



CITY OF  
**FORESTPARK**

**City of Forest Park**  
745 Forest Parkway  
Forest Park, GA 30297  
404-363-2454  
Forestparkga.gov

## Application for Film Permit

To obtain a film permit, please complete this application and submit the application and required application fee to the Film Permits Specialist at least five (5) business days prior to the anticipated prep/shoot date.

Every permit shall require the applicant to obtain and maintain Commercial General Liability insurance with limits not less than \$1,000,000 per person and \$1,000,000 per occurrence covering claims arising from bodily injury, including death and \$1,000,000 per occurrence for property damage alleged to have been caused or contributed to due to the film permit. The insurance policy shall be endorsed to include City of Forest Park as additional insured. The City of Forest Park's City Manager may require increased coverage limits and other types of insurance based upon the nature of the film permit. If intending to film on property owned by the City of Forest Park or its authorities, prior authorization to film at the location is required before the permit application can be processed.

### **Nonrefundable Application Fee: (Per Event Day)**

Up to 500 attendees -\$50.00

501-2500 attendees - \$100.00

2501 and above - \$175.00

**Note:** This is an application **ONLY** and does not serve as permission to conduct special activity on City of Forest Park property or within city limits. The information provided will be used to determine whether a permit will be issued and if any revisions to your proposal will be required.

This application must be signed by the responsible person/party\* and returned to City of Forest Park for approval. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application.

\*Responsible party is defined as the person/company who is legally authorized to bind insurance coverage for this film project

### **Submit Application To:**

City of Forest Park – Economic Development

REF: Filming Permit

745 Forest Parkway

Forest Park, GA 30297

[DHamid@Forestparkga.gov](mailto:DHamid@Forestparkga.gov)



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## Application for Film Permit

**Name of Project/Production Title:** \_\_\_\_\_

### Applicant Information:

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

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

### Responsible Party Information:

Responsible Party Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

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

### Type of Project:

Television/Video Production  
Motion Picture/Film Production

<input type="checkbox"/>
<input type="checkbox"/>



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**Project Description:**

**LOCATION SCHEDULE**

Provide detailed description of onsite activities.

Each date and each location must have an individual entry – use additional pages as necessary. Please include a site plan with a map or diagram of base camp, filming area(s), location of equipment, vendors, parking areas, stages and other facilities. Also include any areas where alcohol may be served including a description of barriers to be used to enclose such areas.

**If filming on private property, please include a copy of the location agreement with property owner.**

**L.1. Schedule**

Date	Specific Location/Address	Start Time	End Time	Use of Road? Yes or No	Activity: Set Up/Filming/Non-Filming/Breakdown	# of Cast/Crew/Extras	# of vehicles



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## L.2. Cameras & Equipment

- |  |   |
|--|---|
| <input type="checkbox"/> Hand                                  | <input type="checkbox"/> Arm Footage    |
| <input type="checkbox"/> Tripod                                | <input type="checkbox"/> Portable Crane |
| <input type="checkbox"/> Dolly                                 | <input type="checkbox"/> Car Mount      |
| <input type="checkbox"/> Dolly w/ Track Footage                | <input type="checkbox"/> Crane/Jib Arm  |
| <input type="checkbox"/> Camera car/Shot Maker/Process Trailer |   |

Please describe the following:

Vehicles	
Trailers	
Props	
Equipment	

## L.3. Attach a map with a detailed description of the setup and layout.

### ROAD USAGE

1. Will filming/activity occur on City of Forest Park roads (paved/unpaved) or with the “clear zone” (roadway, shoulder, pavement, or sidewalk)?

2. Will any stunts, pyrotechnics, or other special effects be utilized in the “clear zone”?

3. Will the road need to be close to traffic? If yes, please include a schedule with estimated time of closures and closure intervals.

4. Will a barricade company be used? If yes, please indicate company name and contact information.

5. Will any road signs be covered or removed?



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6. Will any pavement striping be removed or covered?

7. Will any pavement or shoulder be wetted down or altered in any way?

### SPECIAL ACTIVITIES

1. Will there be any minors involved? If yes, please indicate how many minors will be involved and the age range of these minors.

2. Will there be any livestock and/or trained animals on set? If yes, please provide information about the number/type of animals that will be on set, manner of transportation, and staging/corralling needs (attach plan if onsite).

3. Will there be any craft services/catering? If yes, please indicate company name and contact information.

4. Will there be any aircraft usage? Please explain.

**Note:** all aircraft including unmanned aircrafts/drones used over City of Forest Park Property should be listed and must follow all FAA Regulations. Landings must be specifically requested and approved as a condition of your permit.

5. Will there be any tents and/or temporary membrane structure? If yes, please include number of tents/structures and size (ex: 10x10, 20x20, 30x30).

**Note:** all tents and temporary structures must be inspected by the Fire Marshal. Please refer to the fee schedule for tent/temporary membrane structure inspection fees.



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### **SPECIAL EFFECTS & STUNTS**

Will there be any special effects and/or stunts (cars chases, guns, pyrotechnics, etc.)? Please explain.

### **Technician Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

License # \_\_\_\_\_

### **Stunt Coordinator Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

License # \_\_\_\_\_

### **OTHER ACTIVITIES**

Will there be any other unusual or hazardous activities (fuel, storage, fire, etc.)?



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## **PUBLIC SAFETY**

1. Will off duty law enforcement be hired? If not City of Forest Park Police, please provide agency contact information for this service. **Officers/Security required on set.**

2. Will filming activities require the presence of any emergency personnel (Fire & Safety, EMS, Lifeguard, etc.)?

3. Do you anticipate any security concerns? If yes, please explain.

## **PROJECT ADMINISTRATION**

1. Have you had previous permits from the City of Forest Park? Please explain.

2. Do you plan to advertise or issue a press release about this activity?

3. Are you applying for this permit on behalf of another person or company? If yes, please provide a full description and contact information for all individuals/companies involved with project.



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## CONTACTS

Please provide contact information for the following

- Person on location responsible for adherence to all terms and conditions of the permit.

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Company \_\_\_\_\_

- Person on location responsible for coordinating activities with the City of Forest Park.

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Company \_\_\_\_\_

- Person to contact for follow up information and billing.

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Company \_\_\_\_\_

**Applicant Acknowledgement:** I hereby acknowledge that the information contained in this application is true and accurate. I have reviewed and understand the rules and regulations regarding filming in the City of Forest Park.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





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### FOR OFFICE USE ONLY

Department Checklist (approval indicated by staff initials by applicable departments, as necessary)

- \_\_\_\_\_ Police Department (approval for security, public safety, location etc.)
- \_\_\_\_\_ Fire Department/Fire Marshall (Fire & Safety, pyrotechnic use, etc.)
- \_\_\_\_\_ Public Works (set up, roadway issues, etc.)
- \_\_\_\_\_ Planning, Building, and Zoning (set up, code compliance, etc.)
- \_\_\_\_\_ Recreation and Leisure (location)
- \_\_\_\_\_ Economic Development Department (permit issuance, fees collected, insurance verified)
- \_\_\_\_\_ Finance Department
- \_\_\_\_\_ City Manager (location)

Other requirements: