



City of College Park

Department of Economic Development

3667 Main Street/P.O. Box 87137

College Park, GA 30337

Tel: 404-669-3764 Fax: 404-305-2057

Application for a Photo/Film/Video Shoot in City of College Park
TO BE COMPLETED BY PRODUCER OR PRODUCER'S AGENT ONLY

Production Company/School Information:

Company/School Name: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____
Phone: _____	Fax: _____	Email: _____

Project Information:

Title: _____			
Type: <input type="checkbox"/> Feature	<input type="checkbox"/> Still	Project Budget: <input type="checkbox"/> \$0-\$50K	
<input type="checkbox"/> TV	<input type="checkbox"/> Music Video	<input type="checkbox"/> \$5M - \$10M	<input type="checkbox"/> \$50K - \$100K
<input type="checkbox"/> Documentary		<input type="checkbox"/> \$10M - \$30M	<input type="checkbox"/> \$100K - \$500K
<input type="checkbox"/> Commercial	<input type="checkbox"/> Reality	<input type="checkbox"/> \$30M - \$50M	<input type="checkbox"/> \$500K - \$5M
<input type="checkbox"/> Student	<input type="checkbox"/> Other	<input type="checkbox"/> over \$50M	
Total Shoot Days: _____		College Park Budget: _____	
Director: _____		Phone: _____	
Email: _____			
Web Address: _____			

Personnel Contact Information: (Must be on site at time of shoot)

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

Overview:

Start Date	End Date	Call Time (am/pm)	Wrap Time (am/pm)
Prep: _____			
Shoot: _____			
Strike: _____			

Location: (Each location must include a basic site plan that includes streets, intersections, and the location of all

Production elements including vehicles, condors, generators, tents, large set places, etc.)

Name: _____
Address/Location: _____
Specific Area: _____

Scene Description:

General Overview of Scene: _____

Amplified Sound:

Do you plan to have amplified sound? Yes _____ No _____

What type of sound equipment will you use? _____

What type of sounds will be amplified? _____

Start time of amplified sound: _____ End Time: _____

***All amplified sound must comply with relevant sections of The Code of Ordinances of College Park, Georgia and under no circumstances shall continue later than 10:00am to exclude City of College Park parks and fields.**

Amplified sounds at parks and fields must end by 9:00pm, except with permission from Mayor and Council.

Personnel at this location:

Number of Cast/Crew: _____
Number of Extras: _____

PLEASE COMPLETE A NEW PAGE FOR EACH LOCATION REQUIRING APPROVAL

Vehicles and Parking: *(Any vehicles requesting entry in a park will require a city approved Park Attendant for an additional fee at all times while in the park).

Total Number of Vehicles:_____ Cast/Crew and Vans:_____

Trucks/Trailers/Motor Homes:_____ Picture Cars:_____

Cranes/Condors:_____ Others: (please specify):_____

Do you need to close lanes/streets or rent meters to park production vehicles? ____Y____N

Crew Parking:_____

Overflow Parking:_____

Base Camp:_____

If filming in City of College Park, are you requesting to bring cars on the roads inside the park? Y____N____

Special Effects Information: (The following activities may require a Special Permit.)**Check All That May Apply:**

<input type="checkbox"/> Aerial	<input type="checkbox"/> Animals	<input type="checkbox"/> Candles	<input type="checkbox"/> Cooking on site	<input type="checkbox"/> Water Effects
<input type="checkbox"/> Set Construction	<input type="checkbox"/> Explosion	<input type="checkbox"/> Fire Effects	<input type="checkbox"/> Gunfire	<input type="checkbox"/> Generator
<input type="checkbox"/> Open Campfire	<input type="checkbox"/> Propane	<input type="checkbox"/> Smoke	<input type="checkbox"/> Sparks	<input type="checkbox"/> Stunts
<input type="checkbox"/> Tent	<input type="checkbox"/> Tent over 200Sq.Ft.	<input type="checkbox"/> Pyrotechnics		<input type="checkbox"/> Confetti

Effects Description:_____

Type of Equipment

List the type of equipment that will be used_____

Department of Public Works, Solid Waste Services

Sanitation services must be contracted through the Department of Public Works when filming within the City of College Park. Please review the included form and complete the following:

- Contact Information: Names and phone number of person responsible for services during event
- Number of trash and recycling receptacles required
- Date trash should be removed from the event location

Please contact the Public Works Department at 404-669-3778 in advance.

