



Filming Permit Procedures

As it would any industry that enhances its economic development landscape, the City of Dallas welcomes the film industry to the community and looks forward to working cooperatively with industry professionals. While these guidelines are written primarily for commercial film productions (including television programs, motion pictures, documentaries, commercials, etc.), they also may be applied to other commercial media productions, including radio broadcasts and photo shoots.

Except that a permit shall not be required for the filming, videotaping or production of breaking news which includes accredited reporters, photographers and cameramen employed by a newspaper, news service or broadcasting station engaged in news events for television, broadcast or print media.

Generally, the City of Dallas practices a philosophy of openness in regard to accessibility to its parks, City Hall, and other public facilities. That being said, use of Dallas public facilities by the film industry requires some City oversight in order to protect interests of residents and businesses, ensuring their accessibility to public facilities and minimizing potential inconveniences. In addition, the City wishes to safeguard Dallas's brand and reputation.

Film production applications will be evaluated using several criteria, including, but not limited to: impact on facilities and the community, reasonableness of the request, dates of request and whether they conflict with previously scheduled community events, artistic merit, good-standing of production company, impact on the City's brand/reputation, and special circumstances of requests (such as use of vehicle chases, animals, or nudity).

For the purposes of these guidelines, film production projects have been divided into two categories.

Low-Impact Projects

These productions meet all of the following conditions:

- require minimal filming equipment and minimal disruption of normal business activities
- allow for uninterrupted vehicular and pedestrian traffic flow
- do not require closure or partial closure of any public facility (e.g., City Hall, City parks, street, or sidewalk)
- limit filming at an indoor public facility to 30 minutes and at an outdoor public facility to 60 minutes; do not restrict the public from access to said facility
- do not require City staff support (in the form of off-duty police officers or public works/sanitation/facilities access support)
- do not require alteration in any way of City of Dallas buildings, facilities, signage, vegetation, etc.

Productions that fit within these parameters must submit:

1. a completed City of Dallas Film Production Permit Application with signature page
2. the required \$50 application fee
3. proof of liability insurance (\$1 million minimum) naming the City of Dallas as an additional insured
4. a completed Hold Harmless Agreement

The City of Dallas requests that productions that fit within the parameters above complete the City of Dallas Film Production Permit Application and submit the completed application seven (7) business days in advance of filming. Applications will be reviewed and permits issued by the City of Dallas's City Manager. Low Impact permits will be assessed the \$50 application fee.

High-Impact Projects

This category includes productions that fit one or more of the following conditions:

- require closure of or restrict access by the public in any way to public facilities, including City Hall, City parks, sidewalks, streets, rights-of-way, etc.
- time for filming is longer than 30 minutes at indoor public facilities and longer than 60 minutes at outdoor public facilities
- require aerial filming
- require more than one business day (e.g., 8 consecutive hours) for on-location production or filming between the hours of 8pm-8am
- make use of amplified sound, simulated weapons, live animals, stunts, smoke/fire/ pyrotechnics, explosives, vehicle chases/crashes, or nudity
- make use of locations that include the City of Dallas logo or name in a manner that is more than "in passing"; feature the City of Dallas logo/brand as part of the storyline
- will alter, replace, or use vegetation, signage (temporary or otherwise), ornamental decorations, or amenities at public facilities/areas
- require significant assistance from City of Dallas staff (for closures, security, facilities access, research, contacts, etc.)

Productions that fit within these parameters must submit:

1. a completed City of Dallas Film Production Permit Application
2. the required \$50 application fee (an additional \$250 fee, plus fees for special requests – e.g., use of public facilities, closed roads, etc. – will be charged for approved applications).
3. a site plan/map indicating production location(s) and base camp location
 - a. It is recommended to use the City of Dallas Tax Map. This map shows streets and lots. Please request a copy if needed.
4. proof of liability insurance (\$1 million minimum) naming the City of Dallas as an additional insured
5. a traffic plan that adheres to the Georgia MUTCD manual, by a certified traffic control company
6. a completed Hold Harmless Agreement

Applications will be reviewed by the City of Dallas Camera Ready Liaison, City Manager, Chief of Police and Public Works Manager. Additional fees shall be assessed, depending upon closures and other special uses requested, duration of filming, and staff support needed.

