



2821 River Drive - Thunderbolt, Georgia 31404
Town Hall Phone No. 912-354-5533

FILM PRODUCTION APPLICATION/AGREEMENT

The Town of Thunderbolt recognizes that productions have an economic impact and can contribute to the vitality of the community. By keeping the public's best interest in mind, persons/firms/companies wishing to engage in commercial film production activity upon public or private property, which seek permission to conduct certain activities prohibited under local law, which requires state or federal permitting or approval, require city services, street closure and / or require public parking must first be granted approval from the Town Administrator or the Mayor and Town Council as set forth below:

1. Consideration for Approval by the Town Administrator:

Productions taking place for one (1) to five (5) days which will have:

- a. No activity within the State's Water Protection Jurisdictional Area;
- b. No more than two (2) street closures with traffic control and;
- c. Application shall be completed and submitted in its entirety **at least five (5) business days prior to** beginning of activity for consideration by the Town Administrator.

2. Consideration for Approval by the Mayor and City Council:

- a. Productions taking place for six (6) or more days or productions that require activity which includes more than two (2) street closures, traffic control, limit access to the sidewalks and / or access on the water shall complete and submit the application **at least thirty (30) days prior to** a regularly scheduled Town Council meeting.

NOTE: Monthly Town Council meetings are held on the second Wednesday of each month.

Applications are considered on a first come, first served basis and shall not conflict with annual events or activities already approved. No more than one production in the same location, at the same time will be permitted due to limited infrastructure and Town resources.

<u>Type of Production</u>	<u>Base Permit Fee</u>	<u>Number of Days for Production Activity</u> <i>(Productions with activity beyond one day are to pay \$50 per day above the base fee.)</i>	<u>Total Permit Fee</u>
Still Photography /Documentary (no city services)	\$100		
Commercial	\$250		
Corporate Video	\$250		
Music Video	\$275		
Television Show	\$350		
Feature Film	\$500		

Today's Date: _____ **Application Fee Submitted (per type indicated above):** _____

The production company is responsible to pay an additional non-refundable \$500 to have a Special Called Council Meeting arranged in order to expedite consideration of the application. Please confirm by checking one of the following options:

REQUESTING NOT REQUESTING

- The Film Production Application fee, as noted above, is due at the time of application submittal and is non-refundable.
- The application will be reconsidered for approval if substantial changes are made or additional needs are requested. Proposed activity may be delayed and additional fees may apply.

GENERAL INFORMATION:

1. Name of Production: _____
2. Production Company: _____
3. Production Representative (Local Contact Person): _____
The individual listed above must be on site during production activity and readily available at all times to address concerns.
4. Local Address: _____ City: _____ State: _____ Zip: _____
5. Contact Phone: _____ Email: _____
6. Phone Number and / or Website for Public information: _____

PRODUCTION DETAILS:

1. Date(s) and time(s) of production activity: _____
 - a. Beginning of Setup: Date/Time period _____
 - b. Completion of Teardown: Date/Time period _____
2. Location(s): _____
 - a. A detailed site plan of the area(s) requested for production with all structures depicted is required at time of application submittal.
3. Estimated number of people involved in production:
Personnel _____ Crew _____ Extras _____
4. Will activities require closure of public streets? Yes (provide explanation below) No
 - a. Describe activity: _____
 - b. List requested streets: _____
 - c. Estimated dates for street closure: _____
5. Will commercial trucks be utilized during activity? Yes (provide explanation below) No
 - a. Describe activity: _____
 - b. List locations for parking: _____
6. Describe any use of amplified sound, location, and effective times: _____
7. Check all that apply during production activity (additional permits may be required):

<input type="checkbox"/> Animals on site	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Temporary dumpster
<input type="checkbox"/> Use of generators	<input type="checkbox"/> Amusement rides	<input type="checkbox"/> Building changes
<input type="checkbox"/> Stunt work	<input type="checkbox"/> Simulated weapon use	<input type="checkbox"/> Removal / trimming of vegetation
<input type="checkbox"/> Smoke / fire / pyrotechnic effects	<input type="checkbox"/> Falling / jumping from height	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Temporary structures		

Provide Details:

CITY SERVICES REQUESTED:

Department of Public Works Request(s):

<u>Equipment</u>	<u>Quantity</u>	<u>Exact Location</u>	<u>Days & Hours Requested</u>
Traffic Cones			
Barricades			
Traffic Barrels			
Hydrant Meter			
Reschedule Routine Services			

