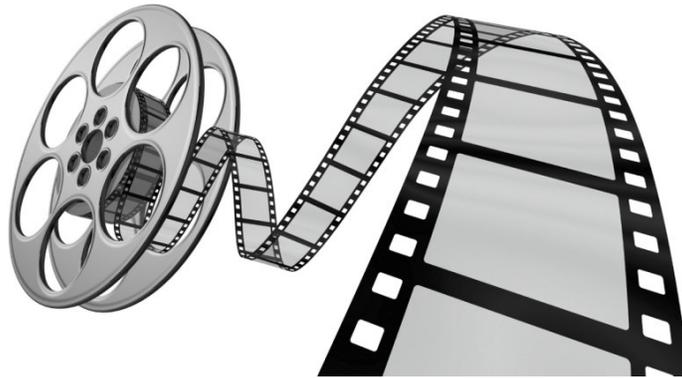


FILM PERMIT PROCESS AND APPLICATION



Welcome to the City of Avondale Estates! You've chosen an excellent filming locale. Avondale Estates provides a variety of beautiful production settings.

Attached you will find the following:

- Permit Process and Application (**Note: Application must be submitted 10 business day prior to shoot**)
- 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 City Hall, 404-294-5400, or visit us at 21 North Avondale Plaza, Avondale Estates.

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 ten (10) 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 for each film shoot location. *See example of traffic plan/traffic control on next page.*

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 \$35.00 per hour to control traffic.

Generator for 44 Lakeshore

| 36

House Set

| 5

Props

| 58

Sound

Craft Services

| 64

Camera

Grip

Electric

"FINDING CARTER"

Parking Diagram

Lake
Avondale

Production Date: May 8, 2 14

CITY OF AVONDALE ESTATES, GEORGIA

MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION PERMIT

THIS APPLICATION MUST BE SUBMITTED FOR 10 BUSINESS DAYS PRIOR TO SHOOT

No person shall use any public or private property, building, facility or residence of producing, taking or making any motion picture, television production or photographic production without first applying for and receiving a city filming permit.

Production Company Information:

Company Name: _____

Address: _____

Telephone: (office) _____ (mobile) _____

Email: _____

Personnel Contact Name: _____

Position: _____ Mobile: _____

E-Mail: _____

Project Information:

Description: _____

Feature Film	TV	Documentary	_Commercial
Still Photo	Music Video	Student	Other

Location of Shoot: _____

Date(s) and Time(s) for Shoot: _____ am _____ am
_____ pm To _____ pm

In the event of inclement weather, film date will be: _____

Project Budget: _____

Do you plan to have amplified sound? yes no (Note: Applicant must comply with Avondale Estates' Disturbing the Peace Ordinance)

Number of Cast/Crew: _____ Number of Extras: _____

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 Location

Base Camp Location:

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:

Road Closures? yes no

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 for each film shoot location
- 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 for each film shoot location
- 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 Permitting Concierge Coordinator

Ordinance No. 06-02

AN ORDINANCE TO AMEND CHAPTER 12 OF THE CODE OF ORDINANCES TO ADD SECTION 12-38 REGARDING THE REGULATION OF MOTION PICTURES, TELEVISION AND PHOTOGRAPHIC PRODUCTION, AND FOR OTHER PURPOSES.

WHEREAS, the City of Avondale Estates recognizes that the motion picture, television and commercial producing industries are a vital part of the economy; and

WHEREAS, the City of Avondale Estates and its neighborhoods are desirable locations to produce motion pictures, television and commercial productions; and

WHEREAS, the City of Avondale Estates desires to protect its citizens and businesses from the potential adverse impacts of filming activities on vehicle and pedestrian traffic, circulation and the safety of bystanders; and

WHEREAS, the City of Avondale Estates desires to recover the inherent costs incurred to review film permit applications

Now Therefore:

BE IT ORDAINED BY the City of Avondale Estates, Georgia as follows:

Section 12-38: Motion Picture, Television and Photographic Production
Ordinance

Section 1 Permit Required

- (A) No person shall use any public or private property, building, facility or residence of producing, taking or making any motion picture, television production or photographic production without first applying for and receiving a city filming permit issued pursuant to the provisions of this chapter.

Section 2 Exceptions

- (A) Regulation by this chapter shall not apply to:
1. Amateur photographers
 2. Reporters or cameramen in the employ of a newspaper, news service, radio or television broadcasting station engaged in on the spot broadcasting, reporting or photographing of news of general public interest. This exception is not to include magazine or documentary programs.

3. Productions which are conducted by the City of Avondale Estates or any City Board or Commission.

Section 3 Permit Administrator

- (A) The City Manager is hereby appointed as the Permit Administrator and shall issue permits as provided for in this chapter.

Section 4 Application for Permit

- (A) Any person desiring a permit under the provisions of this chapter shall make application on the approved form provided by the City of Avondale Estates. The form must be signed and accompanied by all required fees, deposits, hold harmless agreement and insurance certificates required by this chapter before any permit will be considered for approval.
- (B) Filming permit applications shall be submitted at least five working days prior to the date on which such person desires to conduct an activity for which a permit is required.

Section 5 Issuance of Permit; conditions; appeals

- (A) The City Manager shall issue a permit as provided for in this chapter, when, from a consideration of the application and from such other information as may be otherwise obtained, he/she finds that:
 1. The conduct of such activity will not unduly interfere with traffic or pedestrian movement or endanger public safety and that no streets will be completely closed to traffic for an unreasonable period of time. Seventy-two (72) hours advance notice of any street closure request shall be provided.
 2. The conduct of such activity will not unduly interfere with normal governmental or city operations, threaten to result in damage or detriment to public property, or result in damage or detriment to public property, or result in the city incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant.
 3. At the determination of the City Manager that such activity will not constitute a fire hazard or any other type of hazard and all safety precautions will be taken as determined necessary by the City Manager.
- (B) The decision of the City Manager to issue, conditionally issue, or deny a permit shall be final unless appealed in writing within five (5) working days of the decision to the Board of Mayor and Commissioners.

- (C) The Board of Mayor and Commissioners shall render a decision to issue, conditionally issue or uphold the denial of a permit at the next regularly scheduled meeting of the Board of Mayor and Commissioners. The decision of the Board of Mayor and Commissioners will be final.

Section 6 Bond, Insurance, Hold Harmless and Indemnification

- (A) As a condition of issuing such a permit, the applicant shall furnish a bond, insurance or both in the amount to be determined by the City Manager, but in no event, an amount less than five hundred thousand dollars (\$500,000.00), to protect the city against claims of third persons for personal injury, wrongful death and property damage and to indemnify the city for damage to city property arising out of the permittee's activities.
- (B) A minimum of five million dollars (\$5,000,000.00) of such bond, general liability insurance coverage or both shall be required in the event aircraft, helicopters, pyrotechnics or automobile chase scenes are used in the activity. Such insurance shall be evidenced by the standard general liability special endorsement form mandated by this chapter. City shall be listed as additional insured and applicant shall have primary coverage.
- (C) The 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.

Section 7 Suspension or Revocation of Permit

(A) The City Manager shall have the authority, after notice and an opportunity for a hearing, to suspend or revoke any permit issued hereunder where the terms and conditions of said permit have been violated or ignored, including the timely payment of all required fees and deposits, or suspend or revoke any permit where the public safety or welfare is endangered by the permitted activity. Provided however, that whenever there is an imminent danger to the public health, safety or welfare from activities conducted by the permit tee to the extent that immediate action is necessary to protect the public, the City Manager shall have the authority to suspend a permit pending a hearing.

Section 8 Fees and Costs of Additional Services

- (A) Each application shall be accompanied by the following non-refundable fees:
 - 1. A processing fee in the amount of \$250 will be submitted to the City of Avondale Estates at the time of application.
 - 2. Upon approval of an application for a city filming permit, the City Manager shall provide the applicant with a statement of the estimated

h t t p s : / /

cost of providing police, public works and other city employees and services for public safety for the production. 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 the 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.

3. If the actual cost of public services for the production is less than the estimated cost pursuant to Section 8 (A) 2 of this chapter, the permit fee shall promptly be refunded the difference by the City of Avondale Estates. If the actual cost for public services is more than the estimated cost pursuant to Section 8 (A) 2 of this chapter, the difference shall become due and payable to the city immediately upon the permit fee's receipt of a statement of actual costs by the city.
4. All fees may be waived for wholly charitable or educational purposes and from which no profit is derived, either directly or indirectly. Tax exempt and nonprofit organizations must qualify under Section 501(c)(3) of the United States Internal Revenue Code and proof of such status must be provided to the City of Avondale Estates in order for said fees to be waived by the City of Avondale Estates.

Section 9 Regulations and Conditions

(A) The applicant shall:

1. Maintain a copy of the production permit on-site at all times.
2. Comply with any and all conditions or restrictions the City of Avondale Estates may impose as a condition to issuing a permit. No changes to the conditions or restrictions shall be made without the written approval of the City Manager.
3. Have nonexclusive use of facilities and public right of way unless otherwise granted in writing.
4. Provide advanced notification of forty-eight (48) hours in a form approved by the City Manager to adjacent properties for any production.
5. Comply with the City of Avondale Estates Noise Ordinance.

(B) The City Manager may promulgate and enforce additional regulations as necessary and appropriate in the implementation and enforcement of this chapter.

Section 10 Filming on Private Property

- (A) An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the City. Written permission of the property owner must be presented at time of permit application,
- (B) An applicant is required to minimize interference with the normal activities of a neighborhood or commercial area, including access to private or public property.

Section 11 Filming at City Facilities or on the Public Right of Way

In the event that the applicant desires to locate their production event at a facility owned or managed by the City of Avondale Estates, or on the public right of way, the City shall charge a daily fee in an amount determined by the City Manager not to exceed \$1,000 per day. If an existing facility charge has been established by the City of Avondale Estates at a facility owned or managed by the City of Avondale Estates, that fee will be charged to the applicant.

Section 12 Traffic Control

The City of Avondale Estates retains the right and the authority to regulate traffic and require vehicles to be moved or towed (at the owners expense) to protect the health, safety and welfare of the community.

Section 13 Faithful Performance Bond; Clean Up and Restoration

To ensure clean-up and restoration of any site on public property or public right of way used by permit tee within the city limits, said permit tee may be required to post a refundable faithful performance bond (amount to be determined by the City Manager) at the time the application is submitted. Upon completion of the production and upon the finding by the City of Avondale Estates that the site has been satisfactorily cleaned up and restored, the bond may be returned to the permit tee.

Section 14 Enforcement

A violation of the provisions of this chapter shall be a misdemeanor and may be punishable by a fine of five hundred dollars, or imprisonment for up to six months in jail, or by both such fine and imprisonment.

SECTION 15 All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.