City of Dallas Representative

- If the production company is on City property before the hours of 8:00am and/or after the hours of 5:00pm Monday through Friday a City of Dallas Representative, approved by the City Manager and the Camera Ready Liaison, must be onsite at the expense of the film production company.
- Depending on the nature and extensiveness of production taking place Monday through Friday, 8:00am to 5:00pm, the City Manager and the Camera Ready Liaison may require the presence of a City of Dallas Representative at the expense of the film production company.
- The hourly rate will be \$40 between the hours of 8:00am to 5:00pm and \$80 an hour before 8:00am or after 5:00pm. Weekends may be charged at a higher rate.

Filming Fee

There is \$1,000 per day convenience fee to be paid to the City of Dallas for any prep, filming and wrap days where filming takes place within the city limits.

Guidelines for All Film and Commercial Media Productions

- A Commercial Film/Media Production Permit Application for low-impact projects is requested and shall be received by the Camera Ready Liaison at least seven (7) business days in advance of production. Applications for high-impact projects shall be received at least ten (10) business days in advance; requests for road closures may require 14 days or more.
- Applications are available online or may be requested by calling 770.445.8110 x 1209. Applications may be submitted via email to Jody Martin, jmartin@dallas-ga.gov.
- The City reserves the right to ask productions that do not have the appropriate permit or are violating guidelines to vacate public areas within one hour and/or to charge them a fee that is double the usual cost for unanticipated/non-permitted high-impact activities.
- The film production company may not block, delay, or interrupt normal activity on public property unless advance permission has been granted through the permit process.
- If more than six (6) car-sized vehicles are needed for production crew, staff, extras, support, catering, etc., an additional on-street daily parking fee may be charged.
- Use of gunfire, blank fire, or pyrotechnics; high-speed vehicles; bull horns, sirens, public address systems, or other amplified sound; or wild animals requires written consent from the Chief of Police.
- In City of Dallas parks and public spaces, no motorized vehicles are permitted on sidewalks or in natural areas without prior consent. In addition, no stakes may be used nor may any amenities be moved, altered, or damaged. "Amenities" shall include, but not be limited to: trees, play equipment, holiday decorations, pavilions, fountains, public art.
- The use, addition, or alteration of City of Dallas signage, logo, or identifiable locations (e.g., City Hall) shall be approved in advance. Film production company may be required to complete Dallas's Temporary Signage Permit and provide any required fees. The City of Dallas logo and identifiable facilities should not be used in a manner that may be perceived as obviously negative or obscene. Nothing herein shall be construed as to grant a license, temporary or otherwise, for the City's logo or any accompanying marks or signage.
- For high-impact projects, the production company shall provide a certificate of insurance naming "City of Dallas, its officials, agents, and employees" as additional insureds. The production company shall provide insurance for a minimum of \$1 million in comprehensive general liability and workers compensation. In addition, the company shall agree to waive any claims against the City of Dallas for fees or damages caused by or in any way connected to exercise of approved film permit and shall hold harmless and indemnify the City of Dallas for any claims, injuries, or causes of action asserted against the City that do not arise from the City's gross negligence or willful misconduct.
- Once a high-impact permit has been granted, the City requests a production calendar prior to filming.

