



# FILM LICENSING GUIDE



# OVERVIEW

The Georgia Building Authority (GBA) licenses available space for film production to align with the State of Georgia's initiative to remain a leading destination for film and television production.



# LICENSING PROCESS

## Scheduling a Site Visit

To begin the process to license a GBA property for filming purposes, please contact the External Affairs Manager to schedule a site visit. GBA's standard business hours are Monday - Friday from 7:30 am to 4:30 pm.

External Affairs Manager  
Email: [events@gba.ga.gov](mailto:events@gba.ga.gov)  
Office: 404-657-7407  
Cell: 404-798-2152

## Production Leasing Form

If interested in licensing a property after the site visit, the film production company (Company) will be required to complete and return to the External Affairs Manager a Film Production Licensing Form. Contact the External Affairs Manager regarding licensing fees.

## Certificate of Insurance

Prior to execution of a license agreement, the Company must provide a Certificate of Insurance, naming GBA as an additional insured. The minimum insurance requirements are listed below. Insurance requirements are based upon the mandates of the State Tort Claims Act and therefore are NOT subject to negotiation.

- Commercial General Liability (CGL) - \$1,000,000 per occurrence and \$2,000,000 in general aggregate
- Commercial Umbrella Liability Insurance (excess coverage above CGL) - \$2,000,000 per occurrence and \$2,000,000 in general aggregate

**The license fee must be submitted with the signed license agreement.**

**Failure to depart the premises in a timely manner or unauthorized use of a property will result in a penalty of \$500/hour.**

**Labor costs, damages, trash removal fees and other costs will be assessed at the post event site inspection and billed separately in addition to a 10% administrative fee.**

## License Agreement

Upon receipt of the Film Production Licensing Form and Certificate of Insurance, GBA will draft a license agreement for the property requested. A drawing, referred to as Exhibit A, will be provided of the selected property to determine designated areas of use and will be included with the license agreement.

GBA will send the license agreement to the Company for execution. **The Company must hand deliver or mail two (2) signed license agreements to our office along with payment for the licensed prior to the license start date. Electronically submitted license agreements will not be accepted.** GBA will then execute the license agreement and return one original to the production company. Please allow a minimum of five (5) business days to complete this process.

Amendments may be made to the license agreement in the event of production date or other term changes but modifications made to the license agreement may prolong the execution process.

The Company must be registered to do business in the State of Georgia with the Secretary of State.

## Script Submission

GBA reserves the right to require a Company to submit all script pages that will be filmed on State owned property. GBA may deny filming on State property based upon a Company's failure to timely submit such applicable script pages for GBA review.

**GBA may deny the use of State properties for film productions at its discretion.**

# SECURITY SERVICES

GBA requires the use of the Department of Public Safety for security services during all production events on its property. Security services will be a separate agreement between the Company and the Department of Public Safety.

Refer to the External Affairs Manager for Department of Public Safety contact information.

