



## Film Permit Application

A media production permit is required for all activity related to staging or shooting commercials, motion pictures, television shows or programs, commercials and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including file, tape or digital format including but not limited to, motion pictures, television, or commercial still photography.

News media, personal/family video, and in studio filming (those projects shot in a licensed business studio within the city limits) are exempt from this permit.

The completed permit application must be submitted to the Economic Development Department at least three (3) business days prior to the shoot. The application must be signed and accompanied by all the required fees, hold harmless agreement and insurance certificates which are required before any permit will be considered for approval.

### Insurance Requirements:

- Proof of liability insurance ~ minimum amount - \$ 1,000,000
- Hold Harmless Agreement – applicant shall execute an indemnity and hold harmless agreement as provided by the City of Hapeville prior to the issuance of any permit that shall hold the city harmless against any claims, liability or judgments' arising out of the permit holders activities

### Tax Exempt Status:

- Proof of 501 (c)(3) tax-exempt status, if applicable

### Permission Letters:

- Written permission must be obtained and submitted with permit application to shoot on private property.  
**Permission from the owner of the property and/or the tenant permission.**

### Notification of film shoots to residents who may be affected by shoot:

- Residents must be notified of the film shoot at least 3 days prior to shoot. Notification should include the dates, times, and location, including general information about activities taking place (parking vehicles or actual filming on street). A copy of the notice must be submitted with permit application.

### Traffic Plan/Traffic Control

- A sketch of your traffic plan during production must be submitted with permit application
- Staff will review your traffic plan and determine if an off-duty Hapeville Police Officer(s) will be needed.
- The hiring of the off-duty police personnel will be conducted between the applicant and the Police Chief.



## AGREEMENTS AND ACKNOWLEDGEMENT

### I. HOLD HARMLESS AGREEMENT:

The undersigned releases, acquits, and forever discharges THE CITY OF HAPEVILLE, GEORGIA, and its officers, employees, agents, servants, successors, heirs, executors, and administrators from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expense and compensation whatsoever, which may hereafter arise out of permittee's activities, including events seen and unforeseen. The undersigned applicant affirms that he/she is authorized to make the above assurance on behalf of the film company.

### II. ACKNOWLEDGEMENT:

The undersigned acknowledges receipt from the City of Hapeville of the following ordinances: **Film Policy Ordinance**

I hereby declare under penalty of perjury that the foregoing is true and correct:

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ONE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Stamp/Seal

My Commission Expires: \_\_\_\_\_



City of Hapeville ~ Economic Development Department  
3468 N. Fulton Avenue, Hapeville, GA 30354  
Office: 404.669.8269 Fax: 404.669.3302  
Website: [www.hapeville.org](http://www.hapeville.org)

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**THIS APPLICATION MUST BE APPLIED FOR THREE (3) BUSINESS DAYS PRIOR TO SHOOT**

**NOTE: No person shall use any public or private property, building, facility or residence of producing, taking or making any motion picture, television production or photographic production without first applying for and receiving a Film Permit.**

### Production Company Information:

Company's Name: \_\_\_\_\_ d/b/a \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Mailing Address, if applicable: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Email Address: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Name of Personnel Contact: \_\_\_\_\_

Position: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

### Project Information:

Type of Filming:

- Feature Film     TV     Documentary     Commercial     Still Photo     Music Video     Student

Location of Shoot: (include business name and address or property owner name and address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates: \_\_\_\_\_ Through \_\_\_\_\_

Time: \_\_\_\_\_ am/pm    Until \_\_\_\_\_ am/pm

In the event of inclement weather, file date(s) and time will be:

\_\_\_\_\_ Do you plan to have amplified sound?  YES     NO



**Application Continues:**

Applicant must comply with the City of Hapeville Noise Ordinance Chapter 10 Title 2.54

No. of Cast Members: \_\_\_\_\_ No. of Crew Members: \_\_\_\_\_ No. of Extras: \_\_\_\_\_

Are there any special effects?  YES  NO

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle and Parking:

Types and Number of Vehicles: Cars: \_\_\_\_\_ Vans: \_\_\_\_\_ Trucks: \_\_\_\_\_ Trailers: \_\_\_\_\_ Other: \_\_\_\_\_

Any street parking:  YES  NO

Crew Parking Location: \_\_\_\_\_

Base Camp Location: \_\_\_\_\_

Name of Base Camp Location: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY ~ DOCUMENTS RECEIVED**

- Proof of liability insurance (minimum of \$1,000,000.00)
- Written permission to shoot from private property
- Copy of notification letter to residents regarding film shoot
- Detailed sketch of traffic plan during production
- Description of city staff that will provide traffic control during shoot, if applicable
- Proof of 501 (c) (3) Exemption form, if applicable

Approval  Denial Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Approval  Denial Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Approval  Denial Film Prod. Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Documents received date: \_\_\_\_\_ Signature: \_\_\_\_\_

Notes: \_\_\_\_\_