Traffic Control

- Approval must be obtained prior to any film activity which would disrupt the normal flow of traffic. Traffic control, if needed, must be handled by off-duty police officers hired by the production company through the Dallas Police Department. The Dallas Police Department retains the right to determine the number of officers needed. If Dallas Police officers are not available for a specific production or such a quantity of officers is needed that the Dallas Police cannot provide, the Dallas Police reserve the right to coordinate coverage with the Paulding County Sheriff's Office.
- The fee for City of Dallas officers is no less than but not equal to \$50 an hour with a 4-hour minimum.
- The fee for onsite city of Dallas Police vehicles is \$25 per vehicle, per day.
- Traffic can be controlled by police or certified flaggers only.
- Intermittent holding of traffic shall be at the police officers' discretion except when specifically approved by permit. Street closures are strongly discouraged in most instances. The closure of the same streets for consecutive days is discouraged and will be approved only under special circumstances (i.e. filming on Sundays and Mondays).
- Requests for street closures or diverting of traffic should be made well in advance to allow for planning of alternate routes and proper notification to businesses, residents and emergency personnel. The production company will remit appropriate fees in the event of street closures and will be responsible for notifying affected businesses and residents.
- Appropriate signage, at the expense of the production company, must be posted accordingly when there are road closures and significant interruptions to traffic flow. Signage must also be posted designating parking specifically for production company.
- Dallas Public Works staff members may provide support if not performing their regular duties, in the form of assisting with closures, installing barricades, clean-up, and after-hours facility access. The fee for such services is no less than \$30/hour/staff member with a 4-hour minimum.

Parking of Necessary Vehicles

- City staff will coordinate with the production company on designated parking areas for staging and/or crew as parking in downtown Dallas is extremely limited.
- Vehicles can be parked on one side of the street only.
- Vehicles cannot block mailboxes, driveways, roads, bike lanes or alleys.
- Vehicles shall point in the same direction as the flow of traffic.
- Vehicles cannot be parked within 30 feet of a stop sign or intersection.
- At all times, vehicles must be parked as to allow the passage of emergency vehicles and public school buses.
- All parking shall be shown on the map submitted with this application.

- The production company may negotiate with nearby churches and private lots.
- Parking for film crew and equipment is available in designated areas as deemed appropriate by the City Manager and Camera Ready Liaison.
- No more than 50% of the parking spaces available shall be used for film equipment parking.
- All parking plans must be approved by the City Manager, Camera Ready Liaison and the Dallas Police Department.

Street Closing Procedure

- All street closings must have approval of the Mayor and Council. This requires that the application be submitted to the City Manager one (1) week prior to the scheduled Council meeting. The Mayor and Council meet on the 1st Monday of each month.
- Main Street may be closed to vehicular traffic due to filming for specific fees. The fees are \$1,000/day.
- Streets in all other areas of the City of Dallas may be closed to vehicular traffic due to filming for specific fees. The fees are \$500/street/day.

Digital Sign Requirements for Main Street Closure-for all Main Street closures digital signs must be placed at the following locations 56 hours prior to closure. The signs must state the dates and hours the closure will take place.

- 61 North facing north on 61 clearly visible to vehicles coming into town.
- West Memorial and Buchanan St clearly visible to vehicles coming into town.
- East Memorial after Elrod's Nursery but before Legion Rd. facing east clearly visible to vehicles coming into town.
- Hardee St. near the old Hamilton Bank and Little Bear gas station facing away from town clearly visible to vehicles coming into town.

Parking Spaces

- Only under certain circumstances will parking spaces on Main Street and in the Main Street lots be reserved due to filming. Reserved spaces are subject to specific fees. The fee is \$200/space for all spaces on Main Street and the surrounding lots. If a street closure is already scheduled for the Production Company, the Production Company will not have to pay per parking space on that specific street.
- City owned parking lots will be \$1,000 per day

Use of Public Property Other than City Streets

- Requires approval of the Mayor and Council.
- Request shall be submitted to the City Manager at least one (1) week prior to the scheduled Council meeting. The Mayor and Council meet on the 1st Monday of each month.

