



## *City of Hampton*

Film Permit Process and Application

(City of Hampton Ordinance Chp.22\_Art.X\_Sec.22-381)

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:

Main Street Hampton

Hampton City Hall

17 East Main Street South

Hampton, Georgia 30228

770-946-4306

[mainstreet@hamptonga.gov](mailto:mainstreet@hamptonga.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.
- Filming at city facilities or on the public right-of-way. In the event that the applicant desires to locate their production event at a facility owned or managed by the city or on the public right-of-way, the city shall charge a daily fee in an amount determined by the city manager not to exceed \$1,000.00 per day. If an existing facility charge has been established by the city at a facility owned or managed by the city, that fee will be charged to the applicant.

## 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.

# 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) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Personnel Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_ Cell: \_\_\_\_\_

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:

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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:

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Vehicles and Parking:

Number of Vehicles: \_\_\_\_\_

Types of Vehicles: Cast Cast/Crew Cars and Vans:\_\_\_\_\_Trucks\_\_\_\_\_Trailers

Other:

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Crew Parking:

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Base Camp:

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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:

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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): \_\_\_\_\_

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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