



Guidelines for Filming in Porterdale

Statement of Policy:

The Porterdale City Council invites and encourages film production within the City. We also support the use of City property provided that:

- The City's primary responsibility to provide services and protection to the general public is not impaired;
- The City is compensated for time, labor, and other costs associated with permitting the utilization of City property and facilities; and
- The City is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project.

The City reserves the right to refuse access to City Property on the grounds of prior reference examination, and portrayal of the City in the content of the project.

Summary of Procedures:

1. All requests for filming on City Property will be directed to Monika Singh, Downtown Director, at msingh@cityofporterdale.com.
2. The City will forward will forward a Film and Television Production Permit Application for completion. The package should include: sample insurance certificate, hold harmless agreement, price list, administrative policies and procedures for filming, and the permit form.
3. The City Staff will review the request upon receipt of the completed package and the required fees. If necessary, a meeting and tour will be arranged with the Production Location Scout for a suitable filming.
4. The application package will be reviewed by the affected departments to determine and logistics and personnel requirements that will be needed to support the production request.
5. The City staff will communicate approval or denial to the applicant. If the request is approved, the staff will notify the applicant and bill them for any additional fees. All fees must be paid before the actual permit is issued.
6. If the application is denied, the applicant may initiate an appeals process by writing the City Manager within five (5) days of receipt of the denial. The City Manager will respond to the appeal within two (2) days of receipt of the appeals.
7. Once the filming/shoot is completed, the affected Departments will make an assessment of damages and refund any unused damage deposit to the applicant. Allow thirty (30) days for processing.

8. If subcontractors, vendors, or caterers are used during the terms of the agreement, the parties are subject to the City guidelines on the use of City facilities and terms embodied in the Ordinance.

Policies and Procedures

I. Permit Required for All Filming Activities in Porterdale: A permit is required for any commercial film which involves the use of public or private property and also if in the public right-of-way (local or state) in any one location for longer than five (5) minutes, or impacts the public right-of-way beyond normal traffic. (Examples: on street parking; interruption of vehicular or pedestrian traffic flow; placement of flats, cameras, lights or other equipment on public property).

II. Applications: Applications will be made on the City's standard form (attached) and presented to the city staff for review. Early application is recommended as permits are issued on a first come first served basis. However, all applications must be submitted no later than 10 days prior to being on site. Extra time may be needed to address potential issues associated with the requested filming activities. Requirements may vary slightly from one project to another depending on the impact of the activity.

III. Notification of Affected Businesses and Residents: The production company will notify all businesses and residents affected by the proposed filming activity. Notification should take place following the City's review of the application but no less than three (3) days prior to the planned activity. Earlier notification may be required in cases where planned activities may have significant impact on normal activities of the area. (Example: activities impacting parking or traffic in the downtown business district). Exceptions may be made in special situations. The area to be covered by notification may vary depending on the impact of the planned activity, but will be a minimum of all businesses or residents

a. **Business Film Impacts:**

- i. If customer access to a business is directly impeded during business hours, a minimum of \$150.00 per day will be paid to the affected business for the filming activity: set-up, filming, and breakdown
- ii. If the business is directly affected by filming, compensation will be decided between the filming company and the business owner,

b. **Residential Film Impacts:**

- i. Typical film days shall be conducted between the hours of 7:00 a.m. and midnight for set up, filming, and breakdown. If no traffic restrictions exist for the residents within 200 linear feet of the film location, \$0.00 compensation per resident is required.
- ii. If filming or wrap up is to extend beyond midnight compensation per each household within 200 linear feet of the actual filming location. Compensation shall be at a rate of no less than \$50.00 per each day of film activity, excluding exceptional activity, i.e., pyrotechnics, explosions, etc.
- iii. If road closures exist, all impacted households shall be compensated at a rate of \$100 per day for their inconvenience.
- iv. Private property use will be an agreement between the filming company and the homeowner/property owner.
- v. The minimum compensation will be \$100 per household per day of impact.