If Sanitation services are not required, please provide explanation of clean-up & recycling plan below: (If you are using volunteers, please list the numbers, procurement of trash & recycling containers, scope of responsibilities and where trash will be disposed of.)

Circle One: YES NO

Full Street Closure_____ Parking Lane Closure_____ Sidewalk Closure_____

Partial Street Closure_____ # of Lanes_____ Direction of Lanes_____

of Parking Meters _____

Applicants requesting a street or lane closure are also required to inform the appropriate City Council Member of permit request. Notification should include the dates, times and location, including intersections of the street or lane closure, general information about activities taking place (parking vehicles or actual filming on street), the presence of CPPD and prior notification of neighbors. Ask for acknowledgement of your notification from the Council Member and forward

Council District(s)	Council Member	Email Address
Mayor	Bianca Motley Broom, Mayor	bmotleybroom@collegeparkga.com
Ward 1	Councilman Ambrose Clay	clayoncouncil@mac.com
Ward 2	Councilman Joe Carn	Joe.carn@collegeparkga.com
Ward 3	Councilman Ken Allen	kallen@collegeparkga.com
Ward 4	Councilman Roerick Gay	rgay@collegeparkga.com
City Manager	Stanley Hawthorne	shawthorne@collegeparkga.com
Economic Development	Michelle Alexander, Director	malexander@collegeparkga.com
Police	Chief Connie Rogers	Connie.Rogers@collegeparkga.gov
Fire	Chief Wade Elmore	welmore@collegeparkga.com
Inspections/Permits	Sabrina Walters	swalters@collegeparkga.com
Parks, Recreation & Cultural Arts	Michelle Johnson, Director	mjohnson@collegeparkga.com
Public Works	Emmanuel Adediran	Emmanuel.adediran@collegeparkga.com

To receive a PFV permit, the recipient must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

- College Park City Ordinances and state laws must be followed at all times. Please contact the CP Police Department (404)761-3131, Department of Public Works (404)669-3778, Department of Economic Development (404)669-3764, and College Park Fire & Rescue (404)766-8248.
- Fees may apply to services requested in Parks outside of normal business/operating hours, and the Permittee must pay said fees at the time of receiving the PFV Permit.
- Pursuant to Chapter 1, Section 8 of the Code of Ordinances, City of College Park, Georgia, a \$1000 fine (per incident) will be assessed on infractions and unauthorized alteration to the permit, and the Permittee must agree to pay said fines within thirty (30) days of receipt of the City Invoice.
- The Permittee must agree to indemnify the City for damages arising from the shoot.
- The Permittee must obtain insurance coverage in an amount determined by City's Risk Manager for the shoot, listing the City of College Park as the certificate holder.
- A Sanitation Bond must be provided to the City of College Park at the time of PFV Permit request. After the production has concluded, and the City facilities have been properly cleaned and back in the condition that they were prior to the production, the Bond will be released.

Signature _____ Name _____ Date _____

City of College Park PFV Shoot Safety & Security Plan

Today's Date: _____ Shoot Name: _____

Description of shoot (make explanation of detailed as possible to prevent confusion or rejection):

Date(s): _____

Time (s): _____

Location (s) Route (if there are any moving components):

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Number of police hired: _____ (POST-certified off duty law enforcement personnel only)

List agencies represented by Off-duty Officers: _____

List "Lead Officer's" name and contact number: _____

TRAFFIC:

Fixed: _____

Mobile: _____

CROWD CONTROL

Fixed: _____

Mobile: _____

Number of Barricades required: _____ (applicant must provide barricades)

Are you hiring additional security from a bonded private security company? ☐ Yes ☐ No

Please note: this is not a substitute for Post-certified off duty law enforcement personnel

If yes, please list the name and contact number of your bonded private security company:

This above portion of this form is to be filled out by the producer or location manager only.

