



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: \_\_\_\_\_

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*PROJECT INFORMATION*

Project / Production Title: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location / Site Manager(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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*AREAS OF OPERATION*

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

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*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: \_\_\_\_\_

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*NUMBER OF PERSONNEL*

Crew \_\_\_\_\_ Cast \_\_\_\_\_ Models \_\_\_\_\_ Extras \_\_\_\_\_

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*FILM PREP*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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

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*FILMING*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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

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*CLEAN-UP / CLOSEOUT*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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

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*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).*

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#### 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: \_\_\_\_\_

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#### 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:

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