- The cost of a building or park area shall be no less than \$1,000 and not exceed \$2,000 per day.
- The final cost will be based on the scope of the use, duration and extent of displacement.
- Film company shall supply their own power.
- Hours of Operation
- 7:00am to 12 Midnight for set up, shooting and breakdown unless granted a waiver by the City of Dallas Mayor and Council.

Special Effects, Explosives, and Similar Devices

- No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved by the Paulding County Fire Department, Fire Marshal and City Manager. Use of explosives or pyrotechnics requires a special permit issued by the Paulding County Fire Department and Fire Marshal to be scheduled through the office of the Camera Ready Liaison.

Trash

- It is the production company's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Daily cleanup is required to return filming location to its pre-filming condition. If the production company fails to clean up such refuse, cleanup will be arranged by the city and the costs charged to the applicant.
- During the permit review process, it may be determined the size of the filming calls for additional dumpsters. It will be the production company's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services. The production company should contact City Hall for the name and phone number of contracted sanitation provider.

Restroom Facilities

- The City may require the production company to provide temporary toilet facilities. In cooperation with the Americans with Disabilities Act, at least one portable toilet is to be handicap accessible. It is the production company's responsibility to make all arrangements (drop-off & pick-up) and pay any fees for temporary toilet facilities. The production company will need to coordinate the appropriate locations with Public Works Manager. Daily cleanup is required returning all filming locations to their pre-film condition. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the production company.

Removal of Vegetation

- Removal, cutting or trimming of vegetation in the public right-of-way is prohibited unless specifically approved by the City of Dallas Public Works, Transportation Department, and City Manager.

Roof Access

- Roof access to any building is strictly prohibited without written permission of the building owner.

Security

- The City requires the production company to utilize security from prep through strike of a production if equipment or ground level décor is left on the grounds. Security can be hired through the Dallas Police Department if officers are available or provided through a City certified and approved private company. Security is also mandatory 24 hours a day when filming in approved areas of City cemeteries.
- Security is provided at the expense of the production company.

Restrictions

- The City of Dallas discourages filming in the Main Street business district during the week of Thanksgiving Day through December 31 and during special events utilizing the City parks. If filming is necessary during these times, it should be planned for Sunday or outside of normal business hours. Even filming permits with a relatively low impact to the area may be denied near merchants whose businesses are highly dependent on sales during these times or during special events. Production companies are encouraged to consult with the City Manager and City's calendar of events.

ADA Compliance

- Any alterations created by the laying of cabling, placement of equipment or ancillary items related to the production of any filming on any sidewalks, curb ramps or other sloped surfaces in Downtown Dallas where ADA access is provided shall be properly clear of such obstructions. Where such obstructions are necessary for the production of filming, suitable temporary ramps to sidewalks or ADA cable ramps shall be placed to allow for the uninterrupted flow of all ADA traffic. All sidewalks and roads not located in the temporary filming area shall at all times remain within all ADA rules and regulations. Failure to provide proper ADA access in non-filming areas created by the production company may result in the issuance of a citation by City Code Enforcement and the associated fines and fees.

Performance Bond

- Film production groups must take adequate measures to protect public and/or private property, wildlife and water from damage or injury. A cash Performance Bond in the amount of 150% of the total estimated cost of the production to the City, may be required before the film permit can be issued.

Special Considerations for Main Street (#200-318), Courthouse Square (#0-40), 102 & 109 East Spring Street, 121 West Spring Street and 1 Duncan Way Businesses

- If a filming takes place on Main Street and/or the Courthouse Square all businesses (business is defined as those who hold a current occupational tax certificate issued by the City of Dallas) located on Main Street and/or Courthouse Square will be compensated \$200 per day for setup, filming and wrap per business as a convenience fee (convenience fee is defined as a fee paid to the business during a production where business is NOT halted and/or the physical business establishment is not used or altered in any way. This is a non-negotiable fee determined by the City of Dallas. This allows the filming company to use public streets, walkways and other public spaces as defined by this permit. (Production is defined as prep, film and wrap for a filming project permitted by the City of Dallas).
 - For prep/wrap days, the convenience fee will only be paid if one or more of the following conditions apply:

- Exterior work is being done between 200-318 Main Street and/or 0-40 Courthouse Square during regular business hours that involves any equipment such as lifts or large ladders.
 - If one or more of the parallel parking places on Main Street are being occupied by filming company work vehicles.
 - Business from 200-318 Main Street will be compensated the convenience fee only if production takes place between 200-318 Main Street. This will also include 102 & 109 East Spring, 121 West Spring Street and 1 Duncan Way (through the Curl building parking Lot).
 - Businesses located between 0-40 Courthouse Square will be compensated the convenience fee only if production takes place between 0-40 Courthouse Square.
- The convenience fee for prep/wrap will NOT be paid if said work is happening on a day the business is not scheduled to be open or during non-regular business hours.
 - All businesses on Main Street will receive the convenience fee for all film days regardless if they are scheduled to be open for business or not.
- The filming company will be required to provide the City of Dallas, 48 hours before filming prep is allowed to begin, proof that a location agreement (Location agreement is defined as a contract between the filming company and business owner) has been reached with the owner of each business affected by the project listed in this permit
 - All location agreement contracts reached with any persons or business in the City of Dallas that will be affected by the project listed in this permit MUST list Paulding County, Georgia, as the only venue for any litigation that might occur regarding said location agreements or other disputes during the permitted film process.
 - If any portion of that business/store front is specifically used or altered for the filming, a compensation amount along with the convenience fee will be decided on between the business owner and the filming company and specified in the location agreement between the business owner and filming company.
 - If retail business is unable to conduct business during a filming (to include the use of that space) they will be compensated the convenience fee along with a loss of business amount to be decided on between the business owner and the filming company. This amount shall be specified in the location agreement between the business owner and filming company.
 - If the main parking lot on Main Street is used for filming or by the filming crew, it will be treated as a full street closure. All retail will be compensated the convenience fee along with a loss of business amount to be decided on between the business owner and the filming company.
 - ***The City expressly reserves the right to waive any of these Special Considerations requirements at the City's sole discretion for good cause shown.***

Special Considerations for City of Dallas Residential Areas

- In the City of Dallas residential areas film activities to include setup and breakdown, will not begin prior to 7:00am, and will end by 11:00pm weekdays and Sundays, and by midnight on Fridays and Saturdays, under special permitting obtained through the City Manager. Production Companies filming past 11:00pm weekdays and Sundays and beyond midnight on Fridays and Saturdays will be penalized \$100/hour for each hour of filming past the designated hours filming should end, unless permitted through the City Manager to do so.

- Affected residents in the City of Dallas area must be notified by letter AND in person no less than three (3) days in advance of filming. Notification should include information concerning the location and duration of the filming activity in question, as well as specifics regarding lights, noise, or any special effects. Notification must also include the contact information of a Locations Manager.
- All equipment and support vehicles not in immediate use shall be parked so as not to cause any interference to pedestrians or vehicular traffic.
- When filming on residential streets which experience traffic congestion as a result of schools opening and closing or the morning and evening “rush” hours, neither pedestrian nor vehicular traffic may be held during these “rush” hours, unless approved in advance by the City Manager.
- Production vehicles must not interfere with the safe passage of emergency vehicles or block fire hydrants, driveways, or other access ramps unless authorized by the City or property owner. Ten (10) feet of clearance should be left on either side of affected driveways, unless otherwise authorized by the Dallas Police Department.
- Production vehicles must be parked in such a way as to not impede safe lines of vision at intersections.
- Lighting for filming, both during the day and night, should be oriented away from neighboring residences wherever possible, and should not interfere with the safe movement of traffic.
- Production companies are responsible for cleaning and restoring locations used to the same condition as received, including public and private lands, with a minimum amount of noise and disruption.
- Production companies blocking off or holding traffic on streets scheduled for garbage pick-up are responsible for:
 - moving trash cans to a location accessible to sanitation vehicles, and then returning them to their proper owners; or
 - coordinating, in advance, a time when sanitation vehicles may access the area affected.
- Residents may not charge production companies for use of the public right-of-way in front of their homes, nor prohibit use without justifiable cause, but may reasonably expect the right-of-way to be restored to its same condition as received by the production company.
- Special effects involving sirens, gunshots, speeding cars, or other loud noises are limited to the hours after 7:00am and before 11:00pm, unless given written permission by the Chief of Police and City Manager.
- Wherever possible, base camps and dressing room trailers should be parked away from neighboring residences, and/or take steps to control noise from generators, slamming doors, engines, etc., in the early morning before 7:00am and after 11:00 pm in the evening. A Production Location Manager or Key Assistant Manager should be present at any location being filmed as the primary contact for the Camera Ready Liaison unless prior arrangements have been made.

