



DIVISION OF THE FULTON COUNTY DEPARTMENT OF EXTERNAL AFFAIRS

FILM PERMIT MANUAL

2018

WELCOME TO FULTON FILMS

The Fulton Films operates within the Department of External Affairs – Broadcast, Cable & Film Division. Filming (feature films, commercials, documentaries, student projects, television programming, music videos, still photography, public service announcements, or other filming/photography projects) on Fulton County property will require a Film Permit.

We welcome film projects and have various locations available:

- Fulton County Government Center Offices and Atrium
- Courthouse Complex includes modern and vintage courtrooms
- Fulton County Airport and Charlie Brown Field
- Fulton County Jail and Bellwood Annex (De-commissioned Jail)
- Fulton County Libraries, Medical Examiner’s Office, Arts Facilities and Theater.

A PERMIT TO FILM ON FULTON COUNTY GOVERNMENT PROPERTY DOES NOT INCLUDE:

- Interrupting traffic on city streets or occupying parking lanes
- Interrupting pedestrian sidewalk traffic
- Equipment, wires and/or cables running along or across a sidewalks

The above listed activities require a separate permit with the local municipality where the filming is taking place.

Please call the Film Office as soon you determine you will be working in Fulton County. The more lead time given, the better we can serve you. **We will need your completed Location Agreement no later than five business days before your first day of work.**

THE FOLLOWING ACTIVITIES REQUIRE A FILM PERMIT FROM FULTON COUNTY GOVERNMENT:

- Exterior and interior filming or use of Fulton County Government property
- Positioning of equipment and/or props on Fulton County Government property
- Use of Fulton County Government property for services related to feature films, commercials, documentaries, student projects, television programming, music videos, still photography, public service announcements, or other filming/photography projects

FULTON FILMS OFFICE CONTACTS

JESSICA CORBITT, DIRECTOR	404.612.8303
SHAUNYA CHAVIS-RUCKER, DIVISION MGR	404.612.8310
JAMES REESE, PRODUCTION/FILM MGR	404.612.6456

WEB SITE	http://fultoncountyga.gov
E-MAIL	Fulton.films@fultoncountyga.gov
MAILING ADDRESS	141 PRYOR ST STE 3081 ATLANTA, GA 30303

We use FilmApp  for all filming requests and inquiries.

FILMING ON FULTON COUNTY GOVERNMENT PROPERTY

STEP BY STEP PROCESS

- 1. Download and complete the Location Scout Request Form** with as much information as possible. Email the completed PDF to fulton.films@fultoncountyga.gov. As a government entity we serve the public during normal business hours of 8:30 am until 5:00 pm and need to maintain those public places with as little interference as possible. Our staff will review the request and location information with the effected Department and will notify the contact person listed on the form within one (1) business day.
- 2. Once approval is given by the Department** the Film Coordinator will contact your location staff with a time and date for the location site visit.
- 3. Complete the Fulton County FilmApp.** Download and complete the *Standard Location Agreement* with details of the filming as well as signatures. Email the completed and signed Agreement in PDF format with original signatures in blue ink to fulton.films@fultoncountyga.gov or upload to FilmApp no later than 5 days prior to the start of filming. Changes to the Agreement should be submitted 7 – 10 days prior to start of filming for required legal review, which may delay the processing of the permit.
- 4. Upon returning the Agreement, pay the scheduled fees and deposit.**
- 5. Once the Agreement has been approved, fees paid and deposit have been received the permit will be issued.**

POLICE/SECURITY REQUIREMENTS

Fulton County Government is concerned about the security of its citizens, employees, officials and property. Film production companies should be prepared to pay the additional cost for security while using Fulton County facilities by Fulton County Government Law Enforcement personnel.

All film productions taking place in and around the Fulton County Courthouse Complex, Fulton County Jail or Fulton County Juvenile Court after hours will be required security due to the sensitive nature of those facilities. All security needs will need to be arranged with the Fulton County Sheriff's Department for those locations.

Filming on County property at other locations including the Government Center after hours will require security as well. The film company must contact the Fulton County Police Department Security Division for assistance with arranging personnel.

