



CITY OF DACULA
442 HARBINS RD.
P.O. BOX 400
DACULA, GA., 30019
770-963-7451

PRODUCTION PERMIT APPLICATION

COMPANY INFORMATION

Production Company: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

PROJECT INFORMATION

Project / Production Title: _____

Description of Project: _____

Location / Site Manager(s): _____

Phone Number: _____ Email Address: _____

AREAS OF OPERATION

Locations of Proposed Activity and Parking (or Attached Map): _____

EQUIPMENT

Number of Vehicles / Vans: _____ Number of Trailers: _____

Number of Tents: _____ Square Footage of Each Tent: _____

Tent Locations: _____

Will Portable Restrooms be utilized? Yes _____ No _____

If yes, list placement and locations: _____

NUMBER OF PERSONNEL

Crew _____ Cast _____ Models _____ Extras _____

FILM PREP

Start Date: _____ End Date: _____

Hours of Operation: _____

Location: _____

FILMING

Start Date: _____ End Date: _____

Hours of Operation: _____

Location: _____

CLEAN-UP / CLOSEOUT

Start Date: _____ End Date: _____

Hours of Operation: _____

Location: _____

SPECIAL REQUESTS

Road Closures: Yes _____ No _____

If yes, Location: _____

Access to City Property / City Facilities: Yes _____ No _____

Other: _____

THE APPLICANT MUST COMPLETE AND PROVIDE COPIES OF THE FOLLOWING PRIOR TO APPROVAL:

1. PERMISSION FROM PROPERTY OWNER TO USE ANY PROPERTY AFFILIATED WITH THE PRODUCTION
2. NOTIFICATION OF NEIGHBORS AND BUSINESSES AFFECTED BY THE PRODUCTION LOCATION
3. REVIEW AND CHECK (✓) ALL PERMIT CONDITIONS BELOW:
 - Removal of vegetation or building modifications that may remain permanent is not permitted without written permission from the property owner
 - No glass containers allowed
 - No amplified music or performances unless stated in permit
 - No selling food, merchandise, or other items
 - No alcoholic beverages
 - All litter shall be disposed of in identified receptacles
 - Special requests for special effects, road closures, access to City property / facilities, and/or other requests may require Mayor and City Council authorization at the discretion of the City Administrator. Road closures may require negotiation with State of Georgia and/or Gwinnett County DOT. Fees and payments for police services should be negotiated directly with the Gwinnett County Police Department.

*(THE CITY HAS THIRTY (30) DAYS TO REVIEW THE APPLICATION FOR APPROVAL OR DENIAL.
THE CITY RESERVES THE RIGHT TO DENY ANY PRODUCTION PERMIT THAT IS NOT WITHIN THE BEST INTERESTS OF
THE CITY AND ITS RESIDENTS).*

INDEMNIFICATION

User agrees to indemnify and hold harmless, City of Dacula and its employees, agents and officials from and against all claims, actions, causes of action, damages, losses, and liabilities whatsoever arising from and related to the activities covered in this Permit, excepting only those claims and damages caused by the sole negligence of the City of Dacula its agents, employees, and invitees.

Given all the information being true and correct above person/group is hereby granted a permit to conduct the above listed event/assembly and the time, in the location and the purpose stated above.

BY APPLICANT'S SIGNATURE, APPLICANT ACKNOWLEDGES AWARENESS AND ACCEPTANCE OF PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS, AND INDEMNIFICATION. THIS PERMIT, PERMIT INSTRUCTIONS, CONDITIONS, LIMITATIONS AND INDEMNIFICATION AND ANY ASSOCIATED FORMS MUST BE KEPT WITH THE PERSON IN CHARGE AND ON SITE WHERE THE EVENT IS HELD.

Applicant Name: _____ Phone Number: _____

Applicant Signature: _____ Date: _____

INSURANCE

The production company must provide a certificate of insurance naming the City of Dacula as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming City of Dacula as additional insured.

Permit Fee: \$150 per day (x _____ days) = \$_____ Production Permit fee

Approved by: _____

Date: _____

City Comments/ Permit Limitations:
