



Film Permits

PURPOSE

The purpose of this policy is to provide guidelines for the issuance, approval, and fees associated with the granting of permits for filming by television companies, movie companies, or other media in the Town of Brooks.

POLICY

The Town of Brooks requires a Film Permit to be obtained by any person, company or agency filming on Town-owned property, Town road right-of-way or inside Town buildings. There shall be a consistent and uniform process for the issuance of Film Permits in the Town of Brooks.

PROCEDURE

1. Obtaining and Submitting Film Permits

- A. Film Permits may be obtained through the Town of Brooks's Town Hall upon meeting the conditions set out in this policy. An application for a film permit can be obtained by contacting said office, or online at www.brooksga.com.
- B. An application for a Film Permit should be accompanied by a copy of a Certificate of Liability Insurance for the person, company or agency filming, with no less than \$1,000,000 of liability insurance. The Certificate of Liability should list the "The Town of Brooks" as additional insured.
- C. In the event that special provisions are made to secure locations, including parking areas, for traffic enforcement, or other items/issues of an exclusive nature, supporting documentation should be attached to the Film Permit Application.
- D. Upon request by the Town, a copy of the portion of the script of the scene that will be filmed on the Town of Brooks property must be included with the Film Permit Application.

2. Review of Submitted Film Permit Applications

- A. A Film Permit Committee is hereby established and will consist of the Town Manager, the Town Clerk, and the Sheriff, or their designees.
- B. The Film Permit Committee shall review the portion of the script of the scene that will be filmed on Town property. The Town of Brooks reserves the right to issue or deny a film permit based on script content described in the script provided. The Committee may request further information or an explanation of script content.



Film Permits

C. The Town of Brooks reserves the right to issue or deny a Film Permit based on expected disruption to the Town's business/operations and in cases deemed to be detrimental to the Town's best interests.

D. The Film Committee shall reach a consensus on whether or not a Film Permit should be issued and shall have the authority to approve or deny the request for a permit. If consensus cannot be reached, the final decision shall be made by the Mayor.

E. Every effort will be made by The Town of Brooks to expedite the processing of a Film Permit Application. However, if the timeframe for which the Permit is needed is not deemed reasonable by the Town for processing, The Town of Brooks reserves the right to reject an application for a Film Permit immediately upon receipt.

3. Film Permit Fees

A. A fee shall be charged for filming on or in the Town of Brooks's properties, buildings, or rights-of-way in the following amounts:

- a. One Hundred Dollars (\$100) per day for filming at passive locations that do not produce excessive disruption to routine Town business/operations or to the general public.
- b. Five Hundred Dollars (\$500) per day for filming at active locations that may produce excessive disruption to routine Town business/operations or to the general public.

4. Retention of Film Permit Records

At the conclusion of the application process and granting of a Film Permit, two copies of the Film Permit should be signed by the Town Manager or in his absence by the Town Clerk, and by the authorized representative of the company or agency applying for the permit. One copy of the approved permit, along with any supporting documentation, should be kept on file at Town Hall. The second copy shall be kept on the site of the filming and is the property of the person listed on the permit application. Electronic copies of these documents may also be kept in the same manner as described.



Film Permits

Film Permit Application

General Information

The Town of Brooks requires a Film Permit to be obtained by any person, company or agency filming on Town-owned property, Town road right-of-way or inside Town buildings.

Fees: \$100/day for filming at passive locations that do not produce excessive disruption to routine Town business/operations or to the public.

\$500/day for filming at active locations that may produce excessive disruption to routine Town business/operations or to the public.

Certificate of Liability Insurance is required for the person, company or agency filming, with no less than \$1,000,000 of liability insurance. The Certificate of Liability should list the “Town of Brooks” as additional insured.

Production Company Name:

Company Address:

Email _____ Phone _____ Fax _____

Applicant Name:

Email _____ Phone _____

On-Site Contact:

Email _____ Phone _____ Fax _____



TOWN OF BROOKS

Film Permits

Type of Filming:

- | | | |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Music Video | <input type="checkbox"/> Multimedia CD/DVD/Internet |
| <input type="checkbox"/> TV Movie | <input type="checkbox"/> Feature Film | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> TV Series | <input type="checkbox"/> Stills | <input type="checkbox"/> Sports/Exercise |

Film Location Address:

Prep/Film Dates/Times:

Cast/Crew size:

Equipment:

Vehicles:

Parking Plans:
