

High-Impact Filming Permit Procedures

Acceptance of payment by the City does not constitute final approval of the filming permit. This application is subject to all necessary approvals. Said permit fee shall be refunded in the event that final approval is NOT granted. Permit Fee refundable if not approved, Application Fee is non-refundable.

The City of Dallas welcomes the film industry and looks forward to a cooperative partnership. These guidelines are primarily for commercial film productions, but may also apply to other commercial media productions including radio broadcasts and photo shoots.

Accredited reporters, photographers and cameramen employed by a newspaper, news service or broadcasting station filming currently breaking news, rallies, protests, or demonstrations taking place on public property do not need a film permit.

Film permit applications are evaluated using but are not limited to, impact on facilities and community, reasonableness of the request, dates and conflict with previously scheduled community events, artistic merit, good-standing of production company, City brand/reputation impact, and special circumstances (e.g./ use of vehicle chases, animals, or nudity).

Applications will be reviewed and permits issued by the City of Dallas's City Manager.

Restrictions:

• Filming in the Main Street business district is discouraged during the weeks of Thanksgiving Day through New Year's Day and during special events utilizing City parks. Requests for this time period should consider filming Sundays, Mondays or outside of business hours. Be aware that Hi-Impact film permits may be denied during these times as our merchants rely heavily on holiday and event sales. Production companies should consult with the Film Liaison for city event information.

High-Impact Projects:

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

- Requires 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.
- Requires aerial filming.
- Requires more than one business day (e.g., 8 consecutive hours) for on-location production or filming between the hours of 8:00 AM-5:00 PM.
- Makes use of amplified sound, simulated weapons, live animals, stunts, smoke/fire/ pyrotechnics, explosives, vehicle chases/crashes, or nudity.
- Makes use of locations that include the City of Dallas logo or name in a manner that is more than "in passing".
- Features 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.
- Requires significant assistance from City of Dallas staff (for closures, security, facilities access, research, contacts, etc.).

<u>Productions that fit within these parameters must submit</u>:

- 1. A completed City of Dallas Film Production Permit Application.
- 2. The Application Fee (an additional Hi-Impact Filming fee, plus fees for special requests e.g., use of public facilities, closed roads, etc., will be added to final invoice for approved applications). See Fee Schedule for rates.
- 3. A Site Plan/Map indicating production location(s) and base camp location:
 - A City of Dallas Tax Map which shows streets and lots is recommended for this use. Please request a copy if needed (200 Main Street).
- 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.
- 7. A signed Hi-Impact Filming Acknowledgement.
- 8. A <u>one-time</u> Base Location Fee will be invoiced separately and is payable <u>before any</u> prep or film is allowed (**fee based on scope of production and non-refundable if any prep or film takes place**).
- 9. A Cash Security Deposit must be made <u>before any</u> prep or filming is allowed. This will be invoiced separately from the Base Location Fee and may be used against production's final invoice provided no damages are incurred.

A completed application must be submitted 21 business days before the requested film dates.

Applications will be reviewed by the City of Dallas Camera-Ready Liaison, City Manager, Chief of Police, Public Works Manager, Theater Director, Business Development Director and Chief Marshal. 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 8:00 AM and/or after the hours of 5:00 PM Monday through Friday, an approved City of Dallas Representative must be onsite at the expense of the film production company. Please see Fee Schedule for rates.
- Depending on the nature and extensiveness of production taking place Monday through Friday, 8:00 AM to 5:00 PM, an approved City of Dallas Representative may be required onsite at the expense of the film production company. Please see Fee Schedule for rates.

Filming Fees

- Production Company is responsible for all incurred costs.
- Please see Fee Schedule for City of Dallas filming rates.

