



Film Production Permit Application
City of Villa Rica

Project/Production Title: _____

Production Company: _____

Company Address: _____

Phone: _____ Fax: _____

Location/Site Master: _____

Cell: _____ Email: _____

Location/Site Master: _____

Cell: _____ Email: _____

Type of Project:

_____ Commercial Motion Picture

_____ Corporate Video

_____ Documentary

_____ Feature Film

_____ Music Video

_____ Photography

_____ TV Commercial

_____ TV Series

_____ TV Program

_____ TV Movie

_____ 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 four (4) listed items below, a meeting with the City Manager is required a minimum of one (1) week in advance before your application can be accepted and processed.

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

Contact Name to schedule the meeting: _____

Phone Number: _____

Email: _____

Names of Attendees to attend the meeting: _____

List any Alteration 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:

Date(s):

_____ Production of Cars

From: _____ To: _____

_____ Trucks

From: _____ To: _____

_____ Generators

From: _____ To: _____

_____ Buses

From: _____ To: _____

_____ Catering Vehicles

From: _____ To: _____

_____ Crew Cars

From: _____ To: _____

_____ Trailers

From: _____ To: _____

_____ Tow Cars

From: _____ To: _____

_____ Vans

From: _____ To: _____

_____ Campers

From: _____ To: _____

_____ Shuttle Vans

From: _____ To: _____

_____ Extras' Cars

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 Villa Rica 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 Permit that is not within the best interests of the City and its Residents.

**No Film Production Permit shall be issued more than once per quarter at any one residential location and shall be of no more than 14 consecutive days in duration, unless otherwise previously requested and approved by the City Manager.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements 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/her (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

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 Community Development Department at 770-459-7000.