



Film and Media Permit Application

PLEASE NOTE: Permits must be issued a minimum of 10 days prior to the commencement of filming.

Applications should be emailed to jjones@cityofsugarhill.com.

Date of Application

Date(s) of Event/Filming

Name of Applicant/Primary Contact:
Production Company:
Phone Number:
Email:
Address: (Street, City, State, Zip Code):

Type of Project:

☐ Student Project

☐ Feature Film

☐ Photoshoot

☐ Documentary

☐ Commercial

☐ Music Video

☐ PSA

☐ TV Series

☐ Corporate Video

☐ TV Movie

☐ Other:

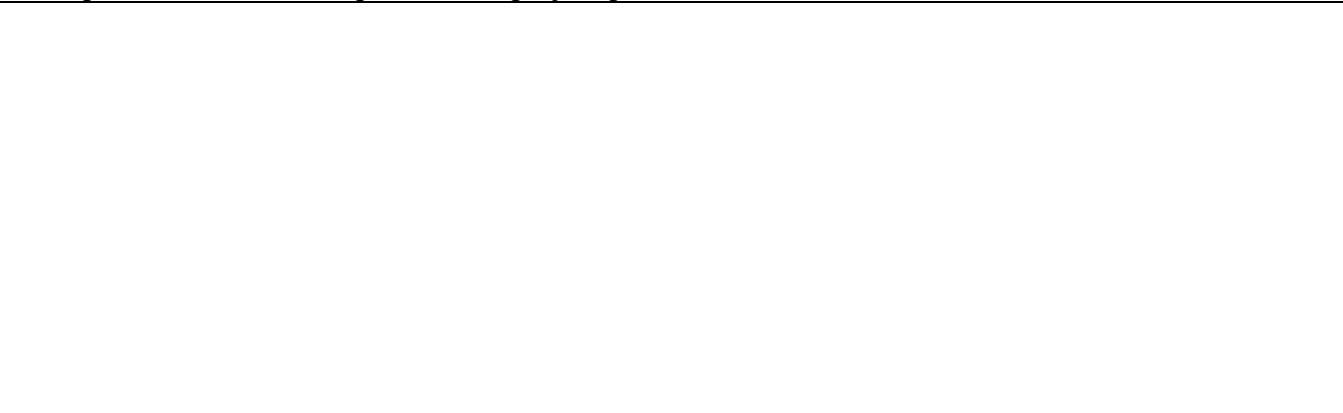
LOCATIONS	(Check all that apply)	Exclusivity
The Bowl @ Sugar Hill	☐	☐
The Eagle Theatre	☐	☐
E Center Waterfall Room	☐	☐
E Center Lobby	☐	☐
E Center Gym	☐	☐
City Hall	☐	☐
The Bowl Plaza	☐	☐
The Promenade	☐	☐
39 th Street Station	☐	☐
Ridge Lake Park/Gold Mine Park/Pirkle Park	☐	☐
Road Closure:	☐	☐

City of Sugar Hill Film & Media Permit Application
Economic Development
770-945-6716 ext. 1221

5039 West Broad Street | Sugar Hill, Georgia 30518 | www.cityofsugarhill.com



Please provide a brief description of the project/plot:



Number of Personnel:

Crew:	Cast:	Extras:
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- ☐ A map of the filming location is attached to this application.
- ☐ If applicable, a map showing approved street closures and traffic management is attached.
- ☐ Insurance Certificate is attached to this application.

PERMIT FEE SCHEDULE	
Low Impact Permit	\$150
High Impact Permit	\$250
Refundable Damages Deposit	\$1,000
Use of Park/City Facility	\$100/hour
Closure of Park/City Facility	\$250/hour
Street Closure	\$500/day
On Street Parking	\$100/day
Change in Schedule <72 hours notice	\$250
Off Duty Police Office	\$50
Overnight Security	\$30

Film Production Fees:

- A \$50 application fee is due at submission. This application fee is subject to a refund if application is denied.
- The application fee is separate from any fees listed. Which can be found on the Film and Media Permit Application.

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- The remaining fees are due upon approval of application (e.g., permit fee, damages deposit, etc.). Checks should be made payable to:

City of Sugar Hill
ATTN: Avery Simmons
5039 West Broad St.
Sugar Hill, GA 30518

- Proof of insurance/rider naming the City of Sugar Hill as additionally insured, is due before filming commences.

The applicant agrees to comply with all applicable laws, rules, regulations, and City of Sugar Hill requirements. All requests are subject to approval by the City Manager's Office and Economic Development Department. Permits may be revoked at any time.

Indemnification; Defense; Hold Harmless. To the fullest extent permitted by Georgia law, the Applicant shall defend, indemnify, and hold harmless the City of Sugar Hill, its elected and appointed officials, officers, employees, agents, volunteers, boards, authorities, and representatives (collectively, the City Indemnitees) from and against any and all claims, demands, actions, suits, causes of action, liabilities, losses, damages, fines, penalties, costs, and expenses, including reasonable attorneys' fees and litigation expenses, arising out of, resulting from, or relating to: (a) the Applicant's filming, photography, production, staging, set-up, construction, alteration, installation, operation, use of City property or rights-of-way, traffic or pedestrian control activities, security activities, teardown, restoration, or other activities conducted under or in connection with the permit; (b) any breach of the permit or violation of applicable federal, state, or local law, ordinance, rule, regulation, or permit condition by the Applicant or any Applicant Party; or (c) any act, error, omission, negligence, willful misconduct, or other wrongful conduct of the Applicant or any Applicant Party. Nothing in this provision shall be construed to require the Applicant to indemnify, defend, hold harmless, or insure any City Indemnitee against liability for damages, losses, or expenses caused by or resulting from the sole negligence or willful misconduct of that City Indemnitee.

Signature of Applicant Representative: _____

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