

COWETA COUNTY, GEORGIA

Film & Video Production Guidelines

(Approved by Coweta County Commission February 5, 2013)

The following guidelines outline the procedures for filming on Coweta County property. The word *filming* as used in these guidelines includes conventional and digital motion picture filming, as well as conventional and digital videotaping. These guidelines do not apply to news media coverage.

1. Facility rental or the use of roads or rights of way for Film & Video Production is coordinated through the Coweta County Event Services Department. This includes all activities on public property within unincorporated Coweta County and facilities owned by the County. All forms and fees shall be submitted to Coweta County Event Services. Coweta County Event Services is also the Camera Ready Liaison as recognized by the State of Georgia Film, Music & Digital Entertainment Office.

Contact: Coweta County Event Services Department
Tray Baggarly, Camera Ready Liaison
200 Court Square
Newnan, Georgia 30263
Office 770-254-2627
Cell 770-328-3648
Fax 770-254-2628
e-mail tbaggarly@coweta.ga.us

2. Permission to film on Coweta County property may be granted only when all of the following requirements have been met. Meeting all of the requirements for filming does not guarantee permission to film. The complete closure of a County road or County rights of way requires approval of the Coweta County Board of Commissioners. Other requests may require approval from the Coweta County Board of Commissioners, depending upon the nature of the request. In all cases, the following requirements shall be met before production commences:
 - A. The Coweta County Film & Video Project Questionnaire has been completed and returned to Coweta County Event Services for initial review.
 - B. Specific date(s) and location(s) are confirmed and approved by the Event Services Director and other County officials, as required, including the Sheriff and Fire Chief.
 - C. The completed and signed Film Location Agreement is approved by the Event Services Director or the Coweta County Board of Commissioners, as required.
 - D. Certificate of liability insurance is received by Coweta County Event Services.
 - E. Full payment of all fees and other estimated charges are received by Coweta County Event Services.

3. No production shall interfere with the normal operations at County facilities. When filming occurs during hours that County facilities are open for business, there must be sufficient access to the buildings and public spaces, including parking. If access routes into and out of the buildings are changed for filming, sufficient signage to direct the public should be visible. Normal County business hours shall not be impeded and normal conversation levels should be expected for citizens doing business with County employees. A designated Entry/Exit door shall be decided upon prior to filming.
4. The submission of a complete copy of the final script or storyboard may be required for approval. In such cases, script approval must be granted prior to the signing of the contract. Any script changes or additions (including title change) must be brought to the attention of Coweta County Event Services once approval has been granted.
5. Any filming can be suspended without notice in the event of an emergency at or near the production location. Such determination will be made by the Sheriff, Fire Chief and/or the County Administration office.
6. A certificate of insurance is required, naming Coweta County as additional insured, providing comprehensive general liability insurance, including personal injury, property damage and workers' compensation. Insurance requirements will be determined on a case-by-case basis. Minimum limits are: \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage must be occurrence based for all occurrences during the length of the Film Location Agreement. Said insurance shall be primary to any insurance maintained by Coweta County. A certificate of insurance or an insurance policy shall be provided to Coweta County Event Services. Failure to provide such proof will result in denial of request for the project.
7. Location fees shall be determined by Coweta County Event Services in accordance with the Film & Video Production Fee Schedule, depending upon the size and scope of production and the number of days filming.
8. Any County employees required for the production – such as facilities staff, grounds staff, Sheriff's deputies and/or Fire personnel – must be scheduled in advance. A member of Coweta County staff may be required on site during the use of certain facilities. Security personnel with arresting powers shall be required on site during the use of County property to provide crowd control and for other purposes. Said staffing costs will be in addition to the fees included in the Film & Video Production Fee Schedule.
9. Filming equipment setup, temporary construction and other production activities must be conducted so as not to create safety hazards. Mats or other cable coverings must be used when cables are laid out across a walkway. A layout board must be placed in all non-carpeted areas so that no filming equipment directly touches the flooring. Protective covering for interior walls, hallways, elevators, etc. should be installed to help prevent markings and damage. Cones must be placed around any production equipment or vehicles not located in a marked parking space, including generators.
10. All directional signs must be hung on stanchions and may not be hung on County property, including trees and poles. No alteration or modification of County

property is permitted without permission from Coweta County Event Services. The production company must restore and repair County facilities and grounds to original condition after use or must pay for such restoration and repairs, at the discretion of the County.

