



Chris Pumphrey, Executive Director
Breezy Straton, Project Manager

Filming in Douglas County, Georgia

Thank you for your interest in filming in Douglas County, Georgia. We are excited you have chosen our wonderful community. In order to process your request in a timely manner and according with policy, please complete the “Intent to Film Application” found within this packet and return it via email to Breezy Straton at film@developdouglas.com along with your insurance certificates. Once the application is received you will receive an Agreement for Use of Location and a Hold Harmless Agreement. Both agreements must be received in order to process your request for approval by the Douglas County Board of Commissioners and the Office of Risk Management. Once the agreements have been received by the Development Authority of Douglas County, please allow up to 10 business days for processing and approval.

Filming Requirements:

- Complete “Intent to Film” Application
- Submit Certificates of Insurance listing Douglas County Board of Commissioners, 8700 Hospital Drive, Douglasville, GA 30134 as additionally insured
- Agreement for Use of Location

Process for Filming:

1. Submit completed “Intent to Film Application” and Certificate of Insurance to Breezy Straton at bstraton@developdouglas.com
2. Once received by Film Office, the “Agreement for Use of Location” will be issued and filming dates will be scheduled by Film Office
3. Technical Scout, Check-in and Check-out scheduled with Matt Laverne, Risk and Safety Manager for Douglas County Government (please note: scouts, check-in and check-out are only scheduled Monday-Friday, 9am – 5pm)

Guidelines and Fee Schedule

Security & Site Representative Requirement: As of March 1, 2016, Douglas County requires a site representative to be hired while on county owned property. The type of site representative is determined by property being used (see below). The fee is \$35/hour. The site representative will allow access and will be responsible for securing the facility. Contact information for scheduling site representative will be supplied at the issuance of location agreement.

Property	Site Representative Required
Old Douglas County Jail	Douglas County Sheriff’s Office
Park and Recreational Facilities	Employee of Parks and Rec or Douglas County Sheriff’s Office
Libraries	Employee of Library or Douglas County Sheriff’s Office
Old Courthouse Museum	Employee of Museum or Douglas County Sheriff’s Office
Other Facilities	Douglas County Sheriff’s Office



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Application fee: There is currently no application fee. However, the cost of any excessive additional legal hours needed to re-construct the Agreement for Use of Location (contract) may be added to the location contract fee.

Cleanup Costs: Any county owned location will be inspected before and after filming. If the location is not returned in the same condition as found the Renter shall pay for a private cleaning company to restore the location to the original condition of the first day of rental.

There will be no public property bond: The rental of county owned property shall operate on the “Right of First Refusal” as is the common practice in the motion picture industry. If a piece of property is booked for a certain date with the Development Authority of Douglas County and another production company requests the same property for the same date, the first Renter will be given the “Right of First Refusal” and must commit to pay for the property whether they use it or not or the must release the location for the date in question.

Check-in and Check-out Procedures: Rental of county owned property requires the renter to be checked-in and checked-out by the Douglas County Risk and Safety Manager. The check-ins and check-outs must be scheduled during standard business hours of 9am-5pm Monday through Friday except on government holidays. The check-in may need to occur the day before rental begins and the check-out may need to occur the day after rental ends if the rental of the jail concludes after standard business hours.

Daily location fees: Any variation from the basic fees will be at the discretion of the Development Authority of Douglas County (i.e. discount for multiple day rental at same location).

<u>Category</u>	<u>Daily Fee</u>
Student Film (must submit course syllabus and COI of institution)	\$100
TV, Short Films, Commercials, etc.	\$1,000
Feature Length Motion Picture Production (budget > \$1 million)	\$2,000

Additional parking when needed shall be negotiated at fair market price.

Payment for location must be received 48 hours prior to filming.

Cancellation Policy: Cancellations must be received two business days prior to first day of rental. The daily rate will be assessed for any cancellations not made prior to two business days.



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Intent to Film Application

Douglas County Economic Development Authority
Film Office
8512 Bowden Street
Douglasville, GA 30134
678.838.3665

Project Title: _____

Type of Project: Film TV Commercial Student Other _____

Type of Shots: Stationary Out Door Walking Driving Other _____

• **Must provide map of film shot locations**

Name of Company/Project Contact: _____

Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Email: _____

On-site Contact or Location Manager Name: _____

Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Email: _____

Location(s) of Filming: _____

Date(s) of Filming: _____

Begin Set-up time(s): _____ Break down/Ending time(s): _____

Filming time(s): _____

If there are additional locations, use additional sheeting and list each location separately according to the guidelines above (location, dates, set-up time, break down time, and filming times).



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Personnel On-site

of Cast: _____ # of Crew: _____ # of Extras: _____
of Vehicles: _____ # of Equipment Vehicles: _____ # of Catering Vehicles: _____

Parking

Describe the proposed parking staging area(s) for catering and equipment placement. Include all public parking areas to be occupied by the production vehicles.

*****There is NO PARKING within 20 feet of the gas pumps in the rear of the Old Jail Property *****

Will there be any temporary structures (tents, stages, etc.) to be constructed on-site? Yes No

Special Services from Douglas County (government, Development Authority, any entity or agency representing Douglas County, GA):

- Sheriff/Police Fire/EMT Street Closure Sidewalk Closure Park
 Other (Explain) _____

Signage

Signage must comply with City of Douglasville sign ordinance (see attached) when in city limits. This typically applies to directing traffic from I-20 off Fairburn Road (exit 37) and throughout downtown Douglasville.

Agreements (please check):

- I confirm that I have read the content of this Intent to Film Application in its entirety and I agree to all information found within.
 I understand that if the use of county owned property is for BASE CAMP only, there will be no permitted access to any structure or facility.

Applicant's Printed Name

Applicant's Signature

Date

OFFICE USE ONLY Received By: _____ Date Received: _____
Date Approved by DADC: _____ Date Sent to BOC: _____ Date Sent to Risk Mgt.: _____



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The Douglas County Economic Development Authority Film Office is committed to assisting production companies locate available property and navigate the protocol for filming in Douglas County. Although the Film Office only oversees the use of facilities owned by the Douglas County Government we will assist in helping find the right person to help.

Below is a list of contacts for various aspects of Douglas County.

Film Office	Breezy Straton 678-838-3665 bstraton@developdouglas.com
Douglas County Government Risk and Safety Management	Matt Laverne 770-920-7294 mlaverne@co.douglas.ga.us
City of Douglasville – Filming in the Historic Downtown, Road Closures in downtown, etc.	Jonathan Lynn 678-449-3180 lynnj@douglasvillega.gov
Douglas County Sheriff – for hiring of site representative for Old Douglas County Jail	Lt. John Jewell 678-878-5876 jjewell@sheriff.douglas.ga.us