

Film, Television, Music and Video Production Permit Application

Project Title: _____
 Production Company: _____
 Company Address: _____
 Producer/UPM: _____
 Cell: _____ Email: _____
 Location Manager: _____
 Cell: _____ Email: _____

Type of Project:

_____ Student Project **	_____ Feature Film	_____ TV Movie
_____ Commercial	_____ Music Video	_____ TV Program
_____ Corporate Video	_____ PSA	_____ Other:
_____ Documentary	_____ TV Series/TV Pilot	_____

***Student projects must have correspondence from the supervising professor to verify current enrollment status before a permit is issued. Applications will not be processed until this verification is received. While there is no permit fee for student projects, there may be fees associated with City of County services required:*

Description of Project: _____

Location of Filming Sets & Support Sites/Properties: _____ Commercial _____ Residential

List any Property Modifications Needed: _____

Number of Tents: _____ Square Footage of Each Tent: _____
 List Tent Locations: _____ (attach diagram or map)

Film Dates/Times: _____ Set-Up Begins at: _____
 Film Dates/Times: _____ Teardown Completed at: _____

Number of Vehicles:

_____ Production Cars	_____ Crew Cars	_____ Campers
_____ Trucks	_____ Trailers	_____ Shuttle Vans
_____ Generators	_____ Tow Cars	_____ Extras' Cars
_____ Buses	_____ Vans	

Other: _____ Total # of Vehicles: _____
 List Parking Locations: _____

(PLEASE ATTACH DIAGRAMS AND/OR MAPS)

Estimated Number of Personnel:

Crew	
Cast	
Extras	
Other:	
TOTAL	

Special Request: (attach detailed request)

- | | |
|---|---|
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Drive Shots of Car |
| <input type="checkbox"/> Lane Closure | <input type="checkbox"/> Drive with Flow of Traffic |
| <input type="checkbox"/> Camera on Street | <input type="checkbox"/> Tow Shots |
| <input type="checkbox"/> Camera on Curb | <input type="checkbox"/> Smoke/Fire/Other Pyro |
| <input type="checkbox"/> Camera on Sidewalk | |

Services Required: (attach detailed request)

- | | |
|--|---|
| <input type="checkbox"/> Police | <input type="checkbox"/> Sanitation |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Other: _____ |

I have read and agree to the CREDC Film, Television, Music & Video Permit Guidelines.

Hold Harmless Agreement:

The applicant agrees to indemnify the City of Conyers and/or Rockdale County and to be solely and absolutely liable upon an and all claims, suits and judgements against the City, County and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, (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.

Print Authorized Name and Title

Authorized Representative Signature

Cell Phone #

Rita Braswell
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Georgia Camera Ready Film Liaison
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CREDC
CONYERS ROCKDALE ECONOMIC DEVELOPMENT COUNCIL



FILM ROCKDALE
 The Biggest Little Filming Community in Georgia



Film, Television, Video & Music Production Permit Application Guidelines

The Film Permit is issued by the Camera Ready Film Liaison in the Conyers Rockdale Economic Development office at the Chamber of Commerce, 936 Green Street, Conyers, GA 30012. The application may be downloaded and printed from the CREDC website at www.credcga.org.

This application should be completed by any individual or company interested in film, television, video, or music production in the City of Conyers or Rockdale County. The guidelines are subject to change and may be enforced as stipulations of a film project permitting process.

1. **Please notify your Camera Ready Liaison that you will be in the community scouting locations for a film, television, video or music production project.** CREDC is your first resource for all aspects of production in our community. From this office you will receive any and all information regarding production of your project in the City of Conyers and Rockdale County including assistance with site location and property owners, expedited permitting, local vendors with film industry experience, conflict resolution, etc.
2. Submit the completed project application to the Camera Ready Liaison at CREDC. **Please include maps, drawings and site plans showing locations(s) with layout of all vehicles, sets, road access points, ITC requirements, etc. on both public or private property. Please include all times, dates, locations and all activities within the scope of the project.**
3. Rockdale County Sheriff's Office, Conyers Police Department, and Rockdale County Fire Rescue will be notified by Camera Ready Liaison of the presence of all film and/or television industry projects working in the community whether services are needed or not. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day (minimum notice of 24 hours' notice required).
4. No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved in writing by the office of the Rockdale County Fire Rescue and/or Fire Marshal. An official certificate will be issued.
5. Upon approval of the application, the Production Company or representative must provide a current liability certificate of insurance naming the City of Conyers and/or Rockdale County as an additional insured. An insurance policy rider may be required for general liability and worker's compensation.
6. Upon receipt of approved application, the Production Company or representative will notify in writing all businesses and residential property owners within the immediate vicinity of scheduled filming. Compensation may be necessary if business and home environments are greatly disrupted.
7. Upon completion of project and work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City and/or County Director of Public Works. Any costs for additional clean-up by the City or County will be charged to the Production Company and/or application holder.
8. First Responder and Emergency vehicle access shall be maintained at all times. EMS personnel are required on-site for productions with stunts of any kind being performed.
9. The Rockdale County Fire Rescue Fire Marshal shall have access to any film production site or facility to ensure safety for cast and crew members, visitors, private citizens, surrounding properties, et al.
10. In order to ensure that your project is successful in our community, keep your Camera Ready Liaison informed in real time of any and all revisions to the original production schedule.