FIRE DEPARTMENT REQUIREMENTS

Use of Pyrotechnics (fireworks) or Class C Special Effects will require a permit from the local municipalities Fire Department.

FILMING AT THE FULTON COUNTY COURTHOUSE COMPLEX**

All interior filming at the Fulton County Courthouse will require approval by the Courts and Sheriff's Department *before* a permit is granted. Use of the court rooms are at the discretion of the Courts. Exterior filming will require a permit for use of the Courthouse steps, entrance or sidewalks.

Film activities are subject to permitting and are restricted to afterhours unless approval has been granted. Security for filming shall be arranged through the Sheriff's Department. Filming and craft services will be limited to one (1) floor of the Courthouse. Use of additional floors will be subject to separate location charges.

No pyrotechnics or weapons real or perceived shall be used on Fulton County Courthouse property.

TV News related video/audio recording of a trial or hearing during normal business hours in a court room is at the discretion of the Courts. A *Rule 22* must be approved by the Courts prior to any recording and is not subject to permitting.

FILMING AT THE FULTON COUNTY AIRPORT**

Filming at the Fulton County Airport Charlie Brown Field requires the approval of the Airport Management and must not interfere with flight operations. Use of any aircrafts must also be approved by Airport Management prior to a permit being issued.

FILMING AT THE FULTON COUNTY GOVERNMENT CENTER**

Filming at the Fulton County Government Center must not interfere with the normal operations of business from 8:30 a.m. to 5 p.m. Productions taking place after hours must be pre-approved before a permit is issued.

FILMING AT FULTON COUNTY LIBRARIES, ARTS CENTERS, ETC.,

Filming at the various Libraries, Arts Centers, Senior Facilities, etc., require approval of those departments and must not interfere with the normal operations of business.

When requesting use of these facilities please specify the dates, time of day and parking needs for prep, production and strike. These facilities have various operating days and hours.

Note () subject to Premium Location charge**

FULTON COUNTY INSURANCE REQUIREMENTS FOR FILMING

Insurance Requirements: Certification of Liability Insurance as specified below must be submitted:

- Certification of Liability Insurance for a minimum of \$1,000,000.00
- Each project will be assessed for potential risk to Fulton County Government property and additional requirements may apply.
- Insurance certification, including a copy of the additional insured policy provision, shall be emailed as a PDF or XLS attachment to fultonfilms@fultoncountyga.gov
- Fulton County Government must be listed as the Certificate Holder
- Certification of insurance shall be issued to the following with a minimum thirty (30) day notice of cancellation, except ten (10) day notice for cancellation on account of non-payment of premium:

**Fulton County
Government
Department of External Affairs
Broadcast, Cable & Film
141 Pryor Street SW, Ste 3081
Atlanta, GA 30303**

So long as current certification of insurance is approved and on file with the County, it may be used for all Master Film Permits issued during the policy period.

DAMAGE DEPOSIT - \$10,000.00

The purpose of the refundable deposit is to cover damage you may do to County facilities. **Upon completion of your project, call the Fulton Films Office to request that your deposit be returned.** The Film Coordinator will inspect the film site(s) and check the status and sign a release. Productions shall be responsible for restoration of the public places used under the film permit. Please notify us at 404-612-6456.

COMMUNITY NOTIFICATION

We are happy to have you filming in Fulton County and we want our residents, businesses and employees to feel the same way. In case a Fulton County facility or property is being used in or near a residential community, a business or during normal operating hours for our departments it is the responsibility of the film maker to notify all affected parties. ***Please follow the procedures outlined below when notifying residents and businesses in the area of filming activity.***

- All affected properties shall be notified a **minimum** of 5 days prior to filming.
- Distribute notification in an area not less than one block in all directions from the area where you will be filming.

For productions that will have a high impact to the neighborhood, business, residents and departments, or will be operating outside regular working hours prior approval is required. See page 8 for sample survey.

- Sign-off agreements are required from all adjacent properties a **minimum of 5 business days** prior to filming.

Failure to properly notify affected parties or to make reasonable accommodations to mitigate your impact on a neighborhood, business district or department may result in cancellation of your permit.

PARKING

Fulton County Government does not have authority to close lanes for on street parking of trucks or vehicles around any of our properties. Permits for lane closures will require permitting by the local municipality.

