

FEES FOR FILM, TELEVISION AND VIDEO

Applicants seeking a permit to film in the City of Mansfield shall pay the required fees as shown in the fee schedule adopted by the City of Mansfield and its elected officials. Where set fees have been established, production companies will pay the same fee as the general public for the service or facility. Services for which a fee has not been established will be charged on the same basis of time, equipment and material. All fees are subject to change.

I. The City of Mansfield requires a \$200 processing charge for a film permit application to reimburse the City for the staff time required to review the application and provide conditions of approval. Please note, this fee is non-refundable if the application is cancelled or denied.

II. There are fees associated with the usage of certain City services or facilities. In certain circumstances the service fees may be waived at the discretion of the City Manager's Office for the following, should the City of Mansfield see substantial benefits:

- 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 rights-of-ways, and which involve fewer than two (2) motor vehicles.
- Productions for wholly charitable or educational (including student filming) purposes and from which no profit is derived, either directly or indirectly.
- Productions by city-sanctioned organizations

FEE	COST
Application Processing Fee	\$200 (non-refundable)
Single Street/Road Closure – No Law Enforcement	\$100
Single Street/Road Closure – With Law Enforcement	\$200
Full City Center Closure – No Law Enforcement	\$300
Full City Center Closure – With Law Enforcement	\$1000
Electrical Service Fee	\$150
Number of Additional Law Enforcement Fire Fighters	\$40 per hour per officer
Nonnie Needham Nature Trail	\$40 per hour per firefighter
	\$150



Mansfield City Hall
 3146 Highway 11 South, P.O. Box 35
 Mansfield, Georgia 30055
 770.786.7235 | www.mansfieldga.gov

City of Mansfield FILM AND TELEVISION PRODUCTION PERMIT APPLICATION

Thank you for your interest in filming in Mansfield, GA. We respect the contributions that filming has provide to our city.

Please complete the following application to receive a film and television permit. A permit is required for any filming activity taking place within Mansfield, GA whether on public or private property.

Please fill in all the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application, along with a detailed map of proposed street closures and all other required documentation to Jeana Hyde, P.O. Box 35, Mansfield, GA 30055 or by email at jhyde@mansfieldga.gov at least 10 business days before the filming activity takes place. Early application submission is recommended, as all permits are issued on a first-come, first-served basis.

Contact Information

Production Company	Project Title	Type of Production <small>(e.g. Feature Film, TV Series, Commercial, etc.)</small>
Permanent Company Address		Business Telephone
Email	Name and Title of Location	Cell Phone Number
Local Company Address		Alternate Phone Number

Project Information

City of Mansfield Filming Locations (Name and Full Address)		
Film Date(s)	Time(s)	Inclement Weather Alternative Date
Number in Crew	Number in Cast	Number of Extras



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Vehicles and Parking

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production: _____

Insurance

General Liability Insurance Carrier Name	Telephone Number
Automotive Liability Insurance Carrier Name	Telephone Number
Worker's Comp and Employer's Liability Insurance Carrier Name	Telephone Number

All productions are required to provide a certificate of liability insurance three days prior to filming. All applications must include certificates of insurance for at least the following amounts: general liability - \$1,000,000 per occurrence, \$2,000,000 aggregate limit; automotive liability - \$1,000,000, and worker's comp and employer's liability - \$500,000 per incident.

Amplified Sound

Do you plan to use amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Sound Equipment to be Used
Types of Sounds to be Amplified	
Start Time of Sound	End Time of Sound

Noise Ordinance Requirements

All of city limits has a noise ordinance from 10:00 p.m. – 7:00 a.m.



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Sound Effects

Check all that apply			
<input type="checkbox"/> Aerial	<input type="checkbox"/> Animals	<input type="checkbox"/> Candles	<input type="checkbox"/> Gunfire
<input type="checkbox"/> Construction	<input type="checkbox"/> Explosions	<input type="checkbox"/> Fire Effects	<input type="checkbox"/> Stunt
<input type="checkbox"/> Open Campfire	<input type="checkbox"/> Propane	<input type="checkbox"/> Sparks	<input type="checkbox"/> Other (Explain) _____
<input type="checkbox"/> Tent	<input type="checkbox"/> Pyrotechnics	<input type="checkbox"/> Cooking on Site	
Location(s) of Special Effects		Pyro technician Name, License Number & Contact Information	
Lighting: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe _____			

Water Activity

Describe proposed water use and water activities: _____

Traffic Engineering

Check all that apply		
<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Full Street Closure	<input type="checkbox"/> Sidewalk Closure
Location(s) of Closure		
Date(s) of Closure	Start Time(s) of Closure	End Time(s) of Closure

For full street closures, all affected residents must be contacted in writing, notifying them of your filming activities. Newton County Sheriff's Department must be on site, at the production company's expense, during all road closure activities. Emergency vehicle access must be maintained at all times. Upon completion of work, all City of Mansfield rights-of-ways must be left in pre-permit condition.