Procedures to Follow When Plans Change

- If the production company makes changes to the filming plan, time schedule, officer needs, or any other changes affecting the City and/or its employees less than 72 hours prior to the permitted start time, the production company will incur a \$250 fee.

- Off-duty police officers shall be notified of the proposed change. This notification shall include the scope of the change and the duration of the change.
- The production company shall notify the Chief of Police who assesses the proposed change in regards to public safety. The Chief of Police may require additional resources to deal with proposed change. These include and are not limited to: additional officers and/or relocating vehicles.
- If other issues arise the Chief of Police shall contact the City Manager for additional approval.

Fees

- All fees for the use of City of Dallas properties shall be remitted to the City of Dallas.
- All fees to be paid to private individuals, businesses or persons contracted for the purpose of filming shall be paid directly to said individuals.
- Final payment to the City of Dallas and its employees, or person/business contracted through the City of Dallas during the permitted film project is due no less than 14 days after the invoice/invoices are issued.

PERMIT FEE SCHEDULE

PERMIT	FEE	NOTES
Application	\$50	
High-Impact Permit	\$250	
One Time Base Location Fee	Based on Production	
City filming convenience fee	\$1,000/day	Setup, filming and wrap
Use of park/City facility	\$1,000/day	
Theater/Civic Center each	\$2,500/12 hr	over 12 hrs add \$2,500
Closure of park/City facility	\$2,000/day	Includes usage fee
Marquee per day per side	\$1,000 / day	per side
Main Street closure inconvenience	\$1,000/day	
City streets (other than Main St)		
closure inconvenience	\$500/day	
Individual parking places	\$200 each/day	
City public parking lots	\$1,000 each/day	
Change of plans (<72 hours)	\$250	
City of Dallas Representative	\$40-\$80 an hour	
Off-duty police officers	\$65/hour with 4hr min	
Public Works staff (if available)	\$35/hour with 4hr min	
Main Street/Courthouse Square		
convenience fee (paid to bus. owner)	\$200/day	Setup, filming and wrap
Police Vehicle	\$25 per vehicle/per day	

COVID-19 Consideration

- The City will require the production company to provide a written copy of their rules/guidelines/protocol for keeping the production members, City residents and employees safe from COVID-19. The City reserves the right to make changes and/or additions to the plan before approval is issued.

Building Rental Consideration

- If the production company rents a building located on Main Street, there will be a once a calendar year convenience fee to be paid to the City. Said fee varies from building to building and will be determined by the City Manager.
- The City of Dallas may not issue a permit if a vacant building within the city limits has been rented/obtained for a period longer than 30 days.

Security Deposit

- The City of Dallas requires all production companies to provide a cash security deposit in case the filming company goes under and is unable to pay the City, businesses and individuals for their services.
- Under special circumstances, with the recommendation of the City Manager and City of Dallas Film Liaison, the security deposit may be waived with approval by Mayor and Council.
- The City of Dallas will use the details from this permit to determine the estimated cost to include any fees to be paid to the City, compensation to any required police officers, the City of Dallas Representative and the convenience fee paid to each Main Street business.
- This does not include any loss of business fee paid to the Main Street businesses. Any security deposits for the Main Street businesses will be handled between the business and the production company.
- The production company will be required to provide this amount as a cash security deposit that will be deposited into the City of Dallas accounts. This deposit must be made before any setup or filming is allowed.
- Once all the individuals, businesses and the City of Dallas has received complete payment for services, the City of Dallas will have 60 days to refund the total amount of the security deposit to the production company.
- The production company understands the security deposit amount is an estimate and that the amount paid out to the City, businesses and individuals may vary.

With an approved City of Dallas permit, the City of Dallas relinquishes the rights to any film footage gained within the parameters of the issued permit. HOWEVER, the City of Dallas shall be acknowledged in the credits portion of the finished product for distribution with “Special thanks to the City of Dallas, Georgia.”

Acknowledgment:

I have read and am familiar with the procedures and fees outlined above. I recognize that violation of these procedures can result in fines and/or the forfeiture of the filming permit.

Signature

Date

Title & Company

City of Dallas Film Permit Application

Name of Company: _____ Project title: _____

Address: _____ Size of Cast & Crew: _____

Primary Contact: _____ Phone Number: _____

Date/Dates of Filming: _____ Filming Time: _____

Prep Day/Days: _____ Prep Times: _____

Wrap Day/Days: _____ Wrap Times: _____

Extended hours requested (before 7a or after 11p): Yes ___ No ___ City Manager Approved: ___

On-site Contacts:

Location Manager (Opener): _____ Phone _____

Location Manager (Closer): _____ Phone _____

Request for Street Closing: Yes _____ No _____

If yes, ITC/closure map/plan must be included with permit.

Request for use of Public Properties: Yes _____ No _____ If yes, list below-

Request for rental of the Dallas Civic Center: Yes _____ No _____

If yes, date(s)/hours needed: _____

Request for rental of the Theater: Yes _____ No _____

If yes, date(s)/hours needed: _____

Attachments:

1. _____ Map

- 2. _____ Certificate of Insurance
- 3. _____ Signed Procedure Sheet
- 4. _____ MUTCD Traffic Plan

To be Completed by City Officials Only:

_____ City Manager Review/Comments _____

_____ City of Dallas Film Liaison _____ Director of Business Dev.
_____ Police Chief _____ Marshal
_____ Public Works Manager _____ Theater Manager

Received proof that a location agreement has been reached with each Main Street Business: _____

Approved: _____ Denied: _____ Date: _____

Comments:

City of Dallas Hold Harmless

The Applicant agrees to comply with all requirements and conditions for approval established in the City’s Film Production Application.

I, applicant or authorized representative, _____, hereby release and hold harmless the City of Dallas itself and its’ employees, officers, agents and/or volunteers of the City of Dallas, Georgia, from any and all liability or claims to person or property which are caused by or resulting from my agents, employees, guests or other persons or entities acting on my behalf, use of and/or rental of these facilities and/or property of the City of Dallas, Georgia, which use and/or rental also includes, but is not limited to, any liability or claims by any person or entity concerning any food/catering/craft services or beverages, which I may furnish, sell or serve to anyone during the use of and/or rental of these facilities and/or property arising during or after this production, except to the extent resulting from the gross negligence or willful misconduct of the City of Dallas, Georgia.

The applicant has carefully read this release, Hold Harmless and agrees not to sue and fully understands its contents. The applicant is aware that it is a full release of all liability, except as otherwise stated herein, and signs it with that understanding.

My signature constitutes my agreement and/or the agreement of my organization (as listed below), including all participants from my organization present at this production. The person or persons signing this document hereby represent to the City of Dallas, Georgia, that they have the specific authority on behalf of my organization to execute this Hold Harmless Agreement.

Applicant Signature

Date

Title & Company/Organization