IV. Traffic Control and Street Closures: Approval must be obtained prior to any filming activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty Porterdale Police Officers hired by the Production Company through the Downtown Director/City Manager. The City retains the right to determine the number of officers needed. Intermittent holding of

traffic shall not exceed three-minute intervals except where specifically approved by permit. Street closures are discouraged in most instances. Requests for street closures or diverting of traffic should be made well in advance to allow for planning or alternate routes and proper notification. Interruption of traffic on state routes or closures of state routes requires prior approval from the Georgia Department of Transportation (GDOT), as well as the City. The fill liaison office will provide the Production Company with the appropriate contact at the GDOT. When street closures are necessary of film activity will impact the navigation of emergency vehicles, the Production Company must abide by a plan prescribed by the Porterdales Police Chief for the provision of safety services in accordance with the Porterdales City Code.

V. Special Effects, Explosives, and Similar Devices: No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Newton County Fire Department. Use of explosives or pyrotechnics requires a certificate from the Newton County Probate Court. The Production Company will be responsible for acquiring the certificate and the Newton County Fire Department will not issue a permit until they have received the certificate. The film liaison can provide a contact at the Probate Court.

VI. Removal of Vegetation: Removal, cutting or trimming of vegetation in the public right-of-way and on public property is prohibited unless specifically approved by permit.

VII. Film Impacts:

- a. **Low Impact Film Activities:** In general, low impact activities in the City are defined as those which:
 - i. Allow uninterrupted flow of pedestrian traffic;
 - ii. Hold vehicular traffic for no more than one-minute intervals;
 - iii. Utilize no more than four (4) on street parking spaces in any linear block containing businesses dependent on on-street parking;
 - iv. Have minimal impact on normal business activities
 - v. Take place in the downtown business district outside of normal business hours;
 - vi. Utilize not more than fifty percent (50%) of the on-street parking spaces in any linear block containing businesses not dependent on on-street parking;
 - vii. Utilize no on-street parking where there are no marked on-street parking spaces;
 - viii. Utilize no parking alleys without prior approval by the abutting businesses and the Police Department/Public Works;
 - ix. Provide parking for cast, crew, extras and other non-essential vehicles in off-street lots, as well as alternate parking for those displaced from these lots;
 - x. Provide a private holding area for extras; and
 - xi. Conduct prep and wrap up activities in accordance with the above criteria.
- b. **High Impact Film Activities:** In general, high impact activities are those that fall outside two (2) or more of the criteria for a low impact activity. Additional criteria that classify a film activity as high impact include:
 - i. High speed chases
 - ii. Use of pyrotechnics or explosives, or
 - iii. Use of aircraft.

VIII. Downtown Business District:

- a. **The Downtown Business District is Defined,** for Purposes of Filming, as the area along SR81 from the bridge over the Yellow River to Palmetto St intersection and going for one block east and west of SR81.

- b. **Permitting and Notification Procedure for High Impact Filming in the Downtown Business District:**
 - i. A completed Application for Permit shall be submitted to the City representative for review as soon as possible.
 - ii. The Production Company shall distribute copies of the completed application, at a minimum, to all businesses and residents within a full block in each direction from the planned activity no less than five (5) business days prior to the planned activity. The Production Company shall have each recipient initial for receipt of the application, and shall submit the sign-off sheet to the City's representative.
 - iii. Businesses shall have one (1) business day in which to notify the City of any concerns/objections in reference to the proposed film activities.
 - iv. The City representative shall attempt to resolve concerns or objections reported in consultation with the business/resident, the Production Company, and City Staff.
 - v. If the permit is issued, the Production Company will notify businesses and residents of the finalized plans, no less than three (3) business days in advance of the planned activity.
- c. **Restrictions:**
 - i. Filming will not be allowed within two (2) blocks of a planned event if the event is an annual event or if expenses have already been incurred prior to notification of planned film activities. Exceptions may be made for low impact filming.
 - ii. No more than two (2) film permits shall be issued within the downtown business district for any given time/date. Exceptions may be made for low impact filming.