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Security Plan

Description of shoot (be as detailed as possible)		
Location(s)/Route (if there are any moving components)		
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)		
Number of Officers Hired (POST-Certified off-duty law enforcement personnel only): _____		
Agencies Represented by Off-Duty Officers		
Lead Officer's Name	Telephone Number	
Traffic: Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	Crowd Control: Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	
Number of Barricades Required (provided by Applicant)		
Additional Private Security? Yes <input type="checkbox"/> No <input type="checkbox"/>	Company Contact Name	Telephone Number

Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the Newton County Sheriff's Department based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

Park and Recreation Resources

Filming on Park Department property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Specific Location(s)	
Date(s) of Filming	Start Time	End Time



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Film and Television Production Permit Guidelines

The following items must be submitted with your application for a City of Mansfield Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A check made payable to the City of Mansfield in the amount of \$200.00 for the general Film and Television production Permit.
3. A check made payable to the City of Mansfield for any additional fees, if applicable.

Return the completed application and additional required information in person to Mansfield City Hall; or by mail attention Jeana Hyde to P.O. Box 35, Mansfield, GA 30055, or by email at jhyde@mansfieldga.gov. The application must be received by the city no later than 10 days before filming.

Terms and Conditions

The applicant must agree to all the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions hereof as well as all Federal and State laws and City of Mansfield ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Mansfield property.
3. The undersigned acknowledges that the City of Mansfield assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
5. All applicants must submit a security plan that is approved by the City of Mansfield and/or Newton County Fire Services or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the Newton County Sheriff's Department based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce city ordinances and State law.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the city, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.

Company Name:

By: _____

Authorized Company Signature
(Name and Title)



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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is effective as of this ___ day of _____, 20___, by and between **CITY OF MANSFIELD, GEORGIA**, a political subdivision of the State of Georgia, acting by an through its governing authority, the Mansfield City Council, and _____ [insert full legal name], a _____ [insert State where Consultant entity was formed (e.g., Georgia) and the type of entity (e.g., corporation, limited liability company, partnership, etc.)], (“Applicant”), collectively referred to as the “Parties.”

WITNESSETH THAT:

WHEREAS, the Applicant desires to obtain a film and television production permit from the City; and

WHEREAS, a permit is required for any filming activity taking place within unincorporated City of Mansfield; and

WHEREAS, the City requires that any applicant for a film permit sign an indemnification and hold harmless agreement for the benefit of the City; and

WHEREAS, the public interest will be served by this Agreement;

NOW, THEREFORE, for and in consideration of receiving a film and television production permit to film within unincorporated City of Mansfield, together with other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby covenants and agrees to take and assume all responsibility for any activity connected with the Applicant’s filming within City of Mansfield. The Applicant shall bear all losses and damages directly or indirectly resulting to it and/or the City on account of the performance or character of any production pursuant to the issuance of any film and television production permit. Applicant shall defend, indemnify, and hold harmless the City and the City’s elected and appointed officials, officers, boards, commissions, employees, representatives, consultants, servants, agents, and volunteers (individually and “Indemnified Party” and collectively the “Indemnified Parties”) from and against any and all claims, suits, actions, judgments, injuries, damages, losses, costs, expenses and liability of any kind whatsoever, including but not limited to attorney’s fees and costs of defense (“Liabilities”), which may arise from or be the result of alleged willful, negligent or tortious conduct arising out of the production referenced in the permit or operations by the Applicant, any subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the Applicant or subcontractor may be liable, regardless of whether or not the act or omission is caused in part by a party indemnified hereunder. This indemnity obligation does not include Liabilities caused by or resulting from the sole negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against an Indemnified Party, by any employee of the Applicant, its subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the



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Applicant or subcontractor may be liable, the indemnification obligation set forth in the provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Applicant or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. The obligation to indemnify, defend, and hold harmless the Indemnified Party(ies) shall survive expiration or termination of the permit, provided that the claims are based upon or arise out of actions or omissions that occurred in the connection of the production referenced in the permit.

