student Project**

_____ Commercial

_____ Corporate Video

_____ Documentary

_____ Feature Film

_____ Music Video

_____ Photography

_____ 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 will be fees associated with any City services required.

Description of Project: _____

Location(s) of Project: _____

_____ Commercial Location _____ Residential Location

List any Building Changes or Removal of Vegetation: _____

Number of Tents: _____ Square Footage of Each Tent: _____

List Tent Locations: _____

Production Dates: _____ Set-Up Begins at: _____

Teardown Complete at: _____



City of Opportunity. Moving Forward!

Number of Vehicles:

____ Production Cars
____ Trucks
____ Generators
____ Buses

____ Crew Cars
____ Trailers
____ Tow Cars
____ Vans

____ Campers
____ Shuttle Vans
____ Extras' Cars

Total: _____

List Parking Locations: _____

Number of Personnel:

____ Crew

____ Cast

____ Models

____ 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
____ Other: _____

Services Required:

____ City Police
____ City Parks
____ Fire Department

____ Sanitation
____ Transportation
____ Other: _____

Special Effects or Stunts:

____ Smoke/Fire/Pyro
____ Vehicles
____ Simulated Weapons Used

____ Falling/Jumping from Height
____ Animals
____ Other: _____

Permit Fee: \$300.00

____ I have read and agree to abide by the City of Austell Media Production Permit Guidelines.

Applicant Signature: _____

Date: _____



City of Opportunity. Moving Forward!

Hold Harmless Agreement

The applicant agrees to indemnify the City of Austell 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

For additional information, contact Kim Davis at 770-944-4309 or kdavis@austell.org