

Policy and Procedure, continued

#600-35

Exterior shots/filming on County property.....	\$ 1,000.00 / day
Interior shots/filming on County property.....	\$ 1,500.00 / day
Damage deposit for interior / exterior shoots..... (refunded at completion of property inspection after shooting. Film company is responsible for actual costs of repairs).	\$ 1,000.00 / day
Holding for shoots (per location)..... (If location must be secured from public access, employee access)	\$200.00 / day
Location Preparation/Set up (if location needed prior to shooting)..	\$.50.00/day
Rush Processing Fee..... (If application is filed with County less than 10 business days prior to shooting; no application shall be processed 24 hours or less prior to filming/shooting).	\$ 1,000.00
Use of County officers, traffic control or security as required by the Assistant Director...	\$35.00/hr per person
Use of County Maintenance as required by the Assistant Director... (To be determined by Dept. of Public Buildings & Grounds)	\$20.00/hr per person
Use of County Electrician as required by the Assistant Director..... (To be determined by Dept. of Public Buildings & Grounds)	\$18.00/hr per person
Off street parking for production vehicles.....	\$50.00/axle
Compensation for Assistant Director	\$32.00/hr
Compensation for Administrative Coordinator	\$21.00/hr

Departmental Sponsor: Department of Public Buildings and Grounds

Policy Review Date: December, 1997

References: Georgia Film Commission
Minutes of the Board of Commissioners, June 17, 1992
Minutes of the Board of Commissioners, November 2, 1994
Minutes of the Board of Commissioners, June 18, 1997

Departments Affected: Public Buildings and Grounds, Public Works, Police Department, Finance, County Attorney, Sheriff's Department, Personnel, Parks and Recreation, County Manager's Office, Office of the Clerk to Commission, Fulton County Police Department.

Commercial Film and Photo Request Package:

1. A certificate of insurance will be required indicating liability coverage of not less than one million dollars (\$1,000,000.00 injury, property damage), and naming Fulton County as an insured or an additional insured. In no case will the filming be allowed to commence without this coverage, unless special permission has been granted by the Fulton County Board of Commissioners.
2. Two unexecuted copies of the Location Agreement will be required for review and completion containing the indemnity agreement.
3. The Location Agreement will include attached exhibits outlining type of production, expected time requirements in facility, excerpt of script requiring County location, special requests for County personnel, anticipated release and distribution of production, title, director, producer, major roles, references for last two shoots within the last year (with hosting location contacts). The duration of the Location Agreement shall be enforced with no holdover permitted under the application as filed.
4. Requests for County traffic management shall be included.
5. Proof of clearance to use any State roads required for project.
6. Schedule of Fees, Deposits (subject to change without notice, etc.).

**Schedule of Fees, Deposits
for Production Utilizing Fulton County Property**

All fees are subject to change at any time without notice.

There is a \$150.00 **non-refundable** request filing fee to begin application with the County. Upon agreement to utilize County property and completion of Commercial Film and Photo Request Package, this fee will be applied to location charges at completion of project.

Minimum of one (1) day shoots. Any portion of a day will be treated as a complete day.

All requests must be filed with the Department of Public Buildings and Grounds 10 business days in advance of shoot to avoid Rush Processing fees.

Any shooting or preparation requiring County personnel before 8:30 a.m. and/or after 5:00 p.m. will be charged at 1.5 times the rate specified below.

Applicant is responsible for cleaning of shooting location. Any cleaning performed by County employees as a result of filming will be calculated at the hourly rate specified below and deducted from the damage deposit.

3. The Assistant Director of the Department of Public Buildings and Grounds will arrange a meeting and tour with the Production Location Scout for a suitable location for filming or a photo shoot with participants from all affected County departments.
4. Upon the completion and receipt of the Film Request Package, the Department of Public Buildings and Grounds will receive the \$150.00 application fee made payable to the Fulton County Finance Department. The Applicant, in coordination with the Assistant Director of Public Buildings and Grounds will establish the logistics and personnel requirements for the completion of his/her project.
5. The Department of Public Buildings and Grounds will submit a completed Location Agreement (including exhibits A-C) and Insurance Verification to the County Attorney for review and approval.
6. After review by the County Attorney, the Assistant Director of Public Buildings and Grounds will forward the request with the completed Film Request Package along with the Agreement to the County Manager for approval or denial of the request. The Assistant Director of the Department of Public Buildings and Grounds will communicate approval or denial to the applicant and file a copy of the Location Agreement with the Fulton County Clerk to Commission.
7. If the request is approved, the Assistant Director of the Department of Public Buildings and Grounds will notify the applicant and complete a contract signed by the County Manager and the Director of the Department of Public Buildings and Grounds. The pre-established fees will be paid prior to filming.
8. Once the filming/photo shoot is completed, the Department of Public Buildings and Grounds will make an assessment of damages and refund any unused damage deposit and per diem holdover to the applicant.
9. If subcontractors, vendors, or caterers are used during the term of agreement, the filming company is subject to County guidelines on use of County facilities and terms embodied in the Location Agreement.
10. Upon determination by the Assistant Director that traffic control shall be necessary for the project, the Production Location Manager shall contact the Assistant Director for traffic control support. The Assistant Director shall contact the State D.O.T. or Fulton County Public Works Department to arrange clearance, and Fulton County Police for security of roads for which Fulton County has responsibility. Any traffic management for State roads is the responsibility of the Film and Photo company. Failure of the Film or Photo company to coordinate security and clearance of such roads as provided in this document will breach any and all agreements, written or oral, with Fulton County.



POLICY AND PROCEDURE

SUBJECT: Fee Scale For Use of Fulton County Property For
Filming Motion Pictures

DATE: June 18, 1997

NUMBER: 600-35

Statement of Policy: The Fulton County Board of Commissioners invites and encourages commercial film production and still photography utilizing County property provided that Fulton County's primary responsibility to provide service and protection to the general public is not impaired, and provided that Fulton County is compensated for the time, labor, and other costs associated with permitting the utilization of Fulton County property and facilities. Fulton County is indemnified from any responsibility arising from any injury, accident, destruction of property or other occurrence associated with the project. Fulton County reserves the right to refuse access to County property on the grounds of prior reference examination, and portrayal of the County in the content of the project.

Background: Requests to produce commercial film and still photography on County property currently require production company interface with the Department of Public Buildings and Grounds, Finance Department, Fulton County Police Department, the County Manager's office, and the County Attorney's office. Once processed, the Fulton County Board of Commissioners may grant or deny the request. In addition, the County Manager will establish a charge for each request.

The purpose of this new procedure is to:

- **Streamline the request process requiring a single County contact and minimal department involvement thereby expediting the request process, and;**
- **Establish uniform fees for commercial filming and still photography requests.**

Procedure:

1. All requests for commercial filming and still photography on County property will be directed to the Director of the Department of Public Buildings and Grounds and forwarded to the designated Assistant Director. All contacts and arrangements will be made by the designated Assistant Director. The film maker/production company/photographer is not to be directed to any other office of the County.
2. The Department of Public Buildings and Grounds will forward a Film/Photography Request Package to the applicant for completion. The package shall include: Schedule of Fees and 2 copies of the Location Agreement (attached, including exhibits A-C).