Parking requests (include a map indicating locations as described below):

<u>Type of Parking Area</u>	<u>Exact Location(s)</u>	<u>Use for Parking (i.e. working, crew, production/staging, base camp, extras...)</u>	<u>Days & Hours Requested</u>	<u>Quantity</u>
Private				
Commercial				
Town Lot/Spaces				
Other				

Police Detail requests:

a. Please describe: _____

b. Will additional security be hired? Yes (provide details below) No

Provide details: _____

Fire Detail requests:

a. Please describe: _____

INFORMATION/PRODUCTION GUIDELINES:

This section provides information and standard requirements during production activity and serves as a guide for all companies desiring to obtain a commercial film production permit in Thunderbolt. The Town assumes no liability arising or resulting from the determinations of respective minimum staffing levels or the requirements for any production. The Town of Thunderbolt reserves the right to require additional Town services and/or monetary deposits that may not be noted, but determined necessary. Production activity taking place in Thunderbolt, inclusive of filming, parking, set dressing, load-in and load-out within Town limits require a production permit or shall be cited as a violation for the production company.

The Town Administrator or Mayor and Town Council reserve the right to restrict production activity based on the anticipated impact to the community and demand on resources.

Production Scouting

Once the Town of Thunderbolt is on the list of locations for production, the Town shall be contacted in order to discuss Town policies, ordinances and parking regulations.

Process of Application Consideration

1. All town department heads affected by said activity must review and confirm acceptance of the application prior to the application being approved by the Town Administrator or the Mayor and Town Council.
2. A commercial film production permit may be withheld when the department heads of Town departments, in good faith, believe that the proposed activities will endanger the public health, safety, welfare, and / or damage property.
3. After reviewing the comments of all affected departments of the city, based on the specifics of the production activities, approval or rejection to proceed with the application process will be granted.
4. Requests for filming on holidays are reviewed on a case-by-case basis. Locations for production activity are reserved on a first-come, first-serve basis, regardless of the size or scope of the production.

Consideration of Application

1. In order for the application review process to be completed, the production representative will first meet with the Town Administrator and applicable Town department personnel to review the application so that all concerns and details are addressed and agreed upon. Following these meetings, the application will be submitted for Mayor and Town Council or Town Administrator consideration.
2. The Town Administrator may at her / his discretion approve production activity as outlined on page 1 of this application.
3. The Town Administrator, in consultation with directors of affected departments, may also impose any necessary restrictions or conditions to be observed in accordance with public safety, environmental and administrative considerations involved in the application.

Facility Reservation Office

1. Approval of reservation applications for use of Town owned facilities are required through the Town Administrator and Department Head of the facility being requested.
2. The production representative granted a permit shall comply with all applicable laws, ordinances and policies pertaining to approved facility application.
3. The production representative granted a permit shall be responsible for its contractors and subcontractors adhering to all applicable laws, ordinances, and policies pertaining to approved facility applications.

Fire Department

1. In the interest of public safety, the Town of Thunderbolt Fire Department must review and approve aspects of the production activity that may include, but not limited to, fireworks or pyrotechnics, emergency vehicle access, and use of open flame in accordance with city ordinances and all permit requirements. The Fire Chief will determine whether or not department personnel are needed and the production company shall pay directly for said services.
2. The Fire Chief must approve requested participation by the Fire Department directly.
3. Water activities and/or stunts will require the presence of Fire Department personnel.
4. The production company shall be solely responsible for coordinating with the Fire Chief, the hiring and compensating of necessary personnel in association with the use Fire Department personnel.
5. Fees will be assessed and invoiced for use of department vehicles in association with production activity.

Parking

All production vehicles must park in legally designated parking spaces and/or lots. Vehicles parked in unauthorized areas (i.e. handicapped spaces, loading zones, fire lanes, lanes of traffic, unlicensed lots, residential zones, right-of-ways etc.) without official authorization will be fined and/or removed.

1. The production company shall effectively demonstrate that they have maximized the use of private commercial parking prior to requesting use of public parking.
2. In most cases, the Town may provide public parking spaces only for essential unit vehicles.
3. The production company may be required to use a remote parking location and arrange for suitable shuttle service for locations where off-street parking is not available (i.e. residential locations). At all times parking shall be organized to minimize the disruption to the area.

4. Request for use of parking lots or spaces must be submitted in detail for approval with the application.
5. Requests for production vehicles parking shall be included in the application request for consideration.
6. Requests for public parking spaces that have a direct impact on a business or resident(s) may be required to be accompanied by a notification letter confirming communication with the affected business/property owner/manager prior to the request for parking being approved.

