



# Grayson

## Camera Ready - Filming Procedures

1. Film permit applications shall be submitted to City Hall and are subject to City Administrator approval.
2. Fees for use of city-owned public spaces will be determined between the city and private film company prior to use.
3. If a business or residency is directly affected by filming, compensation will be decided between the filming company and business owner or homeowner.
4. Film company must notify and if necessary, negotiate reasonable impact fees with all potentially impacted businesses and residents, working with city administrator to identify the list of potentially impacted locations.
  - Typical film days shall be conducted between the hours of 7:00 a.m. and midnight for set up, filming, and breakdown.
5. Private property use will be an agreement between the filming company and property owner.
6. Road closure requests must be submitted without change no less than 10 days in advance of date of closure.
  - For example, if filming on Wednesday, September 9, request should be submitted by Monday, August 31 for final approval Wednesday, September 2 with communication beginning Thursday, September 3.
7. Closures will be approved no less than 1 week from the closure date request. Beyond 1-week out, closures may not be changed except to open up a road originally requested to be closed. For road closure requests specifically:
  - Road closure and traffic plan requests should come with the application for approval. Road Closure may require coordination with State of Georgia and/or Gwinnett County DOT.
  - Fees and payment for police services should be negotiated directly with Gwinnett County Police Department.

**City of Grayson Camera Ready Contact: Laura Cone – City Administrator 770-963-8017**

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# Grayson

## Camera Ready - Filming Permit Application

**Please Note: Permits can only be issued 10 days in advance of the event.  
APPLICATIONS should be submitted to City Hall, 475 Grayson Parkway, Grayson, GA 30017**

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

\_\_\_\_\_   
Date(s) of Event

**Name of Person Making Application:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_   
Street City Zip Code

**Organization or Group:** \_\_\_\_\_

**Purpose of Permit:** \_\_\_\_\_

**Estimated Number of People Onsite:** \_\_\_\_\_

**Identify Exact Location (or Attach Map) and Brief Description of Proposed Activity:**

Map Attached for the requested road closures

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**\*The applicant requests a Road Closure to be included with the Application Permit?**

\_\_\_\_ Yes, this application includes a request for one or more roads in Grayson be closed

\_\_\_\_ No road closures are being requested at this time

**\*The applicant requests access to the following:**

Please note: Requests for electricity and water sources are subject to availability

\_\_\_\_ Electricity

\_\_\_\_ Water

**Please read and check each of the conditions; failure to do so will result in the Permit being denied.**

***Conditions of the Permit*** – Each item must be checked

- No tents or canopies allowed unless stated on the permit by the City Administrator
- No person shall drive stakes, posts or poles or any other device or dig holes for the purpose of securing stakes, posts, poles or any other device for any reason, including to erect a tent stage or other structure unless stated on the permit by the City Administrator
- All games or activities that could damage lawns are restricted
- No glass containers allowed
- No amplified music or performances allowed unless stated on the permit
- No selling of food, merchandise or other items
- No alcoholic beverages
- Absolutely no drugs or illegal substances
- Place all litter in identified receptacles

**Additional Limitations:**

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**Indemnification**

User agrees to indemnify and hold harmless, Gwinnett County and the City of Grayson, their employees, agents, and officials from and against any and all claims, damages, losses and liabilities whatsoever regardless of their nature, cause of origin, and whether or not attributable to the negligence of the User, its agents, contractors or employees, resulting from the use of the City of Grayson filming locations by User, its agents, employees and invitees.

Given all information being true and correct the above person/group is hereby granted a permit to conduct the above listed event/assembly at the time, in the location and for 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 FORMS MUST BE KEPT WITH THE PERSON IN CHARGE AND ON THE SITE WHERE THE EVENT IS HELD**

***Permit Application Outcome – Office Use Only***

\_\_\_\_\_ **Granted**

\_\_\_\_\_ **Denied**

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

\_\_\_\_\_

\_\_\_\_\_  
Permit Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date