



MEDIA PRODUCTION PERMIT GUIDELINES

These guidelines should be followed by any individual or company interested in media production (film, video, large-scale photography) on City property or within the Canton City limits. These guidelines are subject to change and may be enforced as conditions of the permit.

1. This application serves as a formal request to use City property for a media production.
2. If filming on private property, arrangements must be made with the respective property owners.
3. Applicant must provide a Certificate of Insurance naming the City of Canton as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000.00 each occurrence and aggregate with endorsement naming the City of Canton as an additional insured.
4. Submit the Media Production Permit application to the City of Canton, City Manager Billy Peppers at 110 Academy Street, Canton, GA 30114, or via email at billy.peppers@cantonga.gov
5. If roads are to be blocked or traffic disrupted in any manner, a minimum of two City of Canton Police Officers must be scheduled at a minimum of two hours per day. This arrangement can be made by the applicant through the Canton Police Department at 770.720.4883.
6. Removal, cutting, or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the permit.
7. No media production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines, or other special effects may be undertaken unless specifically approved by the Building and Safety Services Department.
8. Upon receipt of the permit, the production company must notify affected businesses and property owners. Compensation may be necessary if business and home environments are greatly disrupted.
9. The production company must have the Media Production Permit on site at all times.
10. Upon completion of work, all materials and debris shall be entirely removed, and the right-of-way left in a condition satisfactory to the City Public Works Department. Any costs for clean up by the City will be charged to the permit holder.
11. Emergency vehicle access shall be maintained at all times. EMS personnel may be required on-site for productions with stunts being performed.
12. The Cherokee County Fire and Canton Police Departments shall have full access to any media production to ensure safety for crew members, the public, and surrounding properties.
13. The City of Canton logo may not be included in any production without written permission from the City of Canton.



MEDIA PRODUCTION APPLICATION

Project Title: _____

Production Company: _____

Company Address: _____

Phone: _____

Location Manager Name: _____

Location Manager Phone: _____

Location Manager Email: _____

Type of Project:

<input type="checkbox"/> Student Project **	<input type="checkbox"/> Feature Film	<input type="checkbox"/> TV Series
<input type="checkbox"/> Commercial	<input type="checkbox"/> Music Video	<input type="checkbox"/> TV Program
<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Photography	<input type="checkbox"/> TV Movie
<input type="checkbox"/> Documentary	<input type="checkbox"/> PSA	<input type="checkbox"/> Other

** Student projects must have an email from the supervising professor to verify current enrollment status before a permit is issued. Applications will not be processed until this correspondence is received.

Description of Project (please submit an attachment if needed):

Location(s) of Project (only within City limits): _____



Is the Production Location (check all that apply)?

<input type="checkbox"/> Private Commercial or Residential Property	<input type="checkbox"/> Residential Property
<input type="checkbox"/> Streets or Right-of-Way	<input type="checkbox"/> Public Park

List any building changes or removal of vegetation: _____

Production Includes (check all that apply):

<input type="checkbox"/> Temporary Structures/Tents	<input type="checkbox"/> Simulated Weapons Used
<input type="checkbox"/> Nondomestic Animals	<input type="checkbox"/> Public Nudity
<input type="checkbox"/> Sound Amplification or Other Attention Getting Devices	<input type="checkbox"/> Special Effects (e.g. fire, explosives, pyrotechnics)
<input type="checkbox"/> Flame Effects	<input type="checkbox"/> Vehicles

Please Note: The following three items must be provided when applicable:

- Site Plan- Showing Production Location and Base Camp
- Proof of Permission from Property Owner(s) for use of the Production Location and Base Camp
- Notification of Neighbors and Businesses affected by Production Location



PRODUCTION SCHEDULE

Production Dates: _____

Production Times: _____

Base Camp Location: _____

Base Camp Includes (check all that apply):

<input type="checkbox"/> Temporary Structures/ Tents	<input type="checkbox"/> Food Truck(s)/ Food Preparation
<input type="checkbox"/> Consumption or Sale of Alcohol	<input type="checkbox"/> None of the Above

Do you intend to post any temporary signs (including small, direction signs)?

- Yes No

List Parking Locations:

Uses (check all that apply):

<input type="checkbox"/> Street Closure	<input type="checkbox"/> Drive Shots of Car
<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Drive with Flow of Traffic
<input type="checkbox"/> Camera on Street	<input type="checkbox"/> On-Street Parking
<input type="checkbox"/> Camera on Curb	<input type="checkbox"/> Smoke/Fire/Other Pyro
<input type="checkbox"/> Camera on Sidewalk	<input type="checkbox"/> Other

Services Required (check all that apply):

<input type="checkbox"/> Police Department	<input type="checkbox"/> Fire Department
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Special Effects or Stunts (check all that apply):

<input type="checkbox"/> Smoke/Fire/Pyro	<input type="checkbox"/> Falling/Jumping from Height
<input type="checkbox"/> Vehicles	<input type="checkbox"/> Animals
<input type="checkbox"/> Simulated Weapons	<input type="checkbox"/> Other



The City reserves the right to deny any Film Production request that is not within the best interests of the City and its Residents.

HOLD HARMLESS AGREEMENT

The applicant agrees to indemnify the City of Canton and to be solely and absolutely liable upon any and all claims, suits, and judgements against the City and/or the applicant for personal injuries and property damages arising out of our occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

Applicant Signature

_____/_____/_____
Date

For form submission and additional information, contact City Manager Billy Peppers at 770.704.1500 or via email at billy.peppers@cantonga.gov