11. Any removal or relocation of art work, furniture or other permanent fixtures in County facilities will be handled by County staff.
12. Smoking indoors is prohibited. Smoking outside of County facilities is permitted only in designated smoking areas. In addition, personnel associated with the production may not behave in any way that is disruptive or offensive to the community.
13. Any filming utilizing County roads and/or rights of way requires the submission of a traffic control plan indicating closures, signage, location of security, detours and/or areas for intermittent traffic control. A complete road closure requires the approval of the Coweta County Board of Commissioners. The traffic control plan must be approved by the Sheriff's office and, if during the school day, the transportation department of the Coweta County School System must be notified. The Event Services Director may also require notification and approval of 911, the Road Department, the Fire Department and others, based on the scope of the project. Residents and businesses in the area of the filming must be notified. The methods of notification required, the number of approvals and the detail of the traffic control plan required will vary based on the scope of the project.

Location/Tech Scout

Scouting Locations

Location scouts are welcome to visit County property to look for video, film and photography opportunities. Please contact Coweta County Event Services to schedule a date and time for the visit. Coweta County Event Services staff may accompany the scout during the visit, considering the scout's knowledge of the area or anticipated questions and/or requests.

Tech Scout

For a tech scout, please bring the following items and information with you:

- a. A written list of everything you wish to bring on County property, including set dressing, special effects, large equipment, etc.

Be prepared to discuss the following:

- a. The placement of any cranes, generators and all production vehicles and other large equipment.
- b. The quantity, size, and length of trucks, generators, large equipment and an estimate of the number of private cars.
- c. The cabling plans in and out of buildings.

Film & Video Production Fee Schedule

Coweta County charges rental fees and refundable security deposits for film and video productions that involve the use of County property, including buildings and exterior locations.

Listed below are the daily rates, along with security deposits, for the use of County property. Charges may be reduced or increased based on extenuating circumstances which shall be negotiated between the producer and the Director of Event Services and must be approved by the Coweta County Board of Commissioners. A “day” is considered a 10-hour period.

<i>Historic Courthouse</i>	<i>\$1,500 per day</i>
<i>Other County Building</i>	<i>\$1,000 per day</i>
<i>Security Deposit</i>	<i>\$5,000 per project</i>
<i>Exterior or Grounds of a County Building (not involving use of a building)</i>	<i>\$500 per day</i>
<i>Security Deposit</i>	<i>\$500 per day</i>
<i>County Roads or County Rights of Way</i>	<i>\$100 per day</i>

Payment for all fees and services shall be payable to Coweta County and be received prior to the commencement of location prep or filming. Coweta County Event Services shall determine the total cost for filming on County property.

Staffing costs for any required County employees, such as facilities staff, grounds staff, Sheriff’s deputies or Fire personnel will be in addition to the fees outlined above.

Security personnel with arresting powers shall be required on site during the use of County property to provide crowd control and for other purposes. Said staffing costs will be in addition to the fees outlined above.

Other costs, such as utilities or County provided supplies, will be in addition to the fees outlined above, as applicable.

Coweta County Camera Ready Liaison
Tray Baggarly
770-254-2627 - 770-254-2628 (fax)
tbaggarly@coweta.ga.us
www.explorecoweta.com

Welcome to Coweta County! We are excited that you are looking at our county for your filming project. To make your process run more smoothly we are here to provide you with knowledge about the County, permits, general information, forms, photos, maps and more. Please do not hesitate to contact our office when you have questions.

Coweta County Film & Video Project Questionnaire

Date:

Name of Project:

Type of Project: Feature film Broadcast TV
 Documentary Commercial
 Other

Production Company Name:

Primary Contact:

Telephone: Office:
 Cell:

Email:

PROJECT DESCRIPTION

Describe the project:

Type of activity to be filmed, videotaped or photographed:

PROJECT LOGISTICS

Date(s) of scouting for project:

Date(s) of project (include estimated times):

Locations/County facilities requested:

Will filming require road closures or intermittent traffic control? If so, please provide the details.

How many people expected working on site?

How many vehicles?

Do you have insurance?

Coweta County requires the following minimum limits for insurance: \$1,000,000 per occurrence and \$2,000,000 aggregate. Coweta County shall be named as an additional insured on the policy.

Shooting to take place in. (Check all that applies): Unincorporated Coweta County

City of Grantville

City of Newnan

City of Senoia

Town of Haralson

Town of Moreland

Town of Sharpsburg

Town of Turin

Other _____