



## McIntosh County Board of Commissioners Media Production Permit



**THIS APPLICATION MUST BE APPLIED FOR TEN (10) BUSINESS DAYS PRIOR TO SHOOT**

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 Media Production Permit. This information is necessary to process a request for a film/television production permit from McIntosh County, GA. A permit is required for any filming activity taking place within McIntosh County, whether on public or private property. For filming entirely contained on private property, this is merely a formality; however, notification using the county's permit application form is required nonetheless.

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 either via US mail to PO Box 584, Darien, GA 31305, or in person to: 1200 North Way, Darien, GA 31305 at least 10 working days in advance before the filming activity takes place. All permits are issued on a first come first served basis.

**Production Company Information:**

Production Company Name:	Project Title:	Type of Production:
Permanent Company Address:		Business Phone:
Producer Name:	Cell Phone:	
Email:		
Location Manager Name:		Cell Phone:
Email:		

**Production Information:**

McIntosh County Filming Locations (Name & Full Address): _____ _____		
Film Date(s): ___ / ___ / ___  Through: ___ / ___ / ___	Film Time(s): _____ a.m./p.m.  Until _____ a.m./p.m	Inclement Weather Alternate Date:  _____

Project Description:	
<input type="checkbox"/> Feature Film <input type="checkbox"/> TV <input type="checkbox"/> Documentary <input type="checkbox"/> Commercial <input type="checkbox"/> Still Photo <input type="checkbox"/> Music Video <input type="checkbox"/> Student <input type="checkbox"/> Other:	
Do you plan to have amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Applicant must comply with Noise Ordinance)	
Number of Cast/Crew: _____ / _____	Number of Extras: _____
Any Special Effects? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please describe:
Will you use Drones? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Vehicles and Parking:**

Number of Vehicles: _____ Types of Vehicles: Cars and Vans: _____ Trucks _____ Trailers _____	
Other: _____	
Crew Parking Location:	
Base Camp Location:	
Any street parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require road closures? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Other:**

Will you require a facility for catering? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you need a location for food truck type concession? <input type="checkbox"/> Yes <input type="checkbox"/> No

**ATTACH THE FOLLOWING SUPPORTING DOCUMENTS AS THEY PERTAIN TO YOUR PROJECT:**

1. Narrative describing the scope of all production activities.
2. Letter or other agreement from film location property owner giving permission for all proposed activities.
3. Map showing all proposed film locations.
4. Request for off-duty police personnel.

5. **Request for use of county owned buildings or property (other than public right-of-ways). Separate rental fees or charges may be incurred.**
6. **Productions occurring in or near residential areas (within 500 feet) must include written acknowledgments of notice from those residents, to the extent feasible.**
7. **A signed Indemnification and Hold Harmless Agreement.**
8. **Certificate of Insurance naming McIntosh County as an additional insured for no less than \$1,000,000.00.**
9. **Applicable fees (See below).**

FEE SCHEDULE

**Application Fee** – initial application fee, regardless of the level of impact, shall be **\$250.00**. Application fees are non-refundable and must be paid in full at the time of the application.

**Daily Permit Fee** – There is a daily permit fee of **\$100** per day for each calendar day on which production activity physically occurs within the county, and shall be paid upon the last day of scheduled activity.

**Additional Fees** – may be assessed based upon specific or special services by a county department, based on labor, time, and equipment necessary to provide the service.

**INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

We, the above named organization, agree to release, absolve, indemnify and hold harmless McIntosh County Georgia, it’s employees, agents and officials from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from permitted activities conducted by the above named organization or it’s employees, agents, servants, or associates or subcontractors however such injuries or death or damage to property may be caused.

The information provided in the application and all applicable documents contain accurate and correct information. I understand that any changes must be presented to the county as soon as possible.

Signature of Applicant or Authorized Agent \_\_\_\_\_

Printed name of Applicant or Authorized Agent \_\_\_\_\_

Approvals ~

Public Safety Director \_\_\_\_\_ Date \_\_\_\_\_

County Manager \_\_\_\_\_ Date \_\_\_\_\_