



FILM PRODUCTION SPECIAL EVENT PERMIT APPLICATION
CITY OF SANDY SPRINGS

Project/Production Title: _____

Production Company: _____

Company Address: _____

Phone: _____ Fax: _____

Location/Site Manager: _____

Cell: _____ Email: _____

Location/Site Assistant Manager: _____

Cell: _____ Email: _____

Type of Project:

- _____ Commercial Motion Picture
- _____ Corporate Video
- _____ Documentary
- _____ Feature Film
- _____ Music Video
- _____ Photography
- _____ TV Commercial
- _____ TV Series
- _____ TV Program
- _____ TV Movie
- _____ Student Project
- _____ Other: _____

Description of Project: _____

Location(s) of Project: _____

_____ Commercial Location _____ Residential Location _____ City Park _____ Other



Please note: If your Film Project occurs at a residential location and contains any of the 4 listed items below, a meeting with the City of Sandy Springs Special Event Committee is required a minimum of one week in advance before your application can be accepted and processed.

- 1) Film Prep, Filming, and Clean up in total that last 3 or more days
- 2) Outdoor Filming
- 3) Full and/or Partial Lane and Street Closures
- 4) Requested Variances to any City of Sandy Springs Ordinance

Contact Name to schedule the meeting: _____

Phone Number _____

Email: _____

Names of Attendees to attend the meeting _____

List any Removal of Vegetation or Building Modifications that could remain permanent after completion of the project: _____

Number of Tents: _____ Square Footage of Each Tent: _____

List Tent Locations: _____

Will Portable Restrooms (Porta Potties) be utilized? Yes No

If yes, please list placement and locations: _____



FILM PREP:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe preparation activity: _____

FILMING:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe filming activity: _____



CLEAN-UP/CLOSE OUT:

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe clean-up/close out activity: _____

Number of Vehicles:

_____ Production Cars

_____ Trucks

_____ Generators

_____ Buses

_____ Catering Vehicles

_____ Crew Cars

_____ Trailers

_____ Tow Cars

_____ Vans

_____ Campers

_____ Shuttle Vans

_____ Extras' Cars

Date(s)

From: _____ To: _____

Total: _____

List Parking Location(s) or Base Camp: _____



**** Please Note:** The following three items must be provided when applicable:

- 1) Site Plan – Showing Production Location and Base Camp
- 2) Proof of Permission from Property Owner for use of the Production Location and Base Camp
- 3) Notification of Neighbors and Businesses affected by Production Location

Number of Personnel:

_____ Crew _____ Cast _____ Models _____ Extras

Total: _____

Uses: (Please check applicable)

- _____ Street Closure
- _____ Lane Closure
- _____ Camera on Street
- _____ Camera on Curb
- _____ Camera on Sidewalk
- _____ Drive Shots of Car
- _____ Drive with Flow of Traffic
- _____ Tow Shots
- _____ Smoke/Fire/Other Pyro
- _____ Other: _____

If any of the above are checked, please give a detailed description, including dates and times:



Services Required: (Please check applicable)

- City Police**
- City Parks
- Fire Department
- Sanitation
- Transportation
- Other: _____

**City of Sandy Springs Police shall be utilized if available

If any of the above are checked, please give a detailed description: _____

Elements and Special Effects or Stunts: (Please check applicable)

- Generator(s)
- Special Lighting/Lighting Cranes
- Music Playback
- Smoke/Fire/Pyro
- Vehicles
- Simulated Weapons Used
- Falling/Jumping from Height
- Animals
- Other: _____

If any of the above are checked, please give a detailed description: _____



Please list any Special Requests not already covered: _____

****Please Note:** The City reserves the right to deny any Film Production Special Event that is not within the best interests of the City and its Residents.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Sandy Springs and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

Applicant Signature

____ / ____ / ____
Date

Insurance: The production company must provide a certificate of insurance naming the City of Sandy Springs 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 Sandy Springs as additional insured.

Permit Fee: \$100.00 per day

\$500.00 Sanitation Bond required if filming occurs in a City Owned Park or Facility

For additional information, contact the Revenue Department at 770-730-5600