



FILMING IN THE CITY OF NEWMAN

All requests to use City streets, sidewalks, parks, or other city owned property for or during filming must go before City Council for approval prior to filming.

PRESENTATION TO COUNCIL

- **Meet with Police Chief** – to seek recommendations and assistance in safety issues, such as stop and go traffic rather than closing streets, for filming inside the city limits so that you can make arrangements for filming and prepare a presentation (City Police are available for hire to the film industry and are often necessary for a smooth filming event).
- **Request and Presentation** – should be submitted to the City Manager’s Office at least one week prior to the City Council meeting in order to be on the agenda for discussion.
- **Presentation** – should consist of locations, how trailers and large equipment will be managed and parked to indicate that there will be little or no interruption to merchants or travelers through Newnan. Presentation must include dates and times for all filming so that payment can be made. If filming runs over the time, payment adjustments can be made. **Filming in a residential or business area that may hamper foot or vehicle traffic requires approval from citizens and/or business owners.**
- **Payment** – If City Council approves the request; payment is required prior to filming. Payment may be made by check, credit card, or cash at City Hall, 25 LaGrange Street, Newnan.

CHECKLIST

1. Assess Locations you want to film in Newnan and plans to manage large equipment
2. Directional signs are not allowed in the Right-Of-Way (ROW) – Signs placed in the ROW must have Council approval
3. Meet with Police Chief for recommendations/assistance – dlmeadows@cityofnewnan.org)
4. Main Street Newnan – Contact for downtown areas/events (Main Street Newnan – charcourt@cityofnewnan.org and astrickland@cityofnewnan.org)
5. **Contact business owners and/or residents affected in filming areas for their approval as required**
6. Prepare presentation to include the above along with dates and times for filming in Newnan
7. An Insurance Certificate naming the City of Newnan as additional insured, is required to utilize City property prior to filming
8. Give request/presentation to Libby Winn one week prior to the City Council Meeting to be on agenda (City Manager’s Office – lwinn@cityofnewnan.org) – Listing of meeting dates attached
9. Attend the Council Meeting in the event there are questions
10. Once approved, payment is to be made at City Hall according to the attached fee schedule
11. Get State approval if state route will be used during filming
12. Contact Communication Manager, Ashley Copeland for additional questions or Newnan information – acopeland@cityofnewnan.org
13. Contact Coweta County Tray Baggarly tbaggarly@coweta.ga.us regarding filming requests and plans and/or to seek approval if requesting to use any County building or property

ATTACHMENTS: Council Meeting Schedule, Fee Schedule and City Ordinance

THE CITY OF NEWNAN 2018 COUNCIL MEETINGS				
DAY	MONTH	DATE	TIME	AGENDA ITEMS DUE - 5:00 PM
Tuesday	January	9	2:30	1/2/2018
Tuesday	January	23	6:30	1/16/2018
Tuesday	February	13	2:30	2/6/2018
Tuesday	February	27	6:30	2/20/2018
Thursday	March	15	2:30	3/6/2018
Tuesday	March	27	6:30	3/20/2018
Tuesday	April	10	2:30	4/3/2018
Tuesday	April	24	6:30	4/17/2018
Monday	May	7	2:30	5/1/2018
Tuesday	May	22	6:30	5/15/2018
Tuesday	June	19	6:30	6/12/2018
Tuesday	July	17	6:30	7/10/2018
Tuesday	August	14	2:30	8/7/2018
Tuesday	August	28	6:30	8/21/2018
Tuesday	September	11	2:30	9/4/2018
Monday	September	24	6:30	9/18/2018
Monday	October	8	2:30	10/2/2018
Tuesday	October	23	6:30	10/16/2018
Tuesday	November	13	2:30	11/6/2018
Tuesday	November	27	6:30	11/20/2018
Tuesday	December	11	6:00	Public Hearing/2019 Budget
Tuesday	December	11	6:30	12/4/2018

Section of City's Ordinances for Filming

Sec.6-176. Movie/TV/advertising/production company, use of city streets/sidewalks.

Use of city streets, sidewalks, parks, or other city owned property by a movie/TV/advertising/production company filming in the city shall be permitted only upon approval by the mayor and council following application setting for the day(s), time(s), and scope of the intended use. Use of the rental fees shall be as follows:

- 1) Movies/TV/advertising/productions requiring two or more cameras, sound booms, stationery lighting, etc.
 - a) Streets and sidewalks:
 - i) Each production (including the first day's shooting...\$200.00
 - ii) Each additional day during normal business hours...\$100.00
 - iii) Each additional day after normal business hours...\$50.00
 - b) Public buildings/spaces (each day):
 - i) Parks...\$100.00
 - ii) Cemeteries...\$100.00
 - iii) Wadsworth Auditorium...\$200.00
 - iv) Wesley Street Gym...\$100.00
 - v) Any other city-owned property shall be negotiated with the city manager and approved by the mayor and council.

- 2) **Movies/TV/advertising/productions requiring a single camera, microphone, or hand held lighting, etc.**
- a) **Streets and sidewalks:**
 - i) **Each production (including the first day's shooting...\$50.00**
 - ii) **Each additional day during normal business hours...\$25.00**
 - iii) **Each additional day after normal business hours...\$10.00**
 - b) **Public buildings/spaces (each day):**
 - i) **Parks...\$50.00**
 - ii) **Cemeteries...\$50.00**
 - iii) **Wadsworth Auditorium...\$100.00**
 - iv) **Wesley Street Gym...\$50.00**
 - v) **Any other city-owned property shall be negotiated with the city manager and approved by the mayor and council.**

ORDINANCE SUBJECT TO REVISIONS AND CHANGE.