IX. Residential Areas

- a. In areas zoned residentially, film activities will not begin prior to 7:00 a.m., and will end by 11:00 p.m. on weekdays and Sundays, and by midnight on Friday and Saturday, except with special advance permission.
- b. Affected residents in an area not less than two (2) blocks in either direction must be notified by letter or in person not less than three (3) days in advance of any filming activity. Notification should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, generators, or any special effects.
- c. All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrian or vehicular traffic.
- d. When filming on residential streets which experience traffic congestion as a result of schools opening and closing or the morning and evening "rush" hours, neither pedestrian nor vehicular traffic may be held up during these "rush" times, which will be agreed upon in advance by the film liaison and the locations' manager.
- e. Production vehicles must not block fire hydrants, driveways, or other access ramps unless authorized by the City or the property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized.
- f. Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.

- g. Lighting for filming, both during the day and night, should be oriented away from neighboring residences whenever possible, and should not interfere with the safe movement of traffic.
- h. Production companies are responsible for cleaning and restoring locations used, including public and private lands, with a minimum amount of noise and disruption.
- i. Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:
 - i. Moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or
 - ii. Coordinating, in advance, a time when sanitation vehicles may access the area affected.
- j. Residents may not charge production companies for use of the public right-of-way in front of their homes, nor prohibit use without justifiable cause, but may reasonably expect the right-of-way to be restored to its' original condition by the production company.
- k. Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours before 11:00 p.m., unless cleared in advance with the City and the neighbors affected.
- l. Whenever possible, base camps are dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in the early mornings before 7:30 a.m. and after 9:00 p.m. in the evening.

X. Permit Fees: Each applicant will pay the required fees as established by resolution of the City Council. Where set fees are established, Production Companies pay the same fee as the general public for the service or facility. Services for which a fee has not been established will be charged on the basis of time, equipment, and material. All fees are subject to change.

- a. Application fee: \$75.00. Charges for Services rendered on Late Requests will be an additional \$100 as the result of requests made less than three (3) business days' notice.
- b. Fees for filing in a City of Porterdales Facility:
 - i. This includes Yellow River Park, Train Depot, Gravel Parking lot (across from the Lofts), Public Works Facility, BC Crowell Park (Ball Field and amenities, Cedar Shoals Park, the neighborhood parks, water towers, the old Jail, the Old Gymnasium, and the streets and alleyways.
 - ii. \$500 per day for preparation, construction, take down, and clean-up in all locations except Yellow River Park. A fee of \$750 per day shall apply for Prep/Strike at Yellow River Park.
 - iii. \$750 per day for filming in all locations except Yellow River Park. A fee of \$1,000 per day shall apply for filming in Yellow River Park.
 - iv. Access to buildings after hours requires two on-duty officers at a fee of \$50.00
 - v. per hour per officer, with a four (4) hour minimum.
 - vi. City Attendant is required to be on site at the rate of \$25.00 per hour for 8 hours, \$30.00 per hour after 8 hours, and \$40.00 per hour after 12 hours paid by the film staff.
 - vii. Special Permitting or Special Circumstances: City attendant will be paid at a rate to be negotiated between the City attendants and the film staff not to exceed \$40.00 per hour.
- c. City of Porterdales Police Officers' Fees:
 - i. On-duty officers at a fee of \$60.00 per hour with a four (4) hour minimum,

- ii. Off-duty officers to be negotiated directly with the Police Chief at a fee of \$50.00 per hour with a four (4) hour minimum.
- d. Fees for the use of Newton County Fire Service Vehicles and Equipment is to be negotiated directly with the Newton County Fire Chief and the Newton County Manager.
- e. Cost of Additional Services: If deemed necessary, additional law enforcement, code enforcement, fire, and other City services shall be required for the purpose of protecting, assisting, and regulating the proposed activity. The reasonable cost of providing such additional services shall be paid in advance to the City by the Applicant.

