



City of Hampton

Film Permit Process and Application

Welcome to the City of Hampton! Our City provides a variety of beautiful settings for your production.

Attached you will find the following:

- Permit process
- City of Hampton Motion Picture, Television and Photographic Production Ordinance
- City of Hampton Noise Ordinance
-

If you have questions regarding this permit process, please contact:

Andy Pippin, City Manager

17 East Main Street South

Hampton, Georgia 30228

770-946-4306 fax: 770-946-4356

apippin@cityofhampton-ga.gov

PERMIT PROCESS

Film Permit

A film permit is required for producing, taking or making any motion picture, television production or photographic production. The film permit must be submitted to the City Manager five (5) business days prior to the shoot. There is a film permit application fee in the amount of \$250 that must be submitted with the application. The application must be signed and accompanied by all required fees, deposits, hold harmless agreement and insurance certificates required before any permit will be considered for approval.

Fees and Costs of Additional Services

Each application shall be accompanied by the following non-refundable fees:

- A processing fee in the amount of \$250 will be submitted to the City of Hampton at the time of application.
- Upon approval of an application for a City filming permit, the City Manager shall provide the applicant with a statement of the estimated cost of providing police, public works and other city employees and services for public safety for the production (if applicable). The cost of such services shall be borne by the applicant and shall be paid to the City of Hampton prior to the conducting of a production. The amount of such fees shall be based on the city's actual cost of providing required number of police and other city employees and services necessary to ensure the safety of both the participants of the production and the community.

Insurance Requirements

Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)

Hold Harmless Agreement

Applicant shall execute an indemnity and hold harmless agreement as provided by the City of Hampton prior to the issuance of any permit that shall hold the City harmless against any claims, liability or judgments arising out of the permit tee's activities.

Tax-Exempt Status

Proof of 501(c) (3) tax-exempt status, if applicable

Permission

Written permission must be obtained and submitted with permit application to shoot from private property (owners).

Notification of film shoot to Residents

Residents must be notified of the film shoot at least 5 days prior to shoot. Notification should include the dates, times, and location, including general information about activities taking place (parking vehicles or actual filming on street). A copy of the notice must be submitted with permit application.

Traffic Plan/Traffic Control

A sketch of your traffic plan during production must be submitted with permit application.

The City Manager will review your traffic plan and determine if an Off-Duty Hampton Police Officer will be needed to be assigned at a rate of \$30.00 per hour to control traffic.

CITY OF HAMPTON, GEORGIA

MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION PERMIT

THIS APPLICATION MUST BE APPLIED FOR 5 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 city filming permit.

Production Company Information:

Company Name: _____

Address: _____

Telephone: (office) _____ (mobile) _____

Email: _____

Personnel Contact Name: _____

Position: _____ Mobile: _____

E-Mail: _____

Project Information:

Description: _____

____ Feature Film ____TV ____ Documentary ____ Commercial

____ Still Photo ____ Music Video ____ Student ____ Other

Location of Shoot: _____

Date(s) and Time(s) for Shoot: _____ a.m./p.m Until _____ a.m./p.m

In the event of inclement weather, film date will be: _____

Project Budget: _____

Do you plan to have amplified sound? ____Yes ____ No (Note: Applicant must comply with City of Hampton Noise Ordinance)

Number of Cast/Crew: _____ Number of Extras _____

Any Special Effects? ____Yes ____No

If yes, please describe:

Vehicles and Parking:

Number of Vehicles: _____

Types of Vehicles: Cast Cast/Crew Cars and Vans: _____ Trucks _____ Trailers _____

Other:

Crew Parking: _____

Base Camp: _____

Any street parking? ____Yes ____No (Please note that vehicles are only allowed to be parked on one side of the street)

If yes, please describe:

Please provide the following:

- Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)
- Proof of 501(c)(3) tax-exempt status, if applicable
- Written permission to shoot from private property owner(s)
- Copy of notification letter to residents regarding film shoot
- Detailed sketch of traffic plan during production
- Description of city staff that will be needed for production or traffic control, if applicable
- Processing fee of \$250.00

Hold Harmless Agreement

The undersigned releases, acquits, and forever discharges THE CITY OF HAMPTON, GEORGIA, and its officers, employees, agents, servants, successors, heirs, executors, and administrators from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expense and compensation whatsoever, which may hereafter arise out of permittee 's activities, including events seen and unforeseen. The undersigned applicant affirms that he/she is authorized to make the above assurances on behalf of the film company.

Acknowledgement

The undersigned acknowledges receipt from the City of Hampton of the following ordinances:

1) Film Permit Ordinance; 2) Disturbing the Peace Ordinance.

Applicant's Signature: _____ Date: _____

Applicant's Name (Print): _____

~~~~~

***City Hall Use only:***

Recommend: Approval / Denial By: \_\_\_\_\_ Police Chief

Recommend: Approval / Denial By: \_\_\_\_\_ Public Works

Date: \_\_\_\_\_ Issued By: \_\_\_\_\_ City Manager

**Documents Received**

- Proof of liability insurance (minimum of \$500,000 for general shoot, \$5,000,000 for some special effects)
- Written permission to shoot from private property owner(s)
- Copy of notification letter sent to residents of film shoot
- Description of city staff that will be needed for production or traffic control, if applicable
- Written permission to shoot from private property owner(s)
- Proof of 501 (c)(3) tax-exempt status, if applicable
- Detailed sketch of traffic plan during production
- Processing fee of \$250.00 Check \_\_\_\_\_ Check# \_\_\_ Cash \_\_\_\_ Other

Documents received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_

**Distribution List:**

- \_\_\_City Manager
- \_\_\_Chief of Police
- \_\_\_Public Works Director
- \_\_\_City Clerk