****To be completed by the College Park Police and Fire Rescue Departments ONLY****

☐ APPROVED

☐ APPROVED

☐ DISAPPROVED

☐ DISAPPROVED

Signature: _____

Fire Chief or His Designee
College Park Fire Rescue

Signature: _____

Police Chief or His Designee
College Park Police Department

City of College Park
 Department of Public Works
 2233 Harvard Ave.,
 College Park, GA 30337
 Tel: (404)-669-3778 Fax: (404)-767-1815

Lane, Street & Sidewalk Closure Application

Application is for:	Parking Lane	Lane Closure	Full Street Closure	Sidewalk Closure
Contact Name:	_____		Number:	_____
Mobile Number:	_____		Email Address:	_____
Company and/or organization name:	_____			
Mailing Address:	_____			
Office Number:	_____		Fax Number:	_____
Date(s) Work to be performed:	From _____		To:	_____
Time of Work:	From _____		To:	_____
Location of Blockage:	_____			

(e.g., West side of Jackson Street, N.E. between Irwin Street and Auburn Ave AND street address if possible)				
Number of Lanes	_____	Feet Blocked	_____	Number of Parking Meters Blocked

Detailed Description of Work:	_____			

- Application must be completed entirely
- Please submit traffic control plan/detour route and time work performed.
- Please attach detour route for FULL STREET CLOSURE, otherwise provide sketch below.
- Work requested to be performed between 11 pm until 7 am requires a Noise Variance permit.
- Please NOTE intermittent traffic control plans, this will be considered a full street.

Show sketch of requested closure including Traffic Control Plan. You may use the reverse side of the paper for Traffic Control Plan if needed. Traffic Control Plans shall comply with requirements in the Manual on Uniform Traffic Control Devices (MUTCD). Please give specific detour routes (use another sheet.)



City of College Park Filming/Special Needs Fees

For city sanitation or public safety needs during your special events, please consult the fees chart below. A minimum order of \$50 is required for any order and includes delivery and pick-up fees.

Item	Cost	Quantity	Quantity Reserved
APPLICATION FEES	\$25.00	Application submission fee	
Permit Fee (non-student)	\$500.00	Each additional month \$200.00 (PFVpermit)	
Rush Permit Fee(non-student)	\$750.00		
Change Fee (non-student)	\$300.00		
Permit Fee (Student)	\$150.00	No addt'l monthly required	
Rush Permit Fee(Student)	\$300.00		
Change Fee (Student)	\$150.00		
ONSITE SERVICES			
Trash cans	\$8.00	Each/per day	
Recycling cans	\$8.00	Each/per day	
Orange cones (minimum of 25)	\$2.00	Each/per day	
Plastic barricades	\$10.00	Each/per day	
Metal barricades	\$10.00	Each/per day	
Onsite Svcs Rush Fee (non-student)	\$150.00		
Onsite Svcs Rush Fee (student)	\$75.00		
OTHER FEES			
Police vehicle fee (per car/per day	\$50.00	Each/per day	
Sanitation Bond (non-student)	\$500.00	Refundable after production concludes (SANITATION)	
Sanitation Bond (student)	\$250.00	Refundable after production concludes	
Location Fee	\$_____	per day	
Total Due			

Other Fees (paid directly to personnel -- cash or check)

Item	Cost	Quantity
Police Officer (Off Duty)	\$60.00	Per hour (minimum 4 hours)
Firefighter (Off Duty)	\$60.00	Per hour (minimum 4 hours)

Note: Payments are to be made in person at
College Park City Hall – Customer Service Window
3667 Main Street, College Park, GA 30337

For more information contact:
Subretha Beasley, Administrative Assistant
Economic Development Department
404-305-1341 – sbeasley@collegeparkga.com