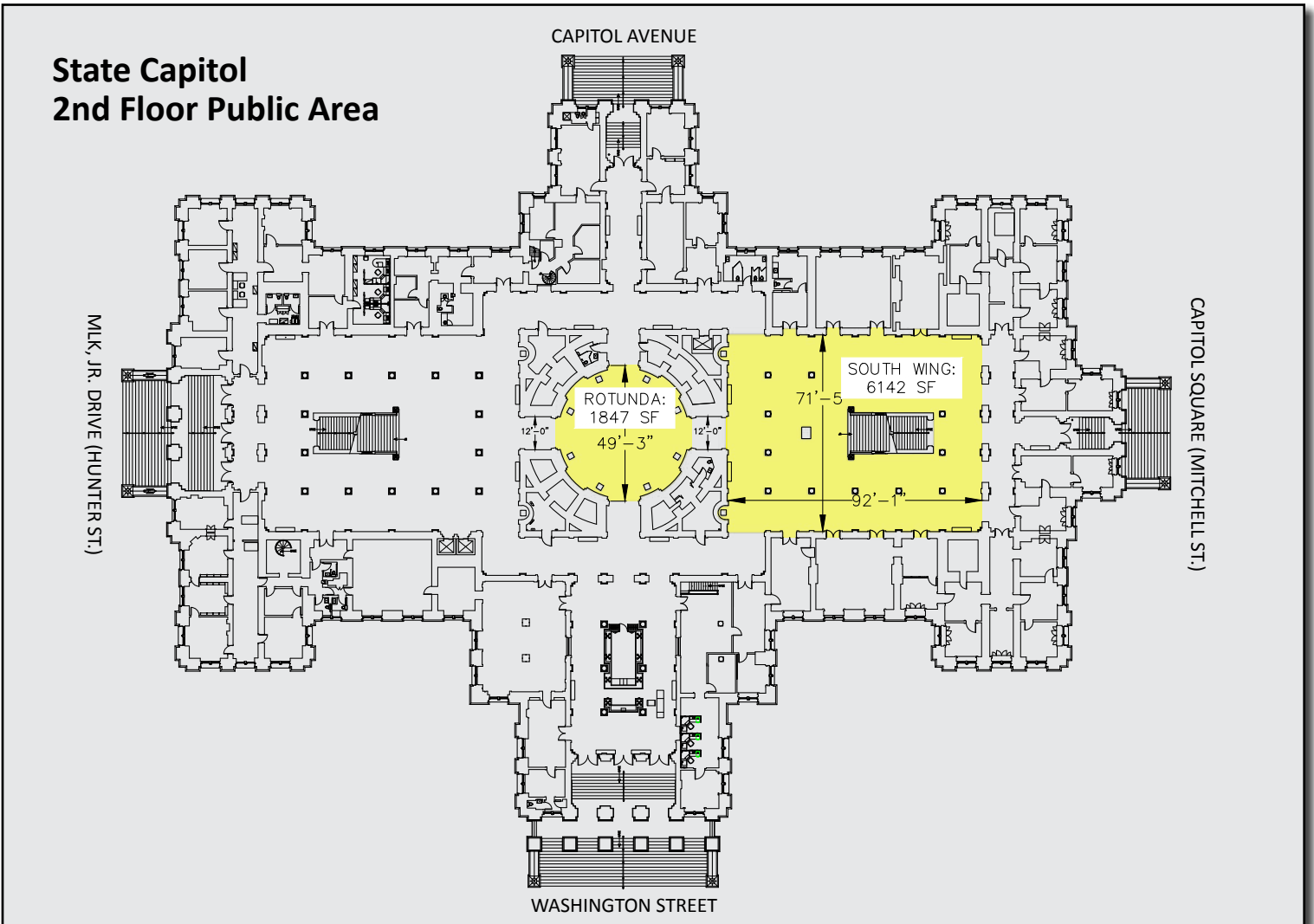


# GEORGIA STATE CAPITOL

Built in 1889, this historical building is the central hub of Georgia's government. The Georgia State Capitol consists of grand staircases, historical portraits, and large monuments.

- 206 Washington Street SW, Atlanta GA 30334
- Approximately 7,989 square feet of available space
- Not available for use by productions November 15th to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Parking along the perimeter of the Capitol is available for an additional fee.
- Some areas of the building will have weight capacities.
- Must comply with Capitol and Grounds Exhibit and Event Guidelines.
- Electricity is not provided; each Company must bring their own generators. GBA Facilities will assist with any generators run through windows and doors.



