

City of Milledgeville

FILM AND TELEVISION PRODUCTION

PERMIT APPLICATION

Thank you for your interest in filming in Milledgeville, Ga. We appreciate the contributions that filming has provided to our city.

Please complete the following form to apply for a film and television permit. A permit is required for any filming activity taking place within Milledgeville, GA whether on public or private property.

Please fill in all of the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application, along with a detailed map of proposed street closures and all other required documentation to Rebekah Snider, 200 West Hancock Street, Milledgeville, Ga. 31061 or by email at rebekah@visitmilledgeville.com at least 10 business days before the filming activity takes place. Early application submission is recommended, as all permits are issued on a first-come, first-served basis.

Contact Information

Production Company	Project Title	Type of Production (e.g. Feature Film, TV Series, Commercial, etc.)	
Permanent Company Address		Business Telephone	
Email	Name and Title of Location Contact	Cell Phone Number	
Local Company Address		Alternate Phone Number	

Project Information

City of Milledgeville Filming Locations (Name and Full Address)			
Film Date(s)	Time(s)	Inclement Weather Alternative Date	
Number in Crew	Number in Cast	Number of Extras	

Vehicles and Parking

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production vehicles.

For any questions regarding filming in Milledgeville, GA. contact Rebekah Snider,
Milledgeville-Baldwin County Convention & Visitors Bureau,
rebekah@visitmilledgeville.com or (478) 452-4687.

Insurance

General Liability Insurance Carrier Name	Telephone
Automotive Liability Insurance Carrier Name	Telephone
Worker's Comp and Employer's Liability Insurance Carrier Name	Telephone

All productions are required to provide a certificate of liability insurance three days prior to filming. All applications must include certificates of insurance for at least the following amounts: general liability -\$1,000,000 per occurrence, \$2,000,000 aggregate limit; automotive liability - \$1,000,000, and worker 's comp and employer's liability - \$500,000 per incident.

Amplified Sound

Do you plan to use amplified sound?	Type of Sound Equipment to be Used
Types of Sounds to be Amplified	
Start Time of Sound	End Time of Sound

Maximum Permissible Sound Levels By Land Use Category

Noise Ordinance Requirements

Land Use Category	Times	Sounds Level Decibel
Residential, noise-sensitive area, public space	7:00 a.m.—11:00 p.m. 11:00 p.m.—7:00 a.m.	60 55
Multifamily dwelling	7:00 a.m.—11:00p.m. 11:00 p.m.—7:00 a.m.	50 45
Commercial	7:00 a.m.—11:00 p.m. 11:00 p.m.—7:00 a.m.	65 60
Industrial	At all times	75

Special Effects (The following activities may require a special permit)

Please note, the use of explosive or incendiary devices shall require proof of \$5,000,000 liability insurance per incident or occurrence, naming the city as additional insured.

Check all that apply			☐ Animals	☐ Candles	☐ Gunfire
☐ Aerial	☐ Explosions	☐ Fire Effects	☐ Stunt		
☐ Construction	☐ Propane	☐ Sparks	☐ Other (Explain)		
☐ Open Campfire	☐ Pyrotechnics	☐ Cooking on Site			
☐ Tent					
Location(s) of Special Effects			Pyrotechnician Name & License Number & Contact Information		
Lighting					
Yes	No	If yes, describe			
Water Activity					
Yes	No	If yes, describe			

Traffic Engineering

Check All That Apply		
☐ Lane Closure	☐ Full Street Closure	☐ Sidewalk Closure
Location(s) of Closure		
Date(s) of Closure	Start Time(s) of Closure	End Time(s) of Closure

For full street closures, all affected residents must be contacted in writing, notifying them of your filming activities. City of Milledgeville Police must be on site, at the production company's expense, during all road closure activities. Emergency vehicle access must be maintained at all times. Upon completion of work, all city of Milledgeville right-of-way must be left in pre-permit condition.

Interruption of traffic on state routes or closure of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City. GDOT requires a minimum of two week notification following approval from the City of Milledgeville.

Security Plan

Description of shoot (be as detailed as possible)		
Location(s) / Route (if there are any moving components)		
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)		
Number of Deputies Hired (POST-Certified off-duty law enforcement personnel only)		
Agencies Represented by Off-Duty Officers		
Lead Officer's Name		Telephone Number
Traffic Fixed Mobile		Crowd Control Fixed Mobile
Number of Barricades Required (provided to applicant)		
Additional Private Security?	Company Contact Name	Telephone Number

Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Milledgeville Police based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

Park and Recreation Resources

Filming on Park Department property? Yes No	Specific Location(s)	
Date(s) of Filming	Start Time	End Time

Film and Television Production Permit Guidelines

The following items must be submitted with your application for a City of Milledgeville Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A non-refundable, application check made payable to the Milledgeville-Baldwin County Convention & Visitors Bureau in the amount of \$100.00 is required for low-impact Film and Television Production Permits and \$250.00 for high-impact activity Film and Television Production Permits.
3. A signed Indemnification and Hold Harmless agreement, in a form acceptable to the City Attorney.

Return the completed application and additional required information in person to Milledgeville-Baldwin County Convention & Visitors Bureau; or by mail attention Rebekah Snider to 200 West Hancock Street, Milledgeville, GA, or by email at rebekah@visitmilledgeville.com. This application must be received by the city no less than 10 days before filming.

Terms and Conditions

The applicant must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions hereof as well as all Federal and State laws and City of Milledgeville ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Milledgeville property.
3. The undersigned acknowledges that the City of Milledgeville assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
5. All applicants must submit a security plan that is approved by the City of Milledgeville and/or City of Milledgeville Fire Services or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Milledgeville Police based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce City ordinances and State laws.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the city, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.

Company Name:

By: _____
(Name and Title) (Authorized Company Signature)