XI. Insurance: The Company agrees to provide and maintain the following minimum insurance coverage for any permit to film on City property, utilize City and State right-of-way, or utilize City vehicles or equipment. All insurance shall be provided by an insurer(s) acceptable to the City, and shall name the City of Porterdales as an additional insured on the general liability, workers compensation, and auto liability. The applicant shall include a certificate or policy of insurance evidencing compliance with these requirements.

Coverage	Limit
1. Worker's Compensation	
Statutory Benefits (Coverage A)	Statutory
Employee Liability (Coverage B)	\$500,000 Each Accident \$500,000 Disease/Employees \$500,000 Disease/Police
2. Automobile Liability	
Owned Vehicles	\$1,000,000
Non-owned Vehicles	\$1,000,000
Hired Vehicles	\$1,000,000
3. Commercial General Liability	
Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to Rented Premises	\$100,000
Medical Payments	\$5,000



Film and Television Production Permit Application

This information is necessary to process a request for a film and television production permit from City of Porterdale, Georgia. A permit is required for any filming activity taking place within the incorporated area of the City of Porterdale, whether on public or private property. For filming entirely contained on private property this is merely a formality, however, notification using the City's permit application form is nonetheless required.

Please fill in all of the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application and all other required documentation to the City Manager, 2800 Main St., Porterdale, GA 30014 or citymanager@cityofporterdale.com at least 10 working days in advance before the filming activity takes place. Earlier application is recommended, as all permits are issued on a first-come-first served basis, and time may be needed to work out any difficulties or City services associated with the planned activities. Exceptions may be granted due to weather constraints or other emergencies.

For any questions regarding filming in the City of Porterdale, contact Monika Singh, Downtown Director at 770-786-2217 ext. 4558 or at msingh@cityofporterdale.com

Contact Information

Production Company: _____
Project Title: _____
Type of Production (e.g. feature film, TV series, commercial, etc.): _____
Permanent Company Address: _____
Business Telephone: _____
Name and Title of Location Contact Person: _____
Email: _____ Cell Phone Number: _____
Local Company Address: _____
Alternate Phone Number: _____

Project Information

Porterdale Filming Locations (Name and Full Address): _____

Date(s) of Filming (to include Set-up and Striking): _____

Start Time and End Time for Operations Each Day: _____

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.

Insurance

General Liability Insurance Carrier Name: _____
Telephone Number: _____

Automotive Liability Insurance Carrier Name: _____
Telephone Number: _____

Worker's Comp and Employer's Liability Insurance Carrier Name: _____

Telephone Number: _____

All productions are required to maintain public liability insurance policies for filming on locations within incorporated City of Porterdale. 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? Yes () No ()

Type of Sound Equipment to be Used: _____

Types of Sounds to be Amplified: _____

Start Time of Sound: _____ End Time of Sound: _____

Noise Ordinance Requirements

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

Check all that apply:

☐ Animals	☐ Aerial	☐ Candles	☐ Construction
☐ Cooking on Site	☐ Explosions	☐ Fire Effects	☐ Gunfire
☐ Open Campfire	☐ Propane	☐ Pyrotechnics	☐ Sparks
☐ Stunt	☐ Tent	☐ Other (Explain)	

Location(s) of Special Effects: _____

Pyro technician Name and License Number: _____

Lighting: Yes () No () If yes, describe: _____

Water Activity

Describe proposed water use and water activities:

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. The Porterdales Police Department 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 and State right-of-way must be left in pre-permit condition.

Draw a simple diagram labeling streets, cross streets and/or alleys to be used. Indicate all streets/sidewalks subject to closure or traffic/pedestrian control.