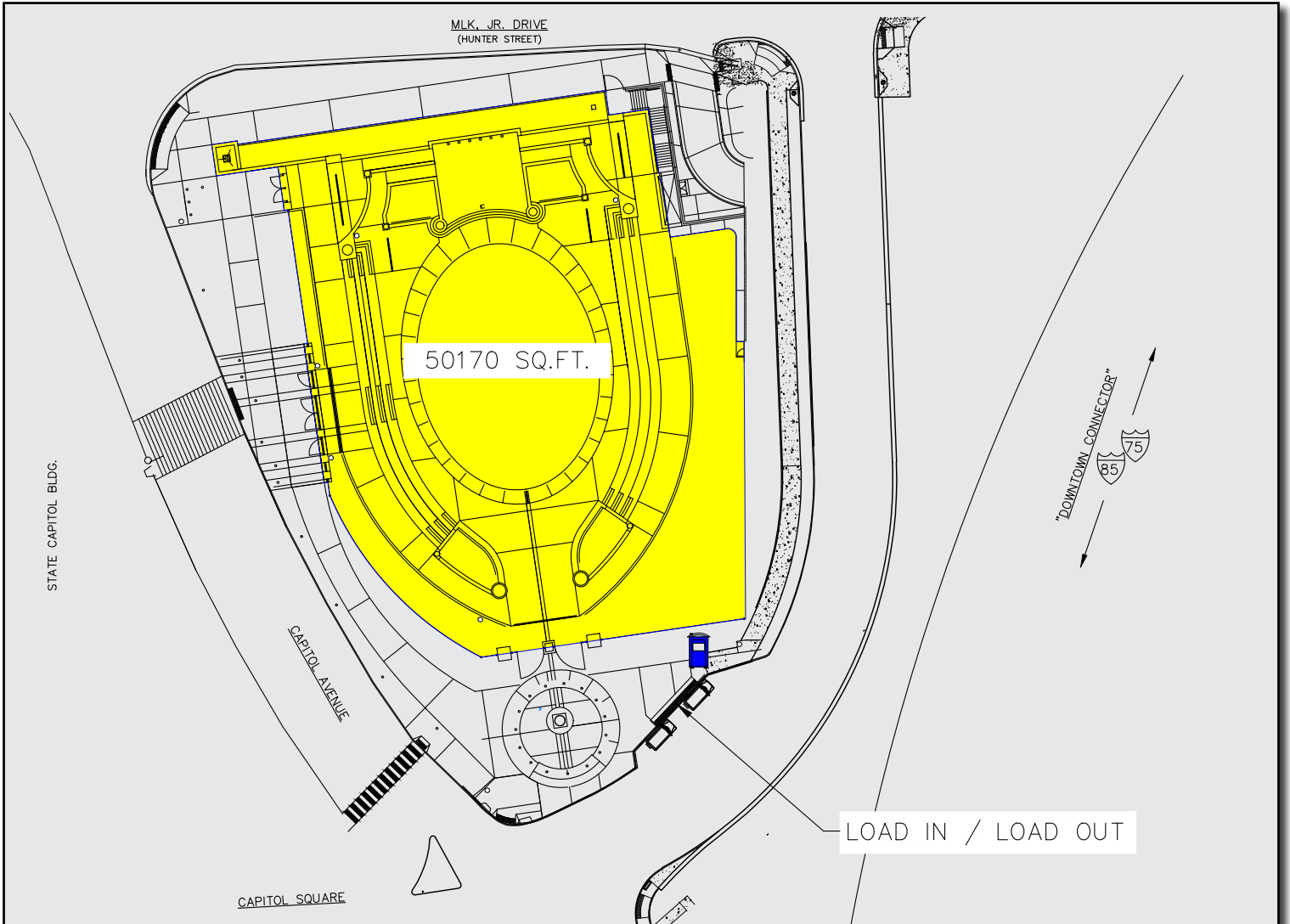


# LIBERTY PLAZA

A large assembly area unveiled in 2015, Liberty Plaza contains a replica of the Liberty Bell and a replica of the Statue of Liberty.

- 214 Capitol Avenue, Atlanta GA 30334
- 50,170 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- No food, beverage, catering, nor craft services are allowed in the Plaza.
- Electricity is not provided; each Company must bring their own generators.
- Must comply with Capitol and Grounds Exhibit and Event Guidelines.

