

FILMING GUIDELINES



NEWNAN
GEORGIA

Prepared By :

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Office of Communications

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FILMING IN NEWNAN

Film permits for the City of Newnan are issued through the Office of Communications and are required for all filming on public and private property. This includes, but is not limited to, productions such as motion pictures, television, commercials, student films, photography, etc.

Filming Requirements:

- Applications must be submitted at least two weeks before any preparation or filming dates. Please understand this timeline reflects our city policy.
- Any and all productions must receive a permit. A checklist is provided below. Projects which require street closures for less than three (3) days and Intermittent Traffic Control (ITC) for less than seven (7) days may be reviewed and approved by staff. All other applications must be approved by the City Council, which meets approximately twice a month. The Newnan City Council meets on the second Tuesday of each month at 2:30 p.m. and the fourth Tuesday of the month at 6:30 p.m. in the Richard A. Bolin Council Chambers at Newnan City Hall.

Filming Fees

Application Processing Fee	\$100 (non-refundable)
Base Permit Fee.....	\$100 per day
Street Closure Fee.....	\$500 per day, per street
Intermittent Street Closure Fee.....	\$250 per day, per street
Parking Fees.....	\$20 per space, per day
Parks.....	\$250 per day
Cemeteries.....	\$250 per day
Wadsworth Auditorium.....	\$500 per day
Wesley Street Gym.....	\$500 per day
Howard Warner Center	\$500 per day
Carnegie Library	\$1,000 per day

Please note:

- Services for which a fee has not been established will be charged on the basis of time, equipment, and material. All fees are subject to change.
 - There are charges associated with the use of certain City services or facilities . In certain circumstances , the service fees may be waived at the discretion of the City Manager and staff for the following, if substantial benefits will inure to the City of Newnan:
 - Productions conducted by a cable television company operating under a franchise granted by the City which are not conducted on public property , do not interfere with public right-of-ways , and which involve fewer than (2) motor vehicles.
 - Productions for charitable or educational purposes and from which no profit is derived, either directly or indirectly.
 - Student filming.
 - Productions by city-sanctioned organizations.
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Filming Checklist

- Submit application at least two weeks prior to desired prep/film dates: <https://newnanga.seamlessdocs.com/f/FilmingApp> (a non-refundable fee is required).
- Provide a visual traffic control plan (Google Maps) of the area where filming will take place. The plan must show the location of all roadways, any requested "no parking areas," bus zones, structures, access points in the area of filming and how equipment location, vehicles, and filming activities will relate to the area. Please email to: filming@cityofnewnan.org.
- Provide a Certification of Liability Insurance naming the City of Newnan as an additional insured. Please email to: filming@cityofnewnan.org.

Notify the Public:

- Produce a signed affidavit as proof of contacting directly impacted business owners and residents (available on our website). Send to: filming@cityofnewnan.org
- If your production requires approval by the City Council, you must, in addition to the signed affidavit, place signs in areas where businesses and residents may be impacted by filming at least two weeks before the scheduled City Council meeting. Approved signs are available for your use in the Office of Communications. Please call to schedule a time for pick up: 678-673-5512 Signs must be returned at the conclusion of production.

Notify Public Safety:

- Contact the Newnan Police Department for any recommendations regarding intermittent traffic control, street closures, etc. Capt. Jody Stanford: jstanford@cityofnewnan.org 770-254-2355 Ext. 151.
 - Contact the Newnan Fire Department for any assistance or recommendations. Fire Marshall Cox: tcox@cityofnewnan.org 770-253-1851.
 - Confirm you have contacted the Police Department and Fire Department with the Office of Communications: filming@cityofnewnan.org. Please be advised verification will occur.
 - If you are seeking approval for using county facilities, buildings, and properties, please notify Coweta County Camera Ready Liaison, Tray Baggarly, tbaggarly@coweta.ga.us 770-254-2685.
 - If your production involves street light poles or anything water related, please notify Newnan Utilities liaison, Mary Bajalcaliev: maryb@newnanutilities.org, 770-683-6143.
 - If state routes will be used during filming, obtain approval from the Georgia Department of Transportation and submit evidence of approval to: filming@cityofnewnan.org
 - If your production requires City Council approval, you must designate someone to present a proposal at the City Council Meeting. A copy of the proposal must be submitted to the Communications Manager, Aimee Hadden: filming@cityofnewnan.org at least one week before the City Council meeting and should include:
 - Dates, times, and location of filming.
 - Diagram of any and all preparation/filming site(s), designated placement of equipment, trailers, etc.
 - List of businesses/residents contacted.
 - After your production has been approved, you will receive an invoice from the Office of Communications. Payment must be received in advance of any preparation or filming.
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