

**CITY OF GRIFFIN
MEDIA PRODUCTION EVENT APPLICATION**



Production: _____ Film Date(s): _____

Name of Applicant: _____ Signature: _____

Name of Organization: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Host Organization Contact Number: _____ Website: _____

Applicant Contact number: _____ Email Address: _____

Type of Event (Describe): _____

Film Address/Location: _____

Film Time(s): _____ (Include beginning hour and ending hour.)

ATTACH THE FOLLOWING SUPPORTING DOCUMENTS AS THEY PERTAIN TO YOUR EVENT:

1. Narrative describing the scope of all production activities.
2. Letter or other agreement from film location property owner giving permission for all proposed activities.
3. Map showing all proposed film locations.
4. Request for off-duty police personnel
5. Request for City-owned buildings or property (other than public road rights-of-way). Separate rental fees or charges may be negotiated.
6. Productions occurring in or near residential areas (within 500 feet) must include written acknowledgement of notice from those residents, to the extent feasible.
7. A signed Indemnification and Hold Harmless agreement
8. Certificate of Insurance naming the City as an additional insured for no less than \$1,000,000.
9. Applicable fees (see below)

Fees:

Application Fees

Low-Impact Activity - \$100.00

- For production activities scheduled for less than fourteen (14) consecutive dates
- No street closure, obstruction or interference with normal traffic flow, including pedestrian use of sidewalks and public right-of-way, including on-street parking spaces or parking in alleys and side streets

High-Impact Activity - \$250.00

- For production activities scheduled for at least fifteen (15) consecutive dates
- Activities requiring street closure, obstruction or interference with normal traffic flow, including pedestrian use of sidewalks and public right-of-way, including on-street parking spaces or parking in alleys and side streets

Daily permit fees

High-Impact Activity & Low-Impact Activity - \$100.00 per day

- Applied to each calendar day on which production activity physically occurs within the City
- Payable upon the last day of scheduled activity

Allow ten (10) business days for the review of complete applications. The City Manager, or his designee, shall state in writing the reason(s) for a denial. Denied applicant may appeal to the Board of Commissioners at the next regular meeting occurring more than 5 days following receipt of a written denial. Facilities and locations to be used for base camp, food service, and parking shall be approved as a condition of the permit; any other required permit(s) shall be obtained prior to issuance of the permit. Application fees and daily permit fees for use of city services or facilities may be reduced or waived for charitable or non-profit organizations holding 501(c) status from the I.R.S., or for other governmental agencies. All waivers shall require approval of the City Manager, which may delay permit issuance.

[Yes] [No] Chief of Police or Designee / Date [Yes] [No] City Manager / Date

[Yes] [No] Director of Public Works / Date [Yes] [No] Camera Ready / Date

<u>For Office Use Only</u>	
Event Approval Date:	_____
Event Denial Date:	_____
Reasons for Denial:	_____
(Enter additional details on the back of this form.)	