



## 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. 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](mailto:dlmeadows@cityofnewnan.org))
4. Main Street Newnan – Contact for downtown areas/events (Main Street Newnan – [charcourt@cityofnewnan.org](mailto:charcourt@cityofnewnan.org) and [hcraver@cityofnewnan.org](mailto:hcraver@cityofnewnan.org))
5. Contact business owners and/or residents in residential areas for their approval as appropriate
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](mailto: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 Public Information Officer, Gina Snider for additional questions or Newnan information – [gsnider@cityofnewnan.org](mailto:gsnider@cityofnewnan.org)
13. Contact Coweta County Tray Baggarly [tbaggarly@coweta.ga.us](mailto:tbaggarly@coweta.ga.us) and Patricia Palmer – [ppalmer@coweta.ga.us](mailto:ppalmer@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***

<b>THE CITY OF NEWNAN 2016 COUNCIL MEETINGS</b>				
DAY	MONTH	DATE	TIME	AGENDA ITEMS DUE - 5:00 PM
Tuesday	January	12	2:30	January 5 <sup>th</sup>
Tuesday	January	26	6:30	January 19 <sup>th</sup>
Tuesday	February	9	2:30	February 2 <sup>nd</sup>
Tuesday	February	23	6:30	February 16 <sup>th</sup>
Thursday	March	10	6:30	March 1 <sup>st</sup>
Tuesday	March	22	6:30	March 15 <sup>th</sup>
Tuesday	April	12	2:30	April 5 <sup>th</sup>
Tuesday	April	26	6:30	April 19 <sup>th</sup>
Tuesday	May	10	2:30	May 3 <sup>rd</sup>
Monday	May	23	6:30	May 17 <sup>th</sup>
Tuesday	June	21	6:30	June 14 <sup>th</sup>
Tuesday	July	19	6:30	July 12 <sup>th</sup>
Tuesday	August	9	2:30	August 2 <sup>nd</sup>
Tuesday	August	23	6:30	August 16 <sup>th</sup>
Tuesday	September	13	2:30	September 6 <sup>th</sup>
Monday	September	26	6:30	September 20 <sup>th</sup>
Tuesday	October	11	2:30	October 4 <sup>th</sup>
Tuesday	October	25	6:30	October 18 <sup>th</sup>
Tuesday	November	8	2:30	November 1 <sup>st</sup>
Tuesday	November	22	6:30	November 15 <sup>th</sup>
Tuesday	December	13	6:00*	Public Hearing/2017 Budget
Tuesday	December	13	6:30	December 6 <sup>th</sup>

## 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.**