



Community Development Department **FILM PERMIT GUIDELINES & APPLICATION**

1500 Morrow Rd. Morrow, GA 30260 678.902.0924 (T) 770.960.3002 (F)

The following procedure should be followed by any individual(s) or company interested in film production or photography on any property within the City of Morrow.

- All requests for filming on City property should be directed to:** Yasmin Julio at the City of Morrow, Community Development Department at 1500 Morrow Road Morrow, GA
- Completed applications can be mailed; fees must be submitted at the time of submittal. Preliminary review of the film request can be emailed to Yasmin Julio, permits coordinator, at yjulio@cityofmorrow.com.
- Obtain written consent from all affected business and property owners for use of their property and/or surrounding property. Compensation may be necessary. Any agreements need to be handled with owners directly; however information regarding such agreements may be required upon the City's request.
- If permission is granted by the City, a written permit will be issued including time, date, and location of filming and acceptable activities within the scope of the permit.
- If any changes need to be made after the permit is issued, it must be done before any such activity occurs. A new permit with the most current information will be issued. Depending on the scope of the change requested, additional fees may be incurred.
- If there is a need for street closures, police presence, and/or Fire Department assistance, a 48 hour prior notice is required. A three (3) hour minimum is required for police and fire services. **Fees for these departments will be arranged with the department.*
- Coordination of any public works, police and/or fire services will be coordinated by the Community Development Department. You may be given a point of contact for those departments after the scope of services has been established.
- Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Morrow as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation to be a minimum of \$1,000,000.00.
- The City shall require the production company to have a copy of the permit on site at all times.
- The Property Use Agreement must be signed and returned to our office prior to any use of property.
- Notify the Community Development office of any plans to use a tent, generator, guns, explosive devices, or amplified sound to ensure that you are operating within the City of Morrow Code of Ordinances.
- Emergency vehicle access shall be maintained at all times.



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Film Permit Application

Production Company Information:

Company Name: _____			
Address: _____			
City: _____	State: _____	Zip Code: _____	
Contact: _____	Title: _____		
Phone: _____	Fax: _____		
Email: _____			

Personnel Contact Information:

Contact Type: <input type="checkbox"/> Location Manager/ Scout <input type="checkbox"/> Production Manager <input type="checkbox"/> Other _____	
Name: _____	
Phone: _____	Fax: _____
Cell: _____	Email: _____

Project Information:

Title: _____	
Type: <input type="checkbox"/> Feature Film	<input type="checkbox"/> Public Service Announcement
<input type="checkbox"/> Documentary	<input type="checkbox"/> Corporate Video
<input type="checkbox"/> TV Movie	<input type="checkbox"/> Commercial
<input type="checkbox"/> Music Video	<input type="checkbox"/> Other: _____
Special Effects/Other Info: (guns, fire, explosives, amplified sound, etc.) _____	
Project Budget: _____	
Size of crew: _____	No. of Days: (including prep) _____
Film Dates: _____	
Times: _____	

Services Needed:

- Police Department (Road blocks, lane closures, security, etc.)
- Public Works Department (Street, path, sidewalk or lane closures)
- Fire Department (Fire Safety)
- Sanitation/Clean up (must be contracted through City of Morrow unless the production company owns it own dumpster)
- Other: _____



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Film Location Details:

So that we are better able to assess the impact of this production, please describe the location(s) you propose to use. Draw or attach a diagram labeling streets, cross streets and property that will be used. Indicate all streets subject to closure and/or traffic control. **If several locations are being used, please attach this information for each location.**

Location Address:

Date(s): _____ Time(s): _____

Map:

Parking: Describe proposed parking staging area including catering and equipment placement.

Signage: Please indicate any signage that you will be placing in the City of Morrow, including signage direction crew to the site. Be sure to include the location of the proposed signs with dimensions, and dates the sign will be erected as well as the name and phone number of the person responsible for the removal of the signs. ***If signs are left on any property beyond the approved timeframe of the permit, a \$25 fee/ per sign will be required.***



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Property Use Agreement/Indemnification Statement

Producer and all other parties associated with this project agree to return the property to its original state or better upon the completion of the project. In the event of any damage to the property occurs, the Producer and/or its affiliates agree to take responsibility for and repair any such damages sustained to the property as a result of this project. The Producer and/or affiliates agrees to release, absolve, indemnify and hold harmless the City of Morrow, its employees, agents, and officials from and against all claims, demands, liabilities, suits, judgments and decrees, losses and cost and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from permitted activities conducted by the Producer and/or affiliates or his employees, agents, servants, or associates or subcontractors.

COMPANY

COMPANY

PRINT NAME/TITLE

PRINT NAME/TITLE

SIGNATURE

SIGNATURE

DATE

DATE



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Film Permit Fees

Service	Fee Amount	No. of Days	Total
Permit Fee	\$50 per day		
Parking Deck	\$500 per day		
City Park	\$500 per day		
Olde Town Morrow	\$1000 per day		
Street Closure	\$25 minimum <i>(*Varies based on location and impact)</i>		
Police Officer (with Patrol Car)	\$50 per hour <i>(3 hours minimum)/or TBD by Police Chief)</i>		
Fire Marshal (Inspection only)	\$80 <i>(or TBD by Fire Chief)</i>	n/a	
Fire Marshal (on site)	\$50 per hour <i>(3 hours minimum)</i>		
EMT (on site)	\$50 per hour <i>(3 hours minimum)</i>		
Morrow Fire Dept (including fire engine)	\$250 per day <i>(if available, or as determined by Fire Chief)</i> \$35 per Fireman <i>(4 hours minimum; minimum two Off-duty Fire Fighters)</i>		
Public Works/Sanitation	TBD		
Temporary Sign Placement	\$0		
Sanitation	TBD		
Total			