



PO Box 2749, Tybee Island, Georgia 31328; www.cityoftybee.org

### COMMERCIAL FILM PRODUCTION APPLICATION

Thank you for considering Tybee Island as the ideal location for your production. The City of Tybee Island recognizes that productions have a significant economic impact and can contribute to the vitality of the community. With the Citizens of Tybee Island's quality of life in mind, this document has been developed to assist commercial production companies in planning safe and successful projects in a manner that has minimal disruption to local residents and businesses that may be impacted by the activity.

By keeping the public's best interest in mind, persons/firms/companies wishing to engage in commercial film production activity upon public or private property which seek permission to conduct certain activities prohibited under local law, which requires state or federal permitting or approval, require city services, and / or require public parking must first be granted approval from the City Manager or the Mayor and City Council.

*Consideration for approval by the City Manager:*

- a. Productions taking place for one (1) to five (5) days which:
  - i. will have no activity on the beach and / or within the State's Shore Protection Jurisdictional Area;
  - ii. impact less than two city blocks; and,
  - iii. request a maximum of twenty five (25) parking spaces shall complete and submit this application in its entirety **at least five (5) business days prior to** beginning of activity for consideration by the City Manager.
- b. Productions taking place for one (1) to five (5) days which will have activity on the beach and / or within the State's Shore Protection Jurisdictional Area shall complete and submit this application in its entirety **at least twenty (20) business days prior to** beginning of activity for consideration by the City Manager.

*Consideration for approval by the Mayor and City Council:*

- a. Productions taking place for six (6) or more days or productions that require activity which includes traffic control on multiple city blocks and / or limit access to the beach and / or on the beach within an area greater than 22,500 square feet shall complete and submit the application **at least twenty eight (28) days prior to** a regularly scheduled City Council meeting.

NOTE: Monthly City Council meetings typically take place the second and fourth Thursday.

Applications are considered on a first come, first served basis and shall not conflict with annual island events or activities already approved. No more than one production in the same location will be permitted due to limited infrastructure and city resources.

Credit/Debit Card Information for Payment	
Name as it Appears on Card	Credit Card Number
Expiration Date of Card	Billing Zip Code

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- The Commercial Film Production Application fee, as noted above, is due at the time of application submittal and is non-refundable.
- The application will be reconsidered for approval if substantial changes are made or additional needs are requested. Proposed activity may be delayed and additional fees may apply.
- Permit applications for beach use and / or facility reservations are administered separately.

**FILM PERMIT FEES**

Type of Production	Permit Fee	Number of Days of Production Activity (Including prep and strike) <i>Please list dates of these days below</i>	Daily Fee <i>Daily Fee is per each day of production activity</i>	Total Permit Cost
Photography <i>(Cast &amp; Crew under 25 people)</i>	\$250		\$50	
Photography <i>(Cast &amp; Crew 25+ people)</i>	\$500		\$100	
Corporate Video Documentary, Educational TV Pilot and Commercials Music Video	\$600		\$100	
Feature Film, TV Movie, TV and Web Series	\$1000		\$100	
Student & Non-Commercial	\$25		\$25	
Other:	TBD by scope		\$100	

Additional Fees	Feature Film, TV Movie, TV and Web Series	Corporate Video, Documentary, Educational, TV Pilot and Commercials, Music Video	Photography	Student & Non-Commercial
Application Review Fee <b>*paid separately and must be submitted with application</b>	\$100	\$100	\$100	\$25
Modification Fee (under 72 hours' notice)	\$500	\$500	\$250	\$100
Special City Council Meeting required to be arranged for permit approval	\$2000	\$1000	\$500	n/a
Drone Fee	\$250	\$100	\$50	\$25

Rush Fee	Number of Days Prior to Production Activity	Feature Film, TV Movie, TV and Web Series	Corporate Video, Documentary, Educational, TV Pilot and Commercials, Music Video	Photography	Student & Non-Commercial
	5 days	\$1000	\$500	\$250	\$50
	Less than 72 hours	\$2500	\$1000	\$500	\$100

Beach Use Fee <i>Fees apply per area, per day, with 5 day max charge</i>	Production Activity on Beach/DNR Jurisdiction Area...	Feature Film, TV Movie, TV and Web Series	Corporate Video, Documentary, Educational, TV Pilot and Commercials, Music Video	Photography	Student & Non-Commercial
	Does <b>not require</b> DNR authorization	\$500	\$250	\$100	\$50
	<b>DNR LOP required</b>	\$2000	\$1000	\$500	\$100

Parking Services <i>Applicable with Commercial Film Production Applications only</i>	APPLICABLE DAY	HOURLY RATE / SPACE
	Monday thru Friday	\$ 4.00 / hour / space
	Saturday & Sunday (+ Holidays)	\$ 8.00 / hour / space

**\*Parking Services requests are only approved with an approved Commercial Film Production Application; all other film permit's production related vehicles must pay for public parking on-site by pay & display station or parking app as general public would**

**SECTION 1: GENERAL INFORMATION (attach additional pages as necessary)**

1. Name of Production: \_\_\_\_\_
2. Production Company: \_\_\_\_\_
3. Production Representative (Local Contact Person): \_\_\_\_\_  
***The individual listed above must be on site during production activity and readily available at all times to address concerns.***
4. Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. Phone Number and / or Website for Public information: \_\_\_\_\_

**SECTION 2: REFERENCES**

1. Provide information regarding the production representative's previous production experience(s). \_\_\_\_\_
2. Provide two (2) references excluding City of Tybee Island officials and staff:
  - a. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
  - b. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
3. List any additional contact person(s) and their phone numbers involved in assisting with this production. \_\_\_\_\_

**SECTION 3: PRODUCTION DETAILS (attach additional pages as necessary)**

- ***Due to increased demand on resources and to the protection of natural habitats please refer to Section 5 for potential restrictions of production activity locations and time periods.***

1. Date(s) and time(s) of production activity: \_\_\_\_\_
  - Anticipated rain dates for activity: \_\_\_\_\_
  - a. Beginning of Setup: Date/Time period \_\_\_\_\_
  - b. Completion of Teardown: Date/Time period \_\_\_\_\_
2. Location(s): \_\_\_\_\_
  - a. A drawn to scale, detailed site plan of the area(s) requested for production with all structures depicted is required at time of application submittal.
3. Provide a brief synopsis of the production: \_\_\_\_\_
4. Estimated number of people involved in production:  
Personnel \_\_\_\_\_ Crew \_\_\_\_\_ Extras \_\_\_\_\_  
Other (please explain) \_\_\_\_\_
5. Will activities with this production impede traffic flow?  Yes (provide explanation below)  No



## SECTION 5: INFORMATION & PRODUCTION GUIDELINES

This section provides information and standard requirements that have proven to be useful during production activity and serves as a guide for all companies desiring to obtain a commercial film production permit on Tybee Island. The city assumes no liability arising or resulting from the determinations of respective minimum staffing levels or the requirements for any production. Because no two production requests are the same, requirements may vary for each production. The Community Development Office reserves the right to require additional city services and/or monetary deposits that may not be noted, but determined necessary. Production activity taking place in residential and / or commercial areas, inclusive of filming, parking, set dressing, load-in and load-out in these areas of Tybee Island require a production permit or shall be cited as a violation for the production company.

**Possible restrictions:** *The City Manager or Mayor and City Council reserve the right to restrict production activity based on the anticipated impact to the community and demand on resources. Additionally, the City Manager or Mayor and City Council reserve the right to restrict production activity in Downtown and beach areas between Tybrisa (16<sup>th</sup>) and 18<sup>th</sup> Streets based on anticipated economic impact of businesses during peak tourism season (spring and summer).*

The guidelines are subject to change and may be enforced as conditions of the permit.

### Production Scouting

The City of Tybee Island's Community Development Office shall be contacted prior to scouting locations for possible production activity in order to discuss city policies and parking regulations.

### Process of Application Consideration

1. Whether the production representative is capable or incapable of executing the planned production.
2. Whether budgetary considerations at the time of application create such a burden upon the city's financial resources that it would not be practical for the production to take place at the time requested.
3. Whether the activity, as planned, may create an undue burden upon the public and staff resources of the city.
4. The timing of the proposed production activity.
5. The historical experience, if any, of production activity in the past years.
6. The effect the proposed activity will have upon the city's resources and public health and safety, and frequency.
7. All city department heads affected by said activity must review and confirm acceptance of the application prior to the application being approved by the City Manager or the Mayor and City Council. All relevant fire and life safety issues must be adequately addressed.
8. A commercial film production permit may be withheld when the directors of city departments, in good faith, believe that the proposed activities will endanger the public health, safety, welfare, and / or damage property.
9. After reviewing the comments of all affected departments of the city, based on the specifics of the production activities, approval or rejection to proceed with the application process will be granted.
10. Requests for filming on weekends or holidays are reviewed on a case-by-case basis. Locations for production activity are reserved on a first-come, first-serve basis, regardless of the size or scope of the production.

### Consideration of Application

1. In order to ensure a smooth review process for permission of requested production activity, the production representative will first meet with the city's Facilities / Special Events Coordinator, then applicable city department personnel and City Manager to review the application so that all concerns and details are addressed and agreed upon. Following these meetings, the application, if applicable, will be submitted for City Council consideration.
2. The City Manager may at her / his discretion approve production activity as outlined on page 1 of this application. The City Manager may at her / his discretion approve small scale production activity if the activity is solely on private property.
3. The City Manager, in consultation with directors of affected departments, may also impose any necessary restrictions or conditions to be observed in accordance with public safety, environmental and administrative considerations involved in the application.

Community Development Department

1. Temporary structures may not be anchored in the ground. If damage is done to city property, applicable fines and / or fees shall be billed to and paid by the production company.
2. Removing, excessive trimming and/or cutting of vegetation or trees are prohibited unless approved by and coordinated with the proper permitting office. In most instances, a city permit will be required.

Facility Reservation Office

1. Reservation applications for use of beach areas and city owned facilities are required through the Facilities Coordinator for approval.
2. The production representative granted a permit shall comply with all applicable laws, ordinances and policies pertaining to approved beach and / or facility application.
3. The production representative granted a permit shall be responsible for its contractors and subcontractors adhering to all applicable laws, ordinances, and policies pertaining to approved beach and / or facility applications.

Fire Department

1. In the interest of public safety, the Tybee Island Fire Department must review and approve aspects of the production activity that may include, but not limited to, fireworks or pyrotechnics, emergency vehicle access, and use of open flame in accordance with city ordinances and all permit requirements. The Fire Chief will determine whether or not department personnel are needed and the production company shall pay directly for said services.
2. The Fire Chief must approve requested participation by the Fire Department directly.
3. The Fire Chief must approve use of Ocean Rescue Headquarters and Lifeguard Stands.
4. Water activities and/or stunts will require the presence of off-duty Tybee Island Ocean Rescue lifