



## PRODUCTION EVENT PERMIT APPLICATION

*(Permit for the use of city property by movie, television, advertising, or production company)*

### HOW TO SUBMIT YOUR APPLICATION

The use of city streets, sidewalks, parks, right-of-way or other city owned property by a movie, television, advertising or production company filming in the city shall be permitted through the city's community development department. This application sets forth the requirements, day, time and scope of the intended use. The following permit fees apply:

<b>Movies, television, advertising, production requiring two or more cameras, sound booms, stationary lighting, etc:</b>		
Streets, sidewalks, right-of-way, bridges		
	Each production (including the 1 <sup>st</sup> day's shooting)	\$ 500.00
	Each additional day	\$ 200.00
	Surcharge for blocking lanes of traffic (per lane per day)	\$ 500.00
	Roadway Closure Surcharge – Sundays 7:00am-1:00pm	\$1,000.00
Parks, public buildings, other city spaces		
	Parks (each day)	\$1200.00
	Other city owned property to be negotiated with City Planner and approved by the City Manager	TBD
<b>Movies, television, advertising, production requiring a single camera, microphone, or hand held lighting, etc:</b>		
Streets, sidewalks, right-of-way, bridges		
	Each production (including the 1 <sup>st</sup> day's shooting)	\$ 300.00
	Each additional day	\$ 100.00
	Surcharge for blocking lanes of traffic (per lane per day)	\$ 500.00
	Roadway Closure Surcharge – Sundays 7:00am-1:00pm	\$1,000.00
Parks, public buildings, other city spaces		
	Parks (each day)	\$ 1200.00
	Other city owned property to be negotiated with Community Development Director and approved by the City Manager	TBD

1. Submit your **Production Event Permit Application** along with attachments as required at least **thirty (30) days** prior to the proposed production event. The applicable fee must accompany the application. Contact the Chattahoochee Hills Community Development Department at 770-463-8881 if you have any questions.

2. Provide a **Schedule of Events** along with a **Site Plan** which addresses: (a) the location of the event on the property (b) proposed parking of equipment (c) any proposed road closures; (d) location of waste disposal facilities.
3. If you are requesting to close a road, you will need to explain the need, and the **Road Closure** must be approved by the Police Chief. The city cannot issue a production event permit that requires a state road closure to be closed.
4. If you need information on hiring **Off-Duty Police Officers or Emergency Medical Technicians**, contact the Chattahoochee Hills Police Department at 770-463-8881 before you submit your application. Only certified police officers may direct traffic on city streets.
5. To obtain approval for **Temporary Signs** or advertising devices, contact Chattahoochee Hills Community Development at 770-463-8881.
6. Event groups must take adequate measures to protect public/private property, wildlife and water from damage or injury. The applicant is required to present evidence of **Surety Indemnity Bond** or **Comprehensive Liability Insurance** naming the City of Chattahoochee Hills as an additional insured (minimum \$500,000 personal injury and \$500,000 property damage) as well as a certificate verifying Workers Compensation coverage.
7. When your paperwork is complete, sign the **Save Harmless Agreement** and submit to:

City of Chattahoochee Hills  
Community Development  
6505 Rico Road  
Chatt Hills, GA 30268

Fax: 770-463-8550  
Phone: 770-463-8881

## EVENT GUIDELINES

A request for a Production Event Permit may be denied if judged that the event will disrupt traffic within the city beyond practical solution; the event will interfere with access to fire stations and fire hydrants; the event will cause undue hardship to adjacent businesses or residents; the event will require the diversion of so many public employees that allowing the event would unreasonably deny service to the remainder of the city; the event might otherwise interfere with the public welfare, peace, safety, health, good order and convenience of the general public; the application contains incomplete or false information; the applicant fails to comply with all requirements of the *Chattahoochee Hills Code of Ordinances* including failure to remit all fees and deposits and Save Harmless Agreement to the city. The Code is available on the City of Chattahoochee Hills web site at [www.chatthillsga.us](http://www.chatthillsga.us). Refer to Article 14.3 (Special Events)

Some key points:

**Hours:** Normal Business Hours are defined as 8:30 a.m. – 5:00 p.m. Monday through Friday. After business hours are defined as before 8:30 a.m. and after 5:00 p.m. and Weekends include all hours of the day.

**Restrooms/Trash/Cleanup:** The city requires the permit holder to clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the production. Trash must be disposed of in approved containers. If the production is a multiple day event, daily cleanup is required. If the applicant fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.

**Traffic & Parking:** Parking is permitted in designated areas. The Fire Marshall requires that all entries, exits and fire lanes be maintained. The speed limit for vehicles within parks is 15 mph.

**Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

**Fireworks:** If fireworks or other techno displays are part of the production, a permit must be issued by the City of Chattahoochee Hills Fire Department.

APPLICATION / EVENT INFORMATION

PERMIT #

Application Date \_\_\_\_\_

Company/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Responsible Person \_\_\_\_\_

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

Email \_\_\_\_\_

Contact on Site \_\_\_\_\_

Cell/Alternate on Site \_\_\_\_\_

EVENT INFORMATION: If you need more room, please use a separate sheet.

Name of Production Event: \_\_\_\_\_

Date / Time of Event: \_\_\_\_\_

Projected Number of Personnel: \_\_\_\_\_

Projected Number of Vehicles/Equipment: \_\_\_\_\_

Event Location: \_\_\_\_\_

Be very specific and if the location changes, please provide dates/time for each individual location:

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

Production Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Traffic Control, Parking & Safety:**

Explain your plans for traffic control, parking and public safety?

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- |   |     |    |
|---|-----|----|
| Will you require the service of off-duty police officers? | Yes | No |
| Will you request a fire inspection or fireworks permit?   | Yes | No |
| Will you require first-aid and medical services?          | Yes | No |

**Road Closure:**

Will you be requesting a road closure? Yes No

If yes, please explain the need in detail.

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**Signage:**

Will you require permits for temporary signage? Yes No

**Cleanup Plan:**

Who will be responsible for cleanup?

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## Save Harmless Agreement

Must be submitted with the Production Event Permit Application.

The applicant agrees to defend, pay and save harmless the City, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the production event; excepting any claims arising solely out of the negligent acts of the City, its officers and employees.

Approval of this application shall not be construed as imposing upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed, the issuance of any permit, or the approval of any use of the right-of-way or other public property. Application assumes adherence to federal and state laws and local ordinances.

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Signature of Applicant, if an individual  
Or Partner or Officer of Corporation

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Date

All information furnished shall be kept in strict confidence by the City, to the extent allowed by law, and shall be utilized only by the officials of the City responsible for administering the application. Any false statement in an application for a permit shall be ground for revocation, denial, and /or denial of future permit applications.

I agree that the person in charge or designated contact will keep the Production Event Permit issued, along with a copy of the Production Event Application form at the site available for inspection throughout the event.