In the downtown area production companies are free to negotiate parking with one of the many parking lot owners.

On-site parking is available at a number of our locations outside of downtown and will require a \$10 charge per space outside of I-285 and a \$20 charge per space inside of I-285. Every effort should be made not to impede the use of the parking lot by citizens conducting business with the County.

FULTON COUNTY FILMING FEE SCHEDULE

This fee schedule applies to all filming and commercial photography taking place in properties owned or leased by Fulton County Government.

(1)	Exterior Filming on Fulton County Property Includes use of exterior facility for use associated with filming, including use of parking lots, etc.	\$ 1,500.00 / day per location
(2)	Interior Filming on Fulton County Property Includes use of interior of facility for use associated with filming, including use of rooms for catering, etc.	\$ 2,500.00 / day per location
(3)	Premium Location Fee Additional fee applies for filming in locations with higher associated logistical concerns, including Fulton County Courthouse.	\$1,000.00 / day per location
(4)	Damage Deposit Refunded at completion of property inspection after shooting.	\$10,000.00 per location
(5)	Location Holding for Filming Non-refundable fee to hold a certain location. Maximum hold time is 1 week.	First Come, First Served
(7)	Off-street parking for production vehicles.	\$10 Per Space (outside perimeter) \$20 Per Space (inside perimeter)

- Each production is required to provide a certificate of liability insurance for a minimum of \$1 million. Each project will be assessed for potential risk to Fulton County property and additional requirements may apply.
- Student and nonprofit projects may be considered in partnership with arts organizations associated with Fulton County, at the request of Fulton County agencies.
- Separate setups on separate floors or areas of large facilities will be counted as separate locations.

SAMPLE FOR EXTENDED-HOUR OR LONG TERM FILMING RESIDENTS SIGNOFF

Dear Resident:

We are planning to film portions of a television commercial at the residence of John and Mary Charles at 915 New Hope Road. The filming date is Friday, August 9, 2016, from approximately 5:00am to 12:00 Midnight.

DESCRIPTION OF ACTIVITY:

All filming will be at the Southwest Arts Center. Lights on stands will be placed on sidewalks for some shots. "Whisper" generator will be used, parked onsite parking space in front of the building. Filming and generator will be used until 12:00 am, when the production wraps up and leaves.

OUR ACTIVITIES WILL AFFECT THE NEIGHBORHOOD:

We are erecting no-parking barricades on the property to park our working production vehicles and to clear the scene "for picture" (see attached map). Barricades will indicate the hours of restricted parking. If this will pose a serious problem for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation.

We have applied for the necessary County permits and maintain all legally required liability insurance. If a permit is granted it will be available at the location. We agree to abide by all County filming rules and any specific guidelines applicable to your neighborhood. We will make every effort not to disturb you and will arrive and vacate your neighborhood at the agreed upon time. We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

ABC Production Company 123
 Downtown Street, Suite 4141
 Atlanta, GA 30303
 (678) 555-0958

Mary Brown, Location Manager, cell 678-555-1111 marybrown@abcproductionco.com

I DO NOT OBJECT to the filming request.	I OBJECT to the filming request.
Initial:	Initial:
Address:	Address:
Telephone (optional)	Telephone (optional)

Filming activity in residential areas is normally permitted between the hours of 7 a.m. and 10 p.m. When filming is planned before or after these hours or to film at one location for more than a few days, the Fulton Films Office requires the production company to survey the neighborhood. This survey will be used to assist the Film Office in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call James Reese, Film/Production Manager at the Fulton County Film Office at (404) 612-6456.

APPENDIX

SECURITY CONTACTS

Contact Person	Locations	Telephone Numbers
Lt. Leon Gates	Fulton County Courthouse	404-612-8365
Capt. Daniel Cochran	Fulton County Jail System	404-612-4502
Lt. Aaron Wofford	Fulton County Jail System	404-613-2181
Capt. Lucinda Strozier	Fulton County Juvenile Court	404-613-2000
Lt. Scott McBride	Fulton County Government Center and other County Locations	404-613-5716
Alex Lambeck	Fulton County Library System	404-730-1724