Street Closures

If roads are to be blocked or traffic disrupted in any manner, the production representative must directly coordinate with the Town Administrator and the Thunderbolt Police Department during regular business hours.

1. Public streets shall not be closed unless:
 - a. Adequate alternate routes are available,
 - b. Adequate access to adjacent businesses is assured,
 - c. Transit can be maintained on the portion of the street to be closed, or can be maintained on adjacent streets.
 - d. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than five (5) continuous minutes during each fifteen (15) minute period.
 - e. Occupants of properties within a street closure or within any area a film company is filming are to be informed of the activity by the production company. In a residential area, residents in any block where filming is occurring or which is occupied by production vehicles shall be advised of the proposed activity.
 - f. Adequate access to the area shall remain open at all times for emergency service personnel and emergency vehicles to ensure safety.

Police Department

1. Any person or organization shall comply with security and safety guidelines set by the Thunderbolt Police Department.
2. The Chief of Police must approve requested participation by the Police Department directly.
3. Traffic Control:
 - a. All productions that require any amount of pedestrian and / or vehicle traffic control must include detailed information within the application for consideration. The off-duty officer in accordance with the permit shall directly coordinate all traffic interruption on-site.
4. The production company shall be solely responsible for coordinating, with the Chief of Police, the hiring and compensating of necessary personnel in association with activity.
5. Fees will be assessed and invoiced for use of department vehicles in association with production activity.

Public Works Department

1. The site of the production activity must be restored to its original condition.
2. Please note that any production that is found illegally dumping debris/trash will be fined. In addition, any production leaving debris/trash behind at any production location will be billed for the time, labor and equipment used by the Public Works Department to clean up the area.
3. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for cleanup by the Town will be charged to the permit holder.
4. It is the responsibility of the production company to provide adequate toilet facilities during activity as appropriate. Location(s) of said stations shall be indicated on provided site plan.
5. Electrical needs are the sole responsibility of the production company. Generators shall not run after 10 pm, nor disrupt the peace and quiet in non-commercial areas.
6. The production company shall be solely responsible for coordinating, with the Director of Public Works, the hiring and compensating of necessary personnel in association with activity.
7. Fees will be assessed and invoiced for requested services/equipment and use of department vehicles in association with production activity.

Additional Agencies

1. Georgia Department of Natural Resources:
An issued Letter of Permission (LOP) from Georgia Department of Natural Resources is required for any activity within the Water Protection Jurisdictional Area, fifteen (15) business days prior to activity. The production is subject to cancellation if the LOP is not received by the Town prior to the noted deadline. Requests may be submitted at <http://coastalgadnr.org/sendemail>.
In the case of duplicate permits (i.e. application approval from the city and/or an issued LOP), the more restrictive provisions of any permit will control.
The Town will notify DNR Enforcement when activity taking place conflicts with the issued LOP.
2. Georgia Department of Transportation:
The Georgia Department of Transportation shall be contacted when production activity impacts their jurisdiction. Contact information is available at <http://www.dot.ga.gov/AboutGDOT/Districts>.
3. Chatham County:
Chatham County shall be contacted when production activity impacts their jurisdiction. Contact information is available at <http://www.chathamcounty.org/Home/Department-Contacts>.

Residential / Commercial Areas

1. Production representative must provide written documentation confirming notification provided to merchants and / or residents prior to the Commercial Film Production Application being submitted for consideration of approval. Documentation shall include signatures of merchants notified when possible.
2. It is the responsibility of the production representative to negotiate compensation with residents and / or businesses when they are impacted directly by the activity.
3. Cast/crew may not trespass onto private property without consent. All personnel must remain within the boundaries of the property that has been permitted for filming.
4. Residents / Merchants shall never be prevented from access (street, driveway, and sidewalk) to their home / business as a result of film production, except for brief periods when scenes are being shot.
5. Productions may not impede normal residential services such as garbage collection.
6. Move-ins, move-outs and any related noisy activities of a production company shall occur only during the following periods: 7am – 10 pm.

Signage

1. Signage to direct cast/crew or any other production elements is permitted only by specific production company's permitted use and must be removed immediately upon completion of permitted activity. An invoice for costs incurred by the Town for any removal of left signage will be forwarded to the production representative and must be satisfied before issuance of any further permits.
2. When filming occurs in a commercial area with limited passage on the right-of-way, the production company must provide proper wayfinding signage indicating businesses are open and provide an alternate route that will not negatively impact business activity.
3. When filming occurs where pedestrians who are not associated with the production will be present, the production company must provide proper wayfinding signage and off-duty officers shall be stationed throughout the set in order to direct pedestrians politely and safely through or around set.