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)

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 Porterdales Police Department based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

Number of Deputies Hired (Post-Certified off-duty law enforcement personnel only): _____

Agencies Represented by Off-Duty Officers: _____

Lead Officers Name: _____

Telephone Number: _____

Traffic: Fixed Mobile

Crowd Control: Fixed Mobile

Number of Barricades Required (provided by the Applicant): _____

Park and Recreation Resources

Filming on City property? Yes (☐) No (☐)

Specific Location(s): _____

Film and Television Production Permit Guidelines

The following items must be submitted with your application for a City of Porterdales Film and Television Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A security plan, if not thoroughly detailed above.
3. A check made payable to the City of Porterdales in the amount of \$150.00 for the general Film and Television Production Permit.
4. A check made payable to the City of Porterdales for any additional fees, if applicable.

Return the completed application and additional required information to the Monika Singh, Downtown Director, located in the City Hall located at P.O. Box 667 (physical address is 2800 Main Street), Porterdales GA 30070 or by email at msingh@cityofporterdales.com

This application must be received by the City no later 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 Porterdales 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 Porterdales property.
3. The undersigned acknowledges that the City of Porterdales assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the event.
4. The undersigned certifies that the information contained herein and on the application is true and correct.
5. All applicants must submit a security plan that is approved by the City of Porterdales Police Department and/or the Newton County Fire Services or their 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 Police Chief based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

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)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is effective as of this ____ day of _____, 20____, by and between the City of Porterdale, Georgia, a political subdivision of the State of Georgia, acting by and through its governing authority, the Porterdale City Council ("City"), and _____ [insert full legal name], a _____ [insert State where Consultant entity was formed (e.g., Georgia) and the type of entity (e.g., corporation, limited liability company, partnership, etc.)], ("Applicant"), collectively referred to as the "Parties."

WITNESSETH THAT:

WHEREAS, the Applicant desires to obtain a film and television production permit from the City; and

WHEREAS, a permit is required for any filming activity taking place within incorporated City of Porterdale; and

WHEREAS, the City requires that any applicant for a film permit sign an indemnification and hold harmless agreement for the benefit of the City; and

WHEREAS, the public interest will be served by this Agreement;

NOW, THEREFORE, for and in consideration of receiving a film and television production permit to film within incorporated City of Porterdale, together with other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby covenants and agrees to take and assume all responsibility for any activity connected with the Applicant's filming within the City of Porterdale. The Applicant shall bear all losses and damages directly or indirectly resulting to it and/or the City on account of the performance or character of any production pursuant to the issuance of any film and television production permit. Applicant shall defend, indemnify and hold harmless the City and the City's elected and appointed officials, officers, boards, commissions, employees, representatives, consultants, servants, agents and volunteers (individually an "Indemnified Party" and collectively the "Indemnified Parties") from and against any and all claims, suits, actions, judgments, injuries, damages, losses, costs, expenses and liability of any kind whatsoever, including but not limited to attorney's fees and costs of defense ("Liabilities"), which may arise from or be the result of alleged willful, negligent or tortious conduct arising out of the production referenced in the permit or operations by the Applicant, any subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the Applicant or subcontractor may be liable, regardless of whether or not the act or omission is caused in part by a party indemnified hereunder. This indemnity obligation does not include Liabilities caused by or resulting from the sole negligence of an Indemnified Party. Such obligation shall not be

construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against an Indemnified Party, by any employee of the Applicant, its subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the Applicant or subcontractor may be liable, the indemnification obligation set forth in this provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Applicant or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. This obligation to indemnify, defend, and hold harmless the Indemnified Party(ies) shall survive expiration or termination of the permit, provided that the claims are based upon or arise out of actions or omissions that occurred in the connection of the production referenced in the permit.

APPLICANT: _____

By: _____

Its: _____

(Must be executed by the Location Manager
or above)