



# INTENT TO FILM APPLICATION (CITY-OWNED PROPERTY)



## Filming in the City of Villa Rica, Georgia

Thank you for your interest in filming in Villa Rica, Georgia! We welcome you and are excited that you have chosen our community.

In order to process your request in a timely manner and according to policy, please complete the Intent to Film Application found herein and return it to the City of Villa Rica Film Office at 106 Temple Street, Villa Rica, Georgia 30180 along with your Certificates of Insurance. Once the application is received, we will send a Location Agreement. The Location Agreement must be agreed, and signed for processing and final approval.

## Process for Applying for Filming Permit:

1. Submit completed Intent to Film Application and Certificates of Insurance to the City of Villa Rica Film Office at 106 Temple Street, Villa Rica, Georgia 30180 along with application fee.
2. Once received by City, the Location Agreement will be issued.
3. Return signed Location Agreement to City.
4. Final approval will be issued, filming dates, and site representative will be scheduled.

## Requirements for Filming:

- Complete Intent to Film Application.
- Submit Certificates of Insurance listing – City of Villa Rica, 571 W. Bankhead Hwy, Villa Rica, Georgia 30180 – for all city-owned properties.
- Signed Location Agreement.

## Film Production Permit Application

**Application Fee:** There is a non-refundable \$50 application fee. The cost of any additional legal hours needed to re-construct the Location Agreement (Contract) may be added to the Location Contract Fee.

**Cleanup Costs:** All City-owned locations will be inspected during the pre-production and post-production checks. The renter is responsible for restoring the location to the original condition of the first day of rental. If the location is not left at the original condition of the first day of rental the renter will be responsible for paying both the costs associated with restoring the location and the Daily Location Fee for each day that is required to restore the location.

**There Will Be No Public Property Bond:** The rental of City-owned property shall operate on the “Right of First Refusal” as is common practice in the motion picture industry. If a piece of property is booked for a certain date with the City of Villa Rica and another production company requests the same property for the same date, the first renter will be given the “Right of First Refusal” and must commit to pay Daily Location Fees whether they use it or not, or must release the location for the date in question.



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Security & Site Representative Requirement: The City requires a site representative to be hired while on city-owned property. The type of site representative is determined by the property being used (see below.) The fee is \$35/hour for Single Day Student Film, Public Service/Teaching, Not-for-Profit Educational, Commercials, Independent TV/Film, and Major Commercial Productions. The fee is \$35/hour for the site representative, and \$40/hour for security for Music Videos. Villa Rica Police Department fee is \$40/hour. The site representative will allow access and will be responsible for securing the facility. Contact information for scheduling site representative will be supplied at the issuance of the Location Agreement.

Property	Site Representative Required
Pine Mountain Gold Museum Site	Employee of Pine Mountain Gold Museum
The Mill Amphitheater Site	Employee of Main Street/Econ Dev/Tourism
Parks & Recreation Facilities	Employee of Parks & Rec
Libraries	Employee of Parks & Rec
City Hall	Villa Rica Police Department
Court Room	Villa Rica Police Department
Other Facilities	Villa Rica Police Department

Check-in and Check-out Procedures: On the first day of rental, the site representative will complete a check-in and go over the property with a representative from the production company (preferably the Location Manager.) Upon completing strike, the site representative will do a check-out with a representative of the production company (preferably the Location Manager.) Any issues or items that need to be corrected prior to signing a release will be documented and discussed at that time.

Daily Location Fees: Note: Any variation from the basic fees will be at the discretion of the City of Villa Rica. Location Fees do not include those required to hire the site representative, or security.

Location Fee Categories:

- 1) Single Day Student Film - \$50
- 2) Public Service/Teaching, or Not-for-Profit/Educational - \$100
- 3) Advertisements/Commercials - \$1000
- 4) Independent TV/Film Production/Music Videos - \$1000
- 5) Major Commercial Production - \$2000

Overnight Parking: Note: For parking, or base-camp on City property:

- 1) Overnight - \$1000

Cancellation Policy: Cancellations must be received 2 business days prior to the first day of rental. The Daily Location Fee will be assessed for any cancellation not made prior to 2 business days prior to the first day of rental.



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## Special Notes:

- 1) Payment for location must be received no less than 48 hours prior to filming.
- 2) The City reserves the right to deny any Film Production Permit that is not within the best interest of the City, and its residents.
- 3) No Film Production Permit shall be issued more than once per quarter at any single residential location.
- 4) No Film Production Permit shall extend beyond 14 consecutive days in duration, unless previously requested, and approved by the City Manager.



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**Production Information:**

Project/Production Title: \_\_\_\_\_

Production Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

**On-site Production Information:**

On-site, or Location Manager Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

**Type of Project:**

- Student
- Major Commercial Production
- Public Service/Not-for-Profit/Educational
- TV Series
- Advertisement/Commercial
- TV Movie
- Independent Production
- Documentary
- Music Video
- Other (please describe)

\_\_\_\_\_  
\_\_\_\_\_

**Description of Project:** \_\_\_\_\_

\_\_\_\_\_

**Location(s) of Project:** (Production company must provide a map of filming/shot locations. If there are additional locations, complete this form for each location.) \_\_\_\_\_

\_\_\_\_\_

**Prep/Filming/Strike Dates:** (All three dates are required. Start and stop times are to be coordinated with the site representative. The Location Agreement will begin with the first day of Prep and go through the last day of Strike.)

Dates of Prep: \_\_\_\_\_

Dates of Filming: \_\_\_\_\_

Dates of Strike: \_\_\_\_\_



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**Personnel On-site:**

# of Cast: \_\_\_\_\_

# of Vehicles: \_\_\_\_\_

# of Crew: \_\_\_\_\_

# of Support Vehicles: \_\_\_\_\_

# of Extras: \_\_\_\_\_

# of Catering Vehicles: \_\_\_\_\_

**Parking:** (Please describe the proposed parking staging area(s) for support and catering vehicles. Include all public parking areas to be occupied by production vehicles.)

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**Site Modifications:** (Will there be any temporary structures - tents, stages, etc. - constructed on-site?)

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List any "alteration of vegetation" or "building modifications" that could remain permanent after completion of the project:

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**Production Elements:** (Will any of the following elements/special effects/stunts be used?)

Generators

Aircraft/Drones

Special Lighting/Lighting Cranes

Simulated Weapons Use

Music Playback

Falling/Jumping from Height

Smoke/Fire/Pyrotechnics

Animals

Vehicles

Other (please describe)

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**Special Services:** (Will there be additional requirements from entity or agency representing City of Villa Rica? Please note that street closures require special attention and must be pre-approved.)

Police/Sheriff

Street/Sidewalk Closure

Fire/EMT

Other (please describe)

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**Official Statement:** (Please include an official statement regarding this project that can be released to the media, or other inquiries.)

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**Agreements:** (Please initial.)

- I confirm that I have read the content of this Intent to Film Application in its entirety and I agree to all information found within.
- I understand that if the use of City-owned property is for Base Camp, or parking only, there will be no access to any structure or facility.
- I understand that there is a \$50 non-refundable Intent to Film Application fee and that acceptance of this application does not guarantee the issuance of Location Agreement.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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