



City of Stockbridge

Film, Television & Movie Permit Guidelines

Thank you for your interest in Stockbridge, Georgia as a location for your film, television or movie project. The guidelines below include requirements for any individual or company interested in production on a property in the City of Stockbridge. If you have any questions pertaining to this application, please do not hesitate to contact City Hall at 770-389-7900.

PERMIT FEES

Processing fee: \$100 (Non-refundable)

Sanitation Bond: \$500 (Refundable)

Off-Duty Police Officers: \$30 per hour (minimum 4 hours)

Administration Fee for City Facilities or Right-of-Way: Daily charge to be determined
(not to exceed \$1000 per day)

PERMIT GUIDELINES:

1. Request permission to use property for film production or photography at least 96 hours in advance of production. Minimum processing time for film and movie permits is 48 hours; however, depending on the type and intensity of the production, processing time may take longer.
2. Contact affected business and property owners and obtain their permission to use surrounding property. Written notification must be provided to surrounding property owners and written approval from property owners must be obtained and provided with application package with private property is being used. Compensation may be necessary if business and home environments are disturbed.
3. 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.
4. The City of Stockbridge logo may not be included in the film without written permission from the City of Stockbridge.
5. If streets are to be blocked or traffic disrupted in any manner, officers must be scheduled a minimum of four (4) hours per day. This arrangement can be made through the Henry County Police Department at 770-288-8200. Written notification to property owners affected by any blocked public roadway must be provided at least 48 hours prior to the film production.
6. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Stockbridge as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Stockbridge as additional insured.
7. The City shall require the production company to have a copy of the permit on site at all times.
8. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City.
9. Fire Department and EMS personnel are required on-site for productions with pyrotechnics or stunts being performed. This arrangement can be made through the Henry County Fire Department at 770-288-6600.
10. If food will be prepared on site for film production, approval must be granted from the Henry County Department of Environmental Health at 770-954-2250. Catered and/or pre-packaged food is not subject to this provision. This approval may take up to three (3) weeks in addition to the City's review/processing time.



**City of Stockbridge
Film, Television & Movie Permit Application**

Project Title: _____

Production Company: _____

Permanent Company Address: _____

Permanent Company Telephone: _____

Local Address: _____

Local Phone: _____ Fax: _____

Producer: _____

Production Manager: _____

Location Production Office: _____

Phone: _____ Fax: _____

Location Manager (24 Hour Contact): _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

This project is (check one):

- ☐ Feature Film
- ☐ Documentary
- ☐ TV Movie
- ☐ Music Video

- ☐ Public Service
Announcement
- ☐ Corporate Video
- ☐ Commercial

- ☐ TV Series or Pilot
- ☐ Other as specified: _____

Services Required:

- ☐ Police
- ☐ City Parks
- ☐ Fire Department
- ☐ Sanitation/cleanup
- ☐ Public Works

- ☐ Hospitality
(hotel/catering/accommodations)
- ☐ Henry County Environmental Health
(on site food service)
- ☐ Other: _____

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Hold Harmless Agreement

The undersigned releases, acquits, and forever discharges THE CITY OF STOCKBRIDGE, 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 permit holder's activities, including events seen and unforeseen.

The undersigned applicant affirms that he/she is authorized to make the above assurances on behalf of the film company and that all information included in this application is true and correct.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Date

SUBSCRIBED AND SOWNR BEFORE ME ON THIS THE _____ DAY OF _____ 20 ____

NOTARY PUBLIC

Stamp/Seal

My Commission Expires: _____

Please return completed application to ot@cityofstockbridge-ga.gov or fax 770-389-7912.

END OF APPLICATION

City Hall Use Only:

Recommend: Approval / Denial By: _____

Date: _____ Issued By: _____

Documents Received:

☐ Processing fee of \$100.00 per day

Check: _____ Check #: _____ Cash: _____ Other: _____

☐ Sanitation Bond, if applicable

☐ Proof of liability insurance

☐ Detailed sketch of traffic plan during production

☐ Written permission to shoot from private property owner(s)

☐ Copy of notification letter sent to residents of film shoot

☐ Description of City staff that will be needed for production or traffic control, if applicable

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

☐ Henry County Fire Department personnel approval, if applicable

☐ Henry County Department of Environmental Health, if applicable

☐ City Manager Approval

Documents received by: _____ Date received: _____

Notes: _____

Approver _____

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Proposed Filming Location:

Provide a diagram labeling streets, cross streets and/or alleys to be used. Indicate **ALL** streets/walks subject to closure or traffic/pedestrian control. For multiple locations, please copy form.

Location: _____

Date(s): _____ Time(s): _____

Size of crew: _____

Site Plan:

Please attach a site plan of the location including the location of any structures to be used, access points, parking, signage, etc.

Parking:

Describe proposed parking staging area including catering and equipment placement. Include all public parking areas to be occupied by production vehicles. Written notification must be provided to surrounding property owners and written approval from property owners must be obtained and provided with the application package when private property is being used.

Signage:

Signs associated with film production must meet the requirements of the City of Stockbridge sign ordinance. Please indicate any signage that you will be placing in the City including signage directing crew to the site, the dates the signs will be posted, and when they will be removed. All signage must be removed by film production crew and contact name, number and email must be provided for crew member responsible for removal.

Name: _____

Cell: _____

Email: _____