Guidelines for All Film and Commercial Media Productions

- A Permit Application for commercial High-Impact projects shall be received at least 21 business days in advance of requested dates; requests for road closures may require 21 business days or more.
- Applications are available online or may be requested by calling 770.445.8110 x 1209. Submit applications via email to Jody Martin, <u>imartin@dallas-ga.gov</u>, or bring to City Hall.
- 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.
- Vehicles needed for production crew, staff, extras, support, catering, etc., will be charged a daily parking fee for prep, film and wrap. Please see Fee Schedule.
- 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.
- No amenities may be may be used, staked, moved, altered, or damaged. "Amenities" include, but are not limited to: trees, greenery, play equipment, holiday decorations, pavilions, fountains and public art.
- Advance approval is required for the use, addition, or alteration of City of Dallas signage, logo, or identifiable locations (e.g., City Hall). Film production company may be required to complete Dallas's Temporary Signage Permit and provide any required fees. Sign Permit information can be found at Community Development 320 Foster Avenue, or by calling 770.443.8110 x 1203.
- Production companies using drones must follow all FAA rules and regulations
- 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.
- The production company must provide a certificate of insurance naming the "City of Dallas, its officials, agents, and employees" as additional insureds, with minimum coverage of \$1 million for 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 (overhead) prior to filming.

Traffic Control

- Approval is required prior to any film activity which would disrupt the normal flow of traffic. Any needed traffic control must be handled by off-duty Dallas Police Officers hired by the production company. The Dallas Police Department retains the right to determine the number of officers needed. If Dallas Police Officers are unavailable, or insufficient in quantity for a specific production, the Dallas Police reserve the right to coordinate coverage with other law enforcement agencies located in and around Paulding County.
- For Officer and police car rates, please see Fee Schedule.
- Traffic can be controlled by police or certified flaggers only.
- Intermittent traffic holding/control is at the discretion of police officers except when specifically approved by permit. In most instances, the closure of the same streets for consecutive days is strongly discouraged and will be approved only under special circumstances (i.e. filming on Sundays and Mondays).

- Street closures/ITC or traffic diverting requests should be made well in advance and submitted per Street Closing Procedures 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/ITC and will be responsible for notifying affected businesses and residents.
- Appropriate signage for road closures and significant interruptions to traffic flow, as well as designated production company parking signage, must be posted by the production company at their own expense.
- Off-duty Dallas Public Works staff may provide support in the form of assisting with closures, installing barricades, clean-up, and after-hours facility access at the expense of the production company. Please see Fee Schedule for rates.

Parking of Necessary Vehicles

- Parking in Dallas is extremely limited. City staff will coordinate with the production company for all designated production parking needs including crew, equipment and etc.
- 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 will be 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.

Parking Spaces

• Only under certain circumstances will parking spaces on Main Street and in Main Street lots be reserved due to filming. Reserved spaces and lots are subject to specific fees. 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 or lot. Please see Fee Schedule.

Street Closing Procedure

ALL streets requested for closings/ITC to vehicular traffic must have approval of the Film Committee and the application must be submitted to the City Manager at least 21 business days prior to the requested film dates. Certain instances may need approval of City Council. Streets approved for closing/ITC will incur specific fees; please see Fee Schedule for rates.

Digital Sign Requirements for Main Street Closure/ITC: For ALL Main Street closures/ITC, 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: on 61N facing away from downtown clearly visible to vehicles coming into town.
- West Memorial and Buchanan Street: facing away from downtown clearly visible to vehicles coming into town.
- East Memorial between Elrod's Nursery and Legion Road: facing away from downtown clearly visible to vehicles coming into town.
- Hardee St. near the old Hamilton Bank and Little Bear gas station: facing away from downtown clearly visible to vehicles coming into town.

Use of Public Property Other than City Streets

- Request shall be submitted to the City Manager at least 21 business days prior to the requested filming dates.
- Rates for building or park area are listed on the Fee Schedule.
- The final cost will be based on the scope of use, duration and extent of displacement.
- Film company shall supply their own power.

Hours of Operation

• 7:00 AM to Midnight for prep, filming and wrap for Main Street / downtown area unless granted a waiver by the City of Dallas Mayor and Council. Please see City of Dallas Representative section.

Special Effects, Explosives, and Similar Devices

No film activity involving the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects will be allowed 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; may be scheduled through the office of the Camera-Ready Liaison.