APPLICANT:

By: _____

Its: _____

(Must be executed by the Location Manager or above)



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City of Mansfield is a Camera Ready community and we welcome the opportunity to work with production companies. The City has numerous locations that will efficiently accommodate on-location filming.

Contact Jeana Hyde
Mansfield City Hall
jhyde@mansfieldga.gov
770-786-7235 (office)

Along with this information sheet you will find the documentation pertaining to the requirements for filming in City of Mansfield.

1. City of Mansfield Film Ordinance Section 32-301 Motion picture, television, and photographic production
2. City of Mansfield Film and Television Production Permit Application
3. Indemnification & Hold Harmless

Please review the ordinance as it will give you information regarding our requirements, regulations, and fee schedules. Complete the permit application and the Indemnification & Hold Harmless Agreement. Return to me along with the permit fee of \$50.00 to begin the application process.

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Security Plan

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Location(s)/Route (if there are any moving components)		
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)		
Number of Officers Hired (POST-Certified off-duty law enforcement personnel only): _____		
Agencies Represented by Off-Duty Officers		
Lead Officer's Name	Telephone Number	
Traffic: Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	Crowd Control: Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	
Number of Barricades Required (provided by Applicant)		
Additional Private Security? Yes <input type="checkbox"/> No <input type="checkbox"/>	Company Contact Name	Telephone Number

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Terms and Conditions

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2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Mansfield property.
3. The undersigned acknowledges that the City of Mansfield assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
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7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the city, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.

Company Name:

By: _____

Authorized Company Signature
(Name and Title)



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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is effective as of this ___ day of _____, 20___, by and between **CITY OF MANSFIELD, GEORGIA**, a political subdivision of the State of Georgia, acting by an through its governing authority, the Mansfield City Council, and _____ [insert full legal name], a _____ [insert State where Consultant entity was formed (e.g., Georgia) and the type of entity (e.g., corporation, limited liability company, partnership, etc.)], (“Applicant”), collectively referred to as the “Parties.”

WITNESSETH THAT:

WHEREAS, the Applicant desires to obtain a film and television production permit from the City; and

WHEREAS, a permit is required for any filming activity taking place within unincorporated City of Mansfield; and

WHEREAS, the City requires that any applicant for a film permit sign an indemnification and hold harmless agreement for the benefit of the City; and

WHEREAS, the public interest will be served by this Agreement;

NOW, THEREFORE, for and in consideration of receiving a film and television production permit to film within unincorporated City of Mansfield, together with other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby covenants and agrees to take and assume all responsibility for any activity connected with the Applicant’s filming within City of Mansfield. The Applicant shall bear all losses and damages directly or indirectly resulting to it and/or the City on account of the performance or character of any production pursuant to the issuance of any film and television production permit. Applicant shall defend, indemnify, and hold harmless the City and the City’s elected and appointed officials, officers, boards, commissions, employees, representatives, consultants, servants, agents, and volunteers (individually and “Indemnified Party” and collectively the “Indemnified Parties”) from and against any and all claims, suits, actions, judgments, injuries, damages, losses, costs, expenses and liability of any kind whatsoever, including but not limited to attorney’s fees and costs of defense (“Liabilities”), which may arise from or be the result of alleged willful, negligent or tortious conduct arising out of the production referenced in the permit or operations by the Applicant, any subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the Applicant or subcontractor may be liable, regardless of whether or not the act or omission is caused in part by a party indemnified hereunder. This indemnity obligation does not include Liabilities caused by or resulting from the sole negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against an Indemnified Party, by any employee of the Applicant, its subcontractor, anyone directly or indirectly employed by the Applicant or subcontractor or anyone for whose acts the



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Applicant or subcontractor may be liable, the indemnification obligation set forth in the provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Applicant or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. The obligation to indemnify, defend, and hold harmless the Indemnified Party(ies) shall survive expiration or termination of the permit, provided that the claims are based upon or arise out of actions or omissions that occurred in the connection of the production referenced in the permit.

APPLICANT:

By: _____

Its: _____

(Must be executed by the Location Manager or above)