



Media Production Permit Guidelines

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property within the Roswell city limits. The guidelines are subject to change and may be enforced as conditions of the permit.

1. Applicant must request permission to use City property for a media production prior to submission of the application.
2. If shooting at Roswell's Historic Museum Homes, Barrington Hall, Bulloch Hall, and Smith Plantation, arrangements must be made with museum offices at least 96 hours in advance. Contact information for the homes may be found at www.roswellgov.com/southerntrilogy.
3. Applicant must provide a certificate of insurance naming the City of Roswell as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Roswell as additional insured.
4. Submit the media production permit application to the Community Development Department at 38 Hill Street, Suite G-30, Roswell, GA 30075.
5. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day. This arrangement can be made by the applicant through the Roswell Police Department at 770-640-4100.
6. Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
7. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Roswell Fire Department.
8. Tents or temporary membrane structures having an area in excess of 200 square feet or canopy in excess of 400 square feet require inspection by the Fire Marshal.
9. If permission is granted by the City, a written permit will be issued including time, date and location of production and acceptable activities within the scope of the permit.
10. Upon receipt of the permit, the production company must notify affected business and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
11. The production company must have the permit on site at all times.
12. 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 clean-up by the City will be charged to the permit holder.
13. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
14. The Roswell Fire Marshal shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
15. The City of Roswell logo may not be included in any production without written permission from the Community Relations Department.



Media Production Application

Project Title: _____

Production Company: _____

Company Address: _____

Phone: _____ Fax: _____

Location Manager: _____

Cell: _____ Email: _____

Type of Project:

<input type="checkbox"/> Student Project**	<input type="checkbox"/> Feature Film	<input type="checkbox"/> TV Series
<input type="checkbox"/> Commercial	<input type="checkbox"/> Music Video	<input type="checkbox"/> TV Program
<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Photography	<input type="checkbox"/> TV Movie
<input type="checkbox"/> Documentary	<input type="checkbox"/> PSA	<input type="checkbox"/> Other: _____

** Student projects must have an email from the supervising professor to verify current enrollment status before a permit is issued. Applications will not be processed until this correspondence is received. While there is not a permit fee for student projects, there will be fees associated with any City services required.

Description of Project: _____

Location(s) of Project: _____

Commercial Location Residential Location

List any Building Changes or Removal of Vegetation: _____

Number of Tents: _____ Square Footage of Each Tent: _____

List Tent Locations: _____

Production Dates: _____ Set-Up Begins at: _____

Production Times: _____ Teardown Completed at: _____

Number of Vehicles:

<input type="checkbox"/> Production Cars	<input type="checkbox"/> Crew Cars	<input type="checkbox"/> Campers
<input type="checkbox"/> Trucks	<input type="checkbox"/> Trailers	<input type="checkbox"/> Shuttle Vans
<input type="checkbox"/> Generators	<input type="checkbox"/> Tow Cars	<input type="checkbox"/> Extras' Cars
<input type="checkbox"/> Buses	<input type="checkbox"/> Vans	

Total: _____

List Parking Locations: _____

Number of Personnel:

_____ Crew _____ Cast _____ Models _____ Extras

Total: _____

Uses:

_____ Street Closure	_____ Drive Shots of Car
_____ Lane Closure	_____ Drive with Flow of Traffic
_____ Camera on Street	_____ Tow Shots
_____ Camera on Curb	_____ Smoke/Fire/Other Pyro
_____ Camera on Sidewalk	_____ Other: _____

Services Required:

_____ City Police	_____ Sanitation
_____ City Parks	_____ Transportation
_____ Fire Department	_____ Other: _____

Special Effects or Stunts:

_____ Smoke/Fire/Pyro	_____ Falling/Jumping from Height
_____ Vehicles	_____ Animals
_____ Simulated Weapons Used	_____ Other: _____

_____ I have read and agree to abide by the City of Roswell Media Production Permit Guidelines.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Roswell and to be solely and absolutely liable upon any and all claims, suits and judgments 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 (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: \$250.00

For additional information, contact Kim Weber at 770-594-6443 or kweber@roswellgov.com.