



Gwinnett Parks & Recreation (GPR) maintains and operates many beautiful and unique park settings. Many are desirable locations for video footage and still photographs. GPR appreciates the beauty and diversity of its facilities and encourages the use of the parks for film and photography, while maintaining the integrity of the environment, enjoyment of visitors, and extending the influences of recreation. *There is no fee or permitting process for personal, non-commercial use photography at any park location.*

Guidelines

1. Most parks are open from sunrise until sunset. Early entry or late stay will result in additional charges.
2. During regular hours of operation, county offices and/or other occupants will be conducting business.
3. Filming is not permitted where it may compromise the privacy of park patrons (ex: comfort stations and locker rooms) or unduly restrict use or access, unless such locations are rented for sole use of the filming company.
4. All activities must be in compliance with park rules and ordinances. A complete list can be found at GwinnettParks.com/Explore Your Parks / Park Ordinance & Rules.
5. All applicable federal, state, and local regulations and ordinances apply to usage of this facility or facilities.
6. No signage may be staked into the ground or affixed to buildings, trees, signage or other structures.
7. All materials, including trash, brought in by permitted media, must be removed from the park. All areas should be left in the condition in which they were found.
8. Extensive set-up on park property or facility is only allowed as outlined on permit and must be approved in advance.
9. Draping, tying, or attaching rope, props, or equipment to trees, shrubs, fences, statues, sculptures, fountains, benches, or other features is not allowed.
10. Trimming, tying back, or altering shrubs, plantings, or trees in any way is not permitted without prior written approval.
11. Any cable or wire crossing a pedestrian path must be covered and all appropriate safety measures taken.
12. All materials brought in by permitted media, including trash, must be removed from the park. All areas should be left in the condition in which they were found.
13. Gwinnett County Parks and Recreation will not provide security or guarantee the safety of equipment or other property at filming location.
14. Public Safety Officers may be required for some events; the licensee will schedule the officer and incur the cost of the officer with the appropriate agency.
15. Use of facilities, electricity, or water that is not secured as part of the paid permit is not allowed.
16. In the case of inclement weather, cancellations are not assumed; notification by the licensee is required.
17. When Gwinnett County Government is closed due to inclement weather, all filming permits are cancelled and will be rescheduled at no additional fee to the licensee.
18. Any special requests/needs will be handled on a case by case basis during the permit application process.

Filming/Photography Fees

Fees are for commercial use, during regular park hours. There is no permitting process or fee for personal, non-commercial use photography at any of the park locations. At the discretion of GPR, other fees may apply for reserving or blocking off certain areas during filming or for use of the park as a production base. Please allow at least 72 hours after all forms and proof of insurance are received to process permits. Total payment is due when reserving the park or facility.

Motion Picture, Motion Television, or Video: \$150/day
Still Photography: \$75/day
Pavilion*/Building/Room/Gym Rental: regular rental fees apply
Expedited Processing (48 hours or less): \$75



Production Base: Permit fee and \$3/parking space
Attendant Fee: \$15/hour attendant fee may apply (may vary by location)
Special Requests and Exceptions: additional fees may apply

*Pavilion rental is required for outdoor shoots with crews of 10 or more in the vicinity of a pavilion.

Procedures

1. Proof of insurance (Certificate of Insurance) is required for all filmmakers/photographers requesting use of GCPR facilities as described below:
 - Minimum of \$1,000,000 in coverage.
 - **As required by Georgia law, a workers compensation certificate and a waiver of subrogation must be included.**
 - These following sections **MUST have the wording EXACTLY as listed below**, or the permit may not be approved:
 - Certificate Holder section:**
Gwinnett County Board of Commissioners
75 Langley Drive
Lawrenceville, GA 30046
 - Description of Operations or Special Provisions section:**
Gwinnett County Board of Commissioners is additional insured
2. For student projects, or companies that cannot provide proof of insurance, a completed General Liability Waiver is required for each cast and/or crew member on park property. Contact a Marketing representative for appropriate forms.
3. All filmmakers/photographers requesting use of GCPR facilities must complete the permit application below. Please allow at least 72 hours after all forms and proof of insurance are received to process permits.
4. Send completed permit application and proof of insurance to:

Nazanin Weck, Resources & Marketing Coordinator
Nazanin.weck@gwinnettcountry.com
Phone: 770.822.8866
Fax: 770.822.8835
5. After receipt of completed permit application and proof of insurance, GCPR will review the production details to either approve the application as is or work with the applicant to make necessary changes.
6. Payment can be made with Visa, Mastercard, Discover, cashier's check, company check, or personal check (starter checks are not accepted.) Total payment is due when the application is approved and any reservation for pavilion, building, sports field, gyms, or room is booked.



Application

Date _____ Name of Project _____

Applicant's Name _____ Title _____ Organization/Company Name _____

Daytime Phone _____ Fax _____ E-Mail _____

Mailing Address _____

I am applying for permission to _____
(Detailed description of activity – use additional sheets as needed)

at _____
(county park/historic site, facility and location within site)

Time(s) and date(s) to film _____

List of equipment and personnel: _____

Intended use of photos/film (Please be specific and include whether the project has potential for profit or commercial gain.)

Will recognition be given to the **Gwinnett Parks & Recreation**? *GPR will determine waiver of fees based on the promotional value to the department.*

No Yes (explain) _____

Does the proposed photography/film shoot (check all that apply)

- Impact visitors by restricting access/closing public-use areas or facilities? Require special hours?
- Require access to restricted areas or facilities? Require site staff supervision or oversight?
- Involve the use of artifacts or historic structures? Require restoration of site resources?
- Have the potential for profit or commercial gain? Present potential liability issues?



Type of Project

- Advertising Stills Commercial Video/Photo Feature Film/TV Movie TV Series/Pilot Documentary
- Commercial Public Service Announcement Music Video Infomercial Industrial
- Other (explain) _____

Summary of scene(s)

Site Information

Total number of days on site _____ Prep _____ Shoot _____ Hold _____ Strike _____

Night work: No Yes (explain)

Shooting Schedule by Location/Facility
Dates/Times

Location/Facility

_____	_____
_____	_____
_____	_____

Set Dressing or Other Structures Proposed

To request set construction, off-road activity, or interior use of building(s), attach detailed information.

Electrical Needs _____ Lighting _____ Reflectors _____
Other _____

Personnel and Vehicles

Total number of Cast and Crew _____

Number of vehicles _____ Personal Cars _____ Large Trucks _____ Other Trucks _____ Vans _____ Motor Homes _____
Other Vehicle(s) (explain) _____

Special Activities

- Children Number of Children _____ Age Range _____
- Animals (explain) _____
- Special Effects _____
- Stunts _____
- Other Unusual or Hazardous Activities (explain): _____

Insurance Company (Certificate required) _____

Provide supplementary information as needed for consideration of application (attach additional pages).