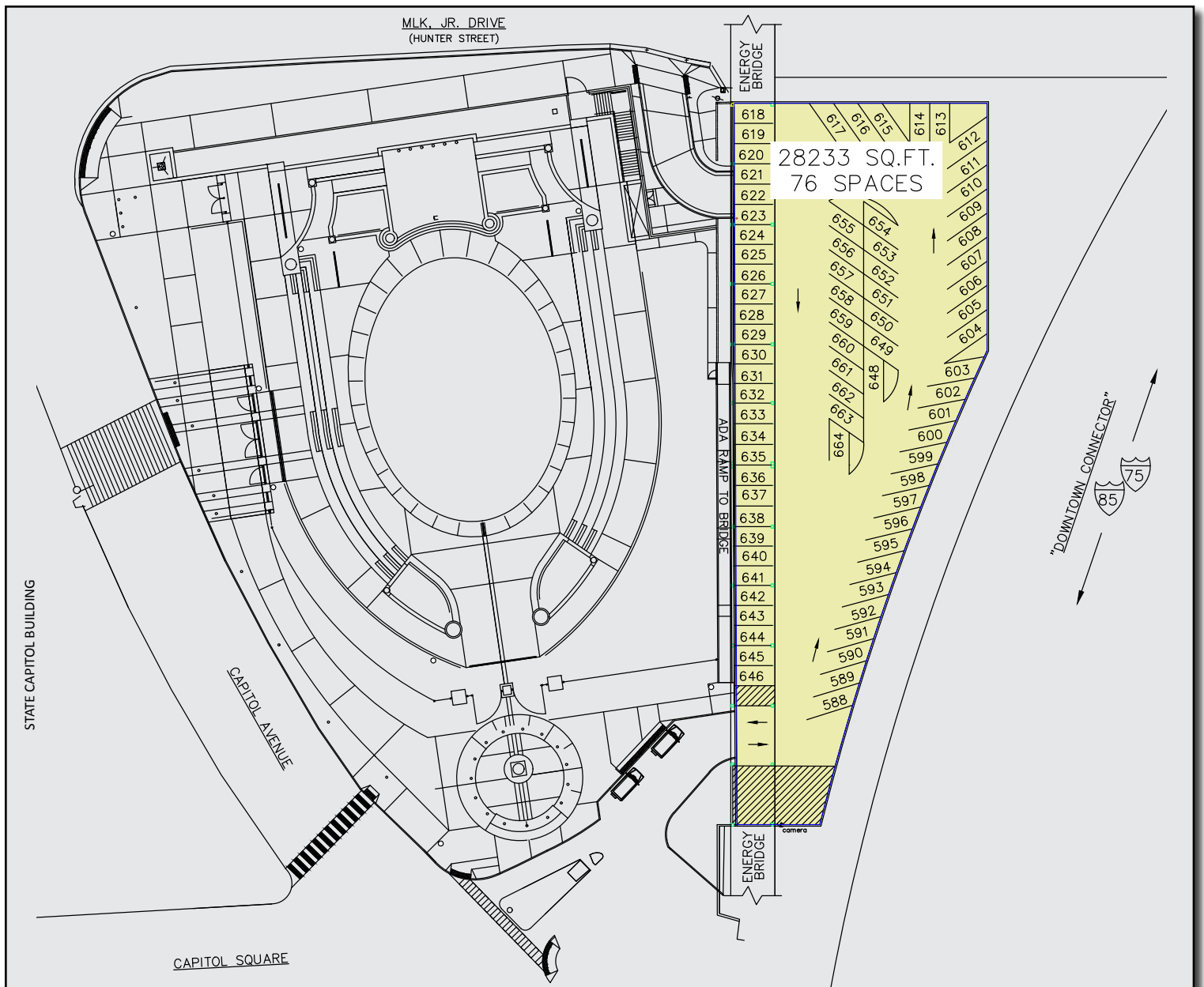




# CAPITOL PARKING LOT

A parking lot adjacent to Liberty Plaza. This lot is managed by GBA's contractor. Use of this lot for film and any corresponding agreement will be administered by the contractor. GBA approval is required for a Company's use of this parking lot and GBA reserves the right to require a separate license agreement with GBA for said use.

- 216 Capitol Avenue, Atlanta GA 30334
- 28,233 square feet, 76 spaces
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Can be used as basecamp and parking.
- Electricity is not provided; each Company must bring their own generators.





# THE ORIGINAL WORLD OF COCA- COLA BUILDING

Built in 1990, this building served as a museum for the Coca-Cola Company for over a decade.

- 55 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 50,986 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- This property requires a concurrent license agreement of Steve Polk Plaza.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Electricity is not provided; each Company must bring their own generators.
- A/C is not provided.



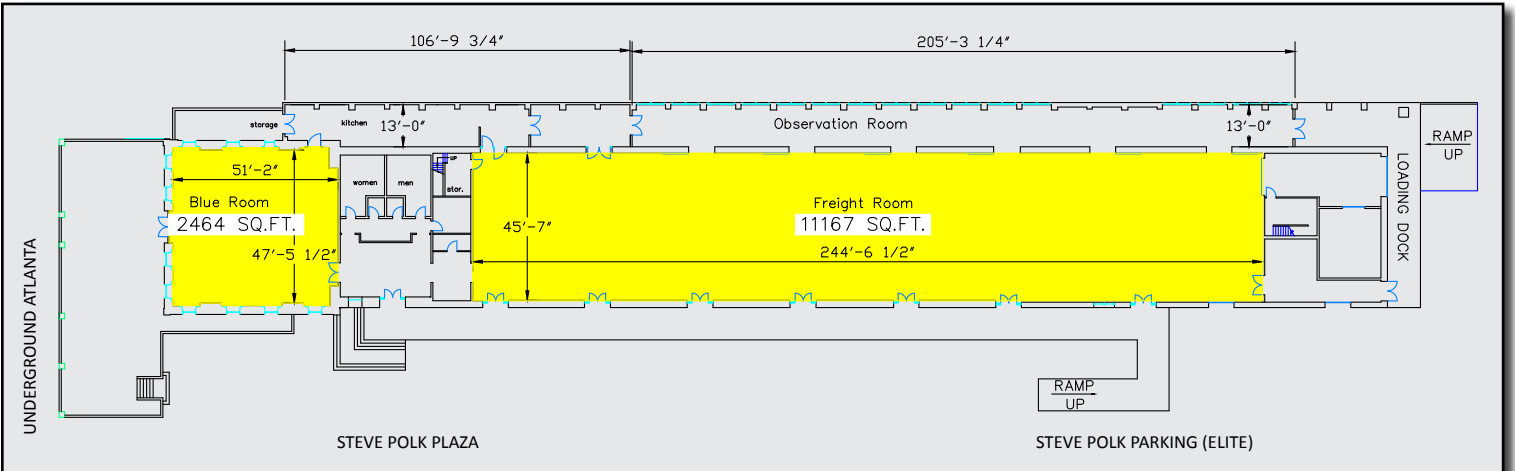


# THE GEORGIA FREIGHT DEPOT

The Georgia Freight Depot, one of the oldest buildings in downtown Atlanta, was completed in 1869 and served as the main freight depot for the Georgia Railroad. **Based on production size and needs, a concurrent license agreement of Steve Polk Plaza may be required.**

- 65 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 11,167 square feet - Freight Room
- 2,464 square feet - Blue Room
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Conveniently located loading dock
- Electricity is not provided; each Company must bring their own generators.



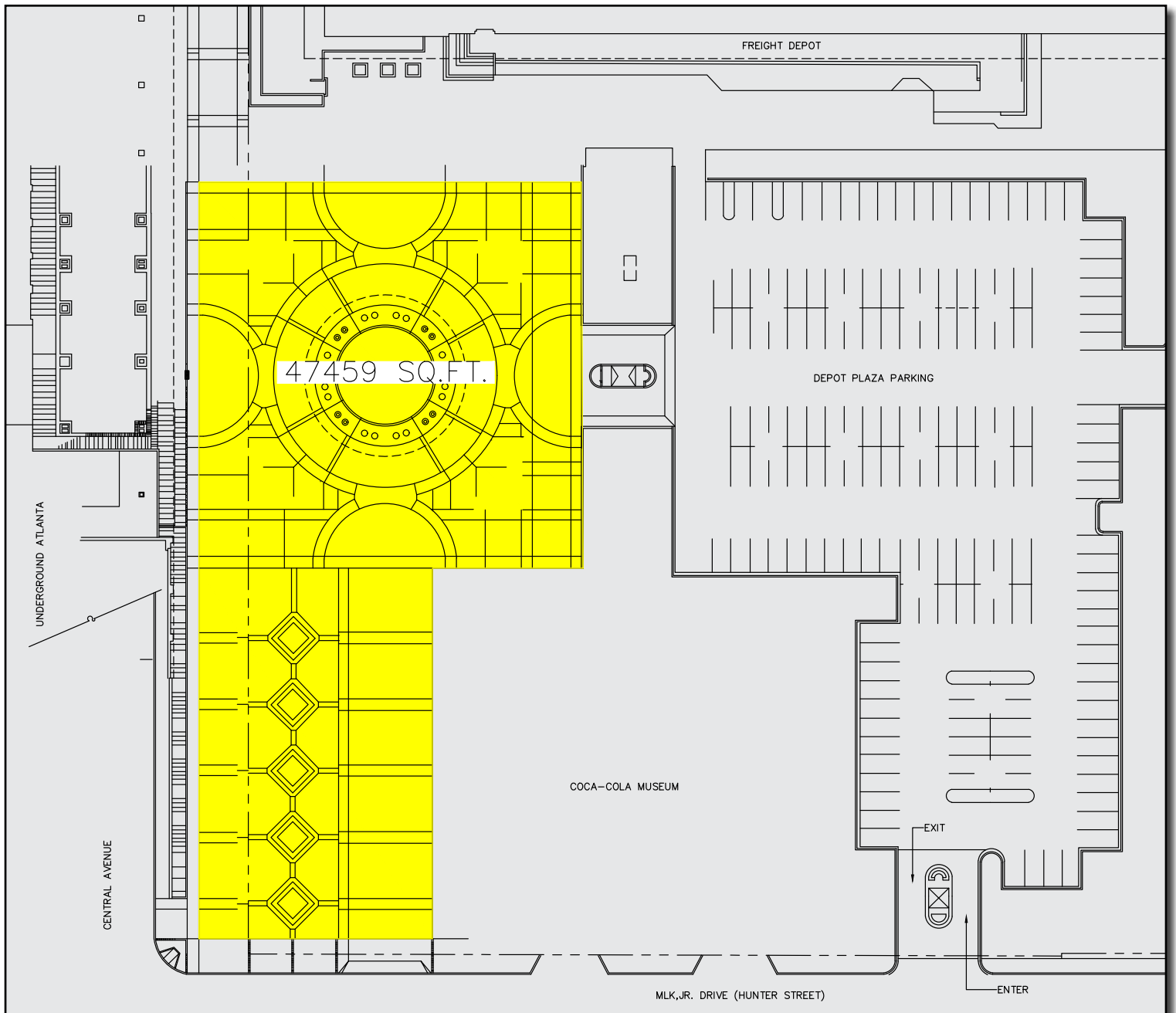




# STEVE POLK PLAZA

Steve Polk Plaza is an outdoor area located near Underground Atlanta and adjacent to the Freight Depot.

- 65 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 47,459 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Convenient distance from the Freight Depot and the Original World of Coke Building.
- Can be used for basecamp and parking.
- Electricity is not provided; each Company must bring their own generators.



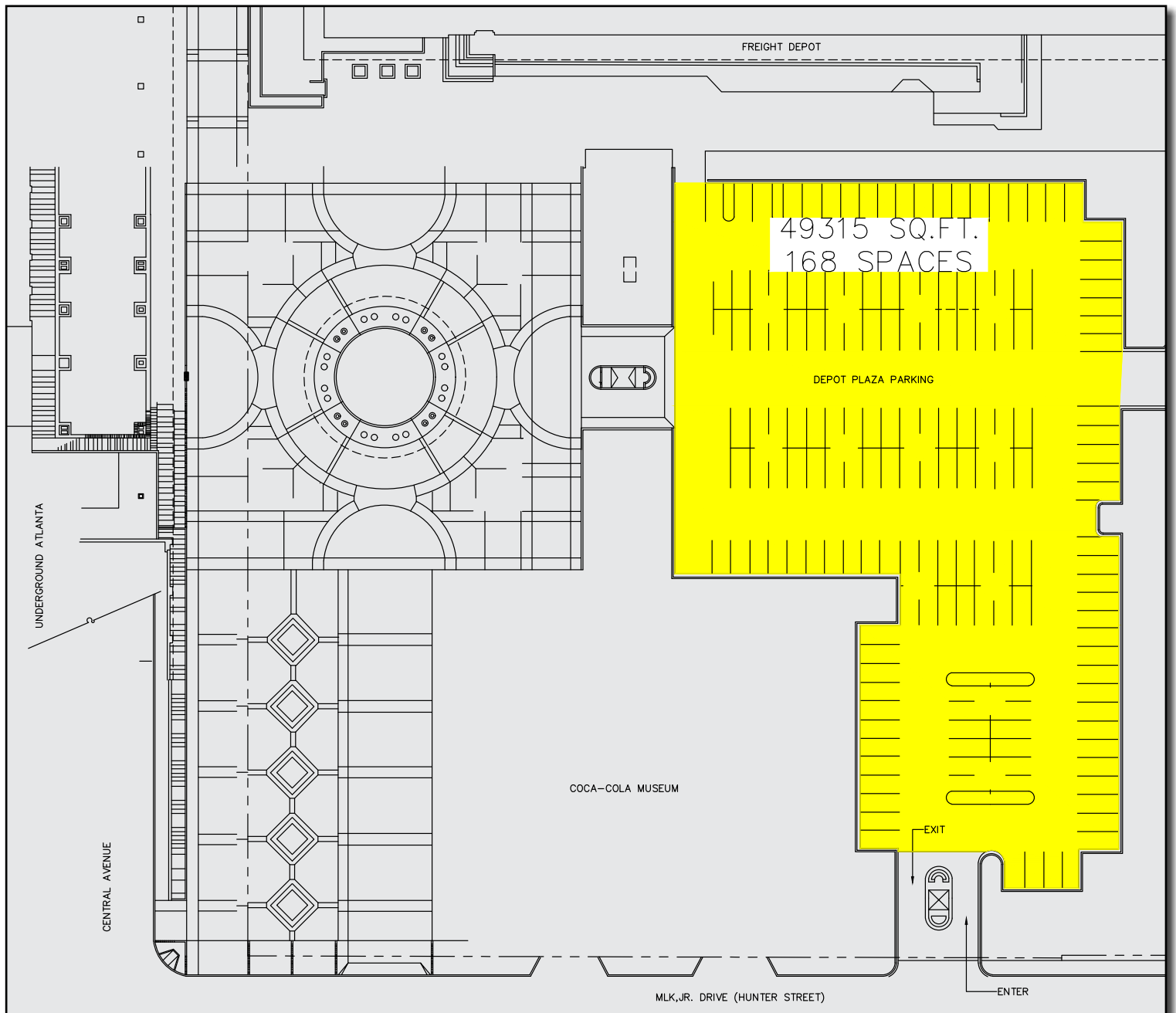


# STEVE POLK PARKING LOT

A convenient parking lot located near the Original World of Coke Building and the Freight Depot.

- 65 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 49,315 square feet, 168 spaces
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Can be used for basecamp and parking.
- Electricity is not provided; each Company must bring their own generators.

**This lot is managed by GBA's contractor. Use of this lot for film and any corresponding agreement will be administered by the contractor. GBA approval is required for a Company's use of this parking lot and GBA reserves the right to require a separate license agreement with GBA for said use.**

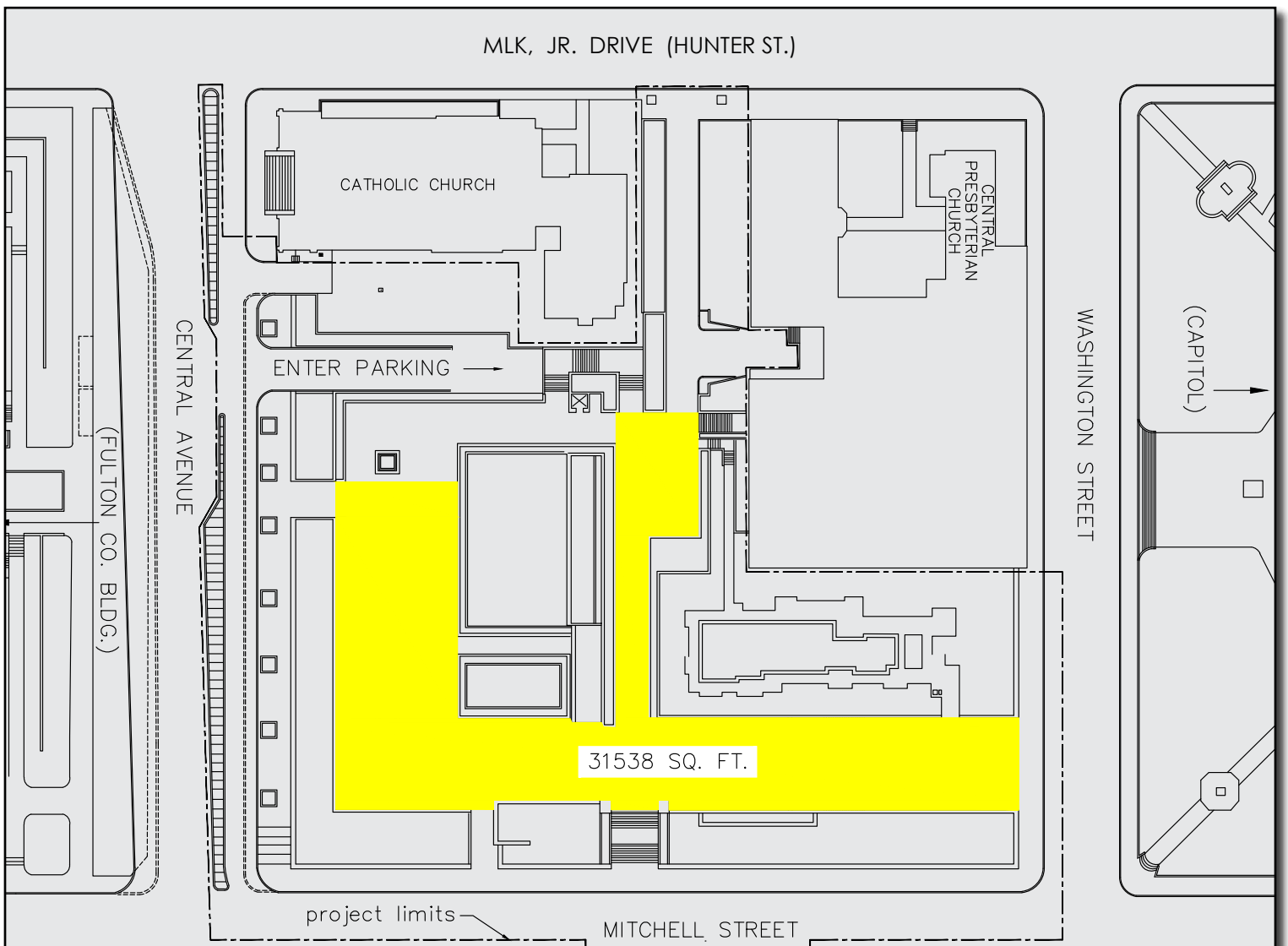




# PLAZA PARK

A park located near the Georgia State Capitol.

- 108 Central Avenue, Atlanta GA 30334
- 31,538 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Electricity is not provided; each Company must bring their own generators.





ONE MARTIN LUTHER KING, JR. DRIVE  
ATLANTA, GEORGIA 30334  
404-657-7407

## FILM PRODUCTION LICENSING FORM

Production Company Name: \_\_\_\_\_

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

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

Requested Property: \_\_\_\_\_

Requested Dates and Time: \_\_\_\_\_  
(One day is a 24 hour period beginning  
12:01 a.m. and ending 11:59 p.m.) \_\_\_\_\_

Production Company Contact: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing E-Mail Address: \_\_\_\_\_



**1 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334  
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