



## Film, Television, Video & Music Production Permit Application Guidelines

The Film Permit is issued by the Camera Ready Film Liaison in the Conyers Rockdale Economic Development office at the Chamber of Commerce, 936 Green Street, Conyers GA 30012. The application may be downloaded and printed from the CREDC website at [www.credcga.org](http://www.credcga.org).

This application should be completed by any individual or company interested in film, television, video, or music production in the City of Conyers or Rockdale County. The guidelines are subject to change and may be enforced as stipulations of a film project permitting process.

1. **Please notify your Camera Ready Liaison that you will be in the community scouting locations for a film, television, video or music production project.** CREDC is your first resource for all aspects of production in our community. From this office you will receive any and all information regarding production of your project in the City of Conyers and Rockdale County including assistance with site location and property owners, expedited permitting, local vendors with film industry experience, conflict resolution, etc.
2. Submit the completed project application to the Camera Ready Liaison at CREDC, 936 Green Street, Conyers, GA 30012 in the Chamber of Commerce building. **Please include maps, drawings and site plans showing location(s) with layout of all vehicles, sets, road access points, ITC requirements, etc. on both public or private property. Please include all times, dates, locations and all activities within the scope of the project.**
3. Rockdale County Sheriff's Office, Conyers Police Department, and Rockdale County Fire Rescue will be notified by Camera Ready Liaison of the presence of all film and/or television industry projects working in the community whether services are needed or not. If roads are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of four hours per day (minimum notice of 24 hours' notice required).
4. No film activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved in writing by the office of the Rockdale County Fire Rescue and/or Fire Marshal. An official certificate will be issued.
5. Upon approval of the application, the Production Company or representative must provide a current liability certificate of insurance naming the City of Conyers and/or Rockdale County as an additional insured. An insurance policy rider may be required for general liability and worker's compensation.
6. Upon receipt of approved application, the Production Company or representative will notify in writing all businesses and residential property owners within the immediate vicinity of scheduled filming. Compensation may be necessary if business and home environments are greatly disrupted.
7. Upon completion of project and work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the City and/or County Director of Public Works. Any costs for additional clean-up by the City or County will be charged to the Production Company and/or application holder.
8. First Responder and Emergency vehicle access shall be maintained at all times. EMS personnel are required on-site for productions with stunts of any kind being performed.
9. The Rockdale County Fire Rescue Fire Marshal shall have access to any film production site or facility to ensure safety for cast and crew members, visitors, private citizens, surrounding properties, et al.
10. **In order to ensure that your project is successful in our community, keep your Camera Ready Liaison informed in real time of any and all revisions to the original production schedule.**

Gina Hartsell  
Camera Ready Liaison  
Conyers Rockdale  
Economic Development Council, Inc.  
936 Green Street  
Conyers, Georgia 30012  
678-509-0133 (main)  
770-653-8105 (cell)  
[gina@conyers-rockdale.com](mailto:gina@conyers-rockdale.com)  
[www.credcga.org](http://www.credcga.org)

## Film, Television, Music and Video Production Permit Application

Project Title: \_\_\_\_\_

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

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

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

Location Manager: \_\_\_\_\_

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

Type of Project:

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

\*\* 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. While there is not a permit fee for student projects, there will be fees associated with any City or County services required.

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

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

Locations of Sites/Properties: \_\_\_\_\_ Commercial \_\_\_\_\_ Residential

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

List any Property Modifications Needed: \_\_\_\_\_

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

Number of Tents: \_\_\_\_\_ Square Footage of Each Tent: \_\_\_\_\_

List Tent Locations: \_\_\_\_\_ (attach diagram or map)

Film Dates/Times: \_\_\_\_\_ Set-Up Begins at: \_\_\_\_\_

Film Dates/Times: \_\_\_\_\_ Teardown Completed at: \_\_\_\_\_

Number of Vehicles:

<input type="checkbox"/> Production Cars	<input type="checkbox"/> Crew Cars	<input type="checkbox"/> Campers
<input type="checkbox"/> Trucks	<input type="checkbox"/> Trailers	<input type="checkbox"/> Shuttle Vans
<input type="checkbox"/> Generators	<input type="checkbox"/> Tow Cars	<input type="checkbox"/> Extras' Cars
<input type="checkbox"/> Buses	<input type="checkbox"/> Vans	

Other: \_\_\_\_\_ Total # of Vehicles: \_\_\_\_\_

List Parking Locations: \_\_\_\_\_

**(PLEASE ATTACH DIAGRAMS AND/OR MAPS)**

Estimated Number of Personnel:

\_\_\_\_\_ Crew                                      \_\_\_\_\_ Cast                                      \_\_\_\_\_ Extras

Other: \_\_\_\_\_ Total: \_\_\_\_\_

Special Request: (attach detailed request)

_____ Street Closure	_____ Drive Shots of Car
_____ Lane Closure	_____ Drive with Flow of Traffic
_____ Camera on Street	_____ Tow Shots
_____ Camera on Curb	_____ Smoke/Fire/Other Pyro
_____ Camera on Sidewalk	

Services Required: (attach detailed request)

_____ Police	_____ Sanitation
_____ Parks	_____ Transportation
_____ Fire Department	_____ Other: _____

Special Effects or Stunts: (attach detailed request)

_____ Smoke/Fire/Pyro	_____ Falling/Jumping from Height
_____ Vehicles	_____ Animals
_____ Simulated Weapons Used	_____ Other: _____

I have read and agree to the CREDC Film, Television, Music & Video Permit Guidelines.

Hold Harmless Agreement:

The applicant agrees to indemnify the City of Conyers and/or Rockdale County and to be solely and absolutely liable upon any and all claims, suits and judgments against the City, County and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (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.

\_\_\_\_\_

Print Authorized Applicant Name

\_\_\_\_\_

Authorized Representative Signature

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                                      \_\_\_\_\_

Date    Cell Phone #

Your Georgia Camera Ready Liaison for the City of Conyers and Rockdale County is:

Gina Hartsell  
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 Conyers Rockdale  
 Economic Development Council, Inc.  
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