



## FILMING IN THE CITY OF NEWNAN

*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).
- Requests 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. If filming will be done in a residential area and hamper foot or vehicle traffic approval from citizens affected is requested. If filming will be done in business area and hamper foot or vehicle traffic, approval from business owners is requested.
- 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. Meet with Police Chief for recommendations/assistance – [dlmeadows@cityofnewnan.org](mailto:dlmeadows@cityofnewnan.org))
3. Contact business owners and/or Main Street Newnan for downtown areas for their approval (Main Street Newnan – [hcraver@cityofnewnan.org](mailto:hcraver@cityofnewnan.org))
4. Contact residents in residential areas for their approval
5. Prepare presentation to include the above along with dates and times for filming in Newnan
6. An Insurance Certificate naming the City of Newnan as additional insured, is required to utilize City property prior to filming
7. 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](mailto:lwinn@cityofnewnan.org)) – Listing of meeting dates attached
8. Attend the Council Meeting in the event there are questions
9. Once approved, payment is to be made at City Hall according to the attached fee schedule
10. Get State approval if state route will be used during filming
11. Contact Public Information Officer, Gina Snider for additional questions or Newnan information – [gsnider@cityofnewnan.org](mailto:gsnider@cityofnewnan.org)
12. Inform Coweta County Public Information Officer, Patricia Palmer – [ppalmer@coweta.ga.us](mailto:ppalmer@coweta.ga.us) of 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***



## City Council Meeting Schedule 2014

Tuesday	January	14	2:30	Tuesday	May	13	2:30	Monday	September	22	6:30
Tuesday	January	28	6:30	Tuesday	May	27	6:30	Tuesday	October	14	2:30
Tuesday	February	11	2:30	Thursday	June	19	6:30	Tuesday	October	28	6:30
Tuesday	February	25	6:30	Tuesday	July	8	2:30	Tuesday	November	11	2:30
Thursday	March	13	2:30	Tuesday	July	22	6:30	Tuesday	November	25	6:30
Tuesday	March	25	6:30	Tuesday	August	12	2:30	Tuesday	December	16	6:30
Tuesday	April	8	2:30	Tuesday	August	26	6:30	<b>DATE AND TIMES ARE SUBJECT TO CHANGE</b>			
Tuesday	April	22	6:30	Tuesday	Sept	9	2:30				

### 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.**



**CITY OF NEWNAN REQUEST FOR OUTSIDE EMPLOYMENT**

Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Estimated hours per week: \_\_\_\_\_

Duration: \_\_\_\_\_

Duties involved in outside employment: \_\_\_\_\_

I have carefully read the City of Newnan Personnel Policy section 7.0.2 concerning outside employment and sincerely believe that none of the stated conditions exist or will be violated by this approval.

For Police Employees: I have carefully read the Newnan Police Department Policy Number 5.1, governing outside employment and sincerely believe that none of the stated conditions exist or will be violated by this approval.

Employee's Signature \_\_\_\_\_ Badge Number \_\_\_\_\_ Date \_\_\_\_\_

Circle One:      APPROVED                      DISAPPROVED

Supervisor's Signature \_\_\_\_\_ Badge Number \_\_\_\_\_ Date \_\_\_\_\_

Circle One:      APPROVED                      DISAPPROVED

Chief's or Designee's Signature \_\_\_\_\_ Badge Number \_\_\_\_\_ Date \_\_\_\_\_

**INDEMNIFICATION AGREEMENT FOR POLICE DEPARTMENT EMPLOYEE'S**

The undersigned, for and in consideration of permission being granted for outside employment of Newnan Police Officer(s) \_\_\_\_\_, at the undersigned's place of employment and for other good and valuable consideration, the undersigned hereby agrees to indemnify and hold harmless the Newnan Police Department, The City of Newnan, and its Officials for any and all damages and claims arising out of the employment of the above named off duty police officer(s) including personally and bodily injury claims by third parties, any claims for worker's compensation benefits arising out of said employment, attorney's fees, litigation expenses and court cost.

Company Name: \_\_\_\_\_

Authorized Company Representative's Signature: \_\_\_\_\_

Printed name of Authorized Company Representative: \_\_\_\_\_

Title of Authorized Company Representative: \_\_\_\_\_

Witness's signature: \_\_\_\_\_

Date: \_\_\_\_\_