Amusement Rides

1. Separate from the insurance required by the Town of Thunderbolt, proof of insurance from the company providing amusement rides in conjunction with the production activity is required at the time of application.

Enforcement

1. A commercial film production permit may be revoked immediately by the Town Administrator when activities are believed to be endangering the public health, safety, welfare, and / or damaging property.
2. A commercial film production permit may be revoked within 24-hours by written notice from the Town Administrator noting a violation of activity not permitted.
3. A violation of the permitted activity, in accordance with this application, shall be considered a violation of the Town code, enforceable as provided herein. Persons engaged in a production without approval, or otherwise in violation of the guidelines herein, shall be subject to enforcement by Town Police Officers or Code Enforcement Officer.

Revisions

The Mayor and Town Council may adopt revisions to the Commercial Film Production Application. The Town Administrator may authorize amendments to the Commercial Film Production Application proposed by staff, and shall present such amendments to the Mayor and City Council for approval.

Indemnification / Insurance

1. The production representative must sign this Agreement at time of submitting application, which provides for certain indemnification and other legal requirements. Prior to the issuance of the production permit, the production company shall maintain, at its sole expense, public liability insurance covering all production activity taking place on / off Town properties and resultant use thereof, naming the Town of Thunderbolt as an additional insured, in the amount of \$1 million. The Certificate of Insurance is required to be provided prior to the production beginning. Failure to provide insurance will result in the cancellation of production activity.
2. The company is responsible for obtaining necessary insurance as deemed appropriate by the property owner when private property is being utilized.
3. The production representative shall deliver to the Town Administrator a certificate or certificates of insurance, as specified above, evidencing the existence of public liability insurance in the minimum amounts described above. Each certificate shall provide that the Town receive not less than thirty (30) days written notice of cancellation prior to such cancellation. In the event that such insurance is cancelled, expired or terminated, the production representative shall be required to obtain insurance immediately and furnish proof to the Town Administrator. If such valid insurance is not obtained within twenty-four (24) hours after cancellation or termination, the permit shall be revoked for the production and all associated activity shall cease. The production representative shall be responsible for submitting all certificates of insurance of its contractors and subcontractors.

ACCEPTANCE AND AGREEMENT

I, as the production representative of the commercial production company, do hereby agree to indemnify and hold harmless the Town of Thunderbolt, Georgia, its elected officials, officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with any production activity of the production representative, directors, officers, agents, servants, contractors, and subcontractors, including the occupancy or use of listed activity locations during the time period of said production.

By providing my signature directly below, I agree to the above information and agree to comply with the information and guidelines specified in this document to ensure that public health and safety is not compromised during production activity, shall such be granted. In addition, I consent to the jurisdiction of the State and Superior Courts for Chatham County, the Municipal Court of the Town of Thunderbolt, and I agree that all disputes shall be resolved in one of these courts, and waive any objections to jurisdiction and venue.

Please print:

I, _____ (Production Representative), individually, and as authorized representative of _____ (Production Company), do hereby agree to the above terms by signing below.

Production Representative's Signature: _____

Date: _____

Production Producer's Signature: _____

Date: _____

FOR OFFICE USE ONLY

Staff signatures for town departments listed below indicate the Commercial Film Production Application has been reviewed and department needs are accepted as requested. All signatures are required prior to application being submitted for Town Council consideration.

<u>DEPARTMENT</u>	<u>SIGNATURE</u>	<u>DATE</u>
Town Administrator		
Finance		
Fire		
Police		
Public Works		

COMMENTS: _____

ADMINISTRATIVE/MAYOR AND COUNCIL APPROVAL:

Town Administrator: _____ Date: _____

Mayor: _____ Date: _____

<u>APPLICATION REVIEW VERIFICATION</u>	<u>DATE</u>
RECEIVED	
REVIEW DATE WITH TOWN DEPARTMENTS	
FOLLOW UP REVIEW MEETING(S) WITH PRODUCTION REPRESENTATIVE	
COUNCIL MEETING DATE FOR MAYOR & TOWN COUNCIL CONSIDERATION OF APPROVAL (AS APPLICABLE)	
DETERMINATION: APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/>	