Water

Film productions needing water must apply for a temporary meter through the City of Dallas. A deposit check for the meter fee (non-refundable) and use deposit fee total, due before production starts, will be held by the Film Liaison. A City meter will be issued through Public Works and available for use on a fire hydrant designated by the City. After the actual usage water bill is paid, the meter fee is added to the final invoice, and the original deposit check will be returned to production company. See Fee Schedule for rates.

Trash

- The production company is responsible for depositing all trash into proper receptacles. Daily cleanup is required. Filming location(s) must be restored to their original condition by end of wrap to warrant returning the security deposit. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the associated costs charged to the production company.
- If the City review committee determines the size of the filming calls for additional dumpsters, the production company is responsible for arrangements and associated fees for additional equipment and/or services. The production company should contact City Hall for the contact information of contracted sanitation provider.

Restroom Facilities

The City may require the production company to provide temporary toilet facilities, including at least one ADA compliant unit. The production company is responsible for all arrangements (drop-off & pick-up) and related fees. Productions will coordinate appropriate facility locations with the Public Works Manager. Daily cleanup is required. Filming location(s) must be restored to their original condition by end of wrap to warrant returning the security deposit. If the applicant fails to clean up and clear the facilities, it will be arranged by the City and the associated 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 provide security from prep through wrap if equipment or ground level décor is left on-site. Security is mandatory 24 hours a day when filming in approved areas of City cemeteries.
- Security costs are the responsibility of the production company. Available Dallas Police may be hired through the Police Department, or a City certified and approved private company may be used.

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, created by the production company, in non-filming areas may result in the issuance of a citation by City Code Enforcement with 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, <u>may</u> be required before the film permit can be issued.

Special Considerations for certain businesses and residential areas:

Special Considerations for certain businesses

- All businesses (business is defined as those who hold a current occupational tax certificate issued by the City of Dallas) located on Main Street (#200-318), Courthouse Square (#0-40), 102 & 109 E Spring Street, 121 W Spring Street and 1 Duncan Way, will be compensated by the production company via a Location Agreement Contract.
- The filming company is required to provide the City of Dallas proof, 48 hours before filming prep is allowed to begin, that a Location Agreement (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.
- The business owner and the filming company will agree upon a compensation amount that will be specified in the Location Agreement Contract between these parties. This is non-negotiable and allows the filming company use of public streets, walkways and other public spaces as defined by this permit. Location Agreement amounts should account for length of prep, film and wrap, store alterations and/or use by the production company, the retailer's business disruption and any loss of business due to production requirements including closing the main city parking lot for production uses and/or parking.
- 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.
- 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 including prep and wrap is limited to 7:00 AM through 11:00 PM Monday -Thursday, and Sundays, and 7:00 AM to Midnight on Fridays and Saturdays. Production Companies working/filming outside these designated hours will be penalized \$100/hour for each hour of activity past the designated hours filming/film activities should end, unless specifically permitted through the City Manager.
- 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 to include the location and duration of the filming activity, 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 must be parked so as not to cause any interference to pedestrians or vehicular traffic.

- When filming on residential streets which experience traffic congestion due to school operations activities, or morning and evening "rush" hours, neither pedestrian nor vehicular traffic may be held without prior approval of 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.
- ALL film lighting, regardless of time, should be oriented away from neighboring residences wherever and whenever 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:
 - o moving trash cans to a location accessible to sanitation vehicles, and then returning cans to their proper owners; or
 - o making prior arrangements for 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 7:00 AM and before 11:00 PM, 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., before 7:00 AM and after 11:00 PM. 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.
- The City expressly reserves the right to waive any of these Special Considerations requirements at the City's sole discretion for good cause shown.

Change of Plans Procedures

- 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 fee;
 please see Fee Schedule for rates.
- Off-duty Police Officers shall be notified of the proposed change. This notification shall include the scope and duration of the change.
- The production company shall notify the Chief of Police who assesses the proposed change in regards to public safety and may require additional resources to execute proposed change. These include and are not limited to: additional officers and/or relocating vehicles.
- If other issues arise the Chief of Police will 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(s) are issued.

PERMIT FEE SCHEDULE		
PERMIT	FEE	NOTES
Application Fee	\$50	Non-refundable
High-Impact Permit Fee	\$250	
One-Time Base Location Fee (invoiced separately & payable before any prep or filming starts)	Based on Production	Non-refundable if any prep or filming takes place
Security Deposit (invoiced separately & payable before any prep or filming starts)	Based on Production	May be used against final invoice if no damages occur
City Filming Convenience Fee	\$1,000/day	Prep, Filming and Wrap Includes any crew work day and/or equipment or props on-site in City with or without crew working
Temp Water Meter (this check will be held until end of production)	\$1,000 non- refundable Meter Fee \$500 Water Use Deposit	\$1,500 Check held until final actual Water Use bill is paid. \$1,000 Meter Fee moves to final invoice. Original \$1,500 check is returned to Production Company.
Use of Park / City Facility per locale/per day	\$1,000/day	
Theater / Civic Center per/day EACH (day= 0-12 hrs)	\$2,500/0-12 hrs	Over 12 hrs + \$2,500
Marquee per side / per day	\$1000/day	Charged per side per day
Closure of Park / City Facility	\$2,000/day	Includes Usage Fee
Main Street Closure/ITC Inconvenience Fee	\$1,000/day	
All other City Streets Closure/ITC Inconvenience	\$500/day	Per street/ per 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 work day =M-F/8am – 5pm	\$40/\$80 an hour	work day/outside work day; higher on weekends
Off-Duty Police Officers per officer/per day	\$65/hour with 4hr min	Contracted directly with Dallas PD
Public Works Staff (if available)	\$35/hour with 4hr min	Contracted individually
Main Street Business Fees	Per Location Agreement contract	Duration of production prep, film, wrap
Police Vehicle per vehicle/per day	\$25	Charged on Final Invoice

Building Rental Consideration

- If the production company rents a City-owned building, there will be a once per 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.
- The City of Dallas will use the details from this application to determine the Security Deposit amount.
- 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 prep or filming is allowed.
- Under special circumstances, with the recommendation of the City Manager and City of Dallas Camera-Ready Liaison, the security deposit may be waived with approval by Mayor and Council.
- Payments to Main Street businesses will be handled between the business and the production company.
- Once 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, unless both parties agree to use it toward the final invoice total. If the Security deposit is higher than the final invoice and leaves a remaining balance, the remainder will be refunded. If the final invoice is higher than the security deposit, the production company will be invoiced for the difference.
- The production company understands the security deposit amount is an estimate and that the amount paid out to the City may vary.



High-Impact Filming Acknowledgement

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 and certain fees.			
Signature	Date		
Title & Company			



High Impact Film Permit Application:

PERMIT:	
2025-	

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 On-site Contacts:	No City Manager Approved:	
Location Manager (Opener): Location Manager (Closer):		
	f 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		
If yes, date(s)/hours needed:		
If yes, date(s)/hours needed:		
Request for rental of the Theater Marquee: Yes		
If yes, date(s)/hours needed:		
Attachments with completed Permit Application:		
1 Map (film & Parking) 2. Signed Hol	d Harmless 3 Certificate of Insurance	
4. Signed Acknowledgement 5. MU	TCD Traffic Plan 6. Fees	



High-Impact Film Permit Application page 2

To be Completed by City Officials Only:

City Manager Revi	ew/Comments		
City of Dallas Camera-Ready Liaison		Director of Business Dev.	
Police Chief			Chief Marshal
Public Wo	orks Manager		Theater Manager
Received proof tha	t a location agreement	has been reached with	each Main Street Business:
Approved:	Denied:	Date:	
Comments:			



High-Impact Film Permit Hold Harmless

The Applicant agrees to comply with al Production Application.	requirements and conditions for approval established in the City's Film	
I, applicant or authorized representative,		
**	ease, Hold Harmless and agrees not to sue and fully understands it is a full release of all liability, except as otherwise stated herein, and	
participants from my organization preso	and/or the agreement of my organization (as listed below), including all nt at this production. The person or persons signing this document hereby that they have the specific authority on behalf of my organization to	
Applicant Printed Name		
Applicant Signature	Date	
Title & Company/Organization		