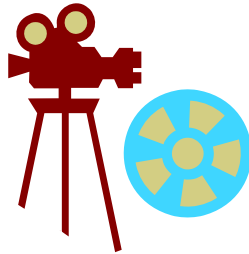


CITY OF AVONDALE ESTATES FILM PERMIT PROCESS AND APPLICATION



Welcome to the City of Avondale Estates! You have made an excellent choice in locales for filming. Our City provides a variety of beautiful settings for your production.

Attached you will find the following:

- Permit Process
- City of Avondale Estates Motion Picture, Television and Photographic Production Ordinance.
- City of Avondale Estates Noise Ordinance

If you have questions regarding the permit process, please do not hesitate to contact me:

***Juliette Sims-Owens, City Clerk
21 North Avondale Plaza
Avondale Estates, GA 30002
Phone: 404-294-5400
Fax: 404-299-8137
Email: avondalecityclerk@avondaleestates.org***

PERMIT PROCESS

Film Permit

A film permit is required for producing, taking or making any motion picture, television production or photographic production. The film permit must be submitted to the City Manager five (5) business days prior to the shoot. There is a film permit application fee in the amount of \$250 that must be submitted with the application. The application must be signed and accompanied by all required fees, deposits, hold harmless agreement and insurance certificates required before any permit will be considered for approval.

Fees and Costs of Additional Services

Each application shall be accompanied by the following non-refundable fees:

- A processing fee in the amount of \$250 will be submitted to the City of Avondale Estates at the time of application.
- Upon approval of an application for a City filming permit, the City Manager shall provide the applicant with a statement of the estimated cost of providing police, public works and other city employees and services for public safety for the production (if applicable). The cost of such services shall be borne by the applicant and shall be paid to the City of Avondale Estates prior to the conducting of a production. The amount of such fees shall be based on the city's actual cost of providing required number of police and other city employees and services necessary to ensure the safety of both the participants of the production and the community.

Insurance Requirements

Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)

Hold Harmless Agreement

Applicant shall execute an indemnity and hold harmless agreement as provided by the City of Avondale Estates prior to the issuance of any permit that shall hold the City harmless against any claims, liability or judgments arising out of the permit tee's activities.

Tax-Exempt Status

Proof of 501(c) (3) tax-exempt status, if applicable

Permission

Written permission must be obtained and submitted with permit application to shoot from private property (owners).

Notification of film shoot to Residents

Residents must be notified of the film shoot at least 5 days prior to shoot. Notification should include the dates, times, and location, including general information about activities taking place (parking vehicles or actual filming on street). A copy of the notice must be submitted with permit application.

Traffic Plan/Traffic Control

A sketch of your traffic plan during production must be submitted with permit application.

The City Manager will review your traffic plan and determine if an Off-Duty Avondale Estates Police Officer will be needed to be assigned at a rate of \$30.00 per hour to control traffic.

Any Special Effects? ____ yes ____ no

If yes, please describe:

Vehicles and Parking:

Number of Vehicles: _____

Types of Vehicles: Cast Cast/Crew Cars and Vans:_____ Trucks_____ Trailers_____

Other:

Crew Parking:_____

Base Camp:_____

Any street parking? ____ yes ____ no (Please note that vehicles are only allowed to be parked on one side of the street)

If yes, please describe:

Please provide the following:

- Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)
- Proof of 501(c)(3) tax-exempt status, if applicable
- Written permission to shoot from private property owner(s)
- Copy of notification letter to residents regarding film shoot
- Detailed sketch of traffic plan during production
- Description of city staff that will be needed for production or traffic control, if applicable
- Processing fee of \$250.00

Hold Harmless Agreement

The undersigned releases, acquits, and forever discharges THE CITY OF AVONDALE ESTATES, GEORGIA, and its officers, employees, agents, servants, successors, heirs, executors, and administrators from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expense and compensation whatsoever, which may hereafter arise out of permittee's activities, including events seen and unforeseen. The undersigned applicant affirms that he/she is authorized to make the above assurances on behalf of the film company.

Acknowledgement

*The undersigned acknowledges receipt from the City of Avondale Estates of the following ordinances:
1) Film Permit Ordinance; 2) Disturbing the Peace Ordinance.*

Applicant's Signature: _____ Date: _____

Applicant's Name (Print): _____

City Hall Use only:

Recommend: Approval / Denial By: _____
Police Chief

Recommend: Approval / Denial By: _____
Public Works/Code Enforcement

Date: _____ Issued By: _____
City Manager

Documents Received

- Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)_____
- Written permission to shoot from private property owner(s)_____
- Copy of notification letter sent to residents of film shoot_____
- Description of city staff that will be needed for production or traffic control, if applicable_____
- Proof of 501(c)(3) tax-exempt status, if applicable_____
- Detailed sketch of traffic plan during production_____
- Processing fee of \$250.00 Check____ Check#____ Cash____ Other____

*Documents received by:*_____ *Date Received:*_____

Notes:_____

Distribution List:

- ___ City Manager
- ___ Chief of Police
- ___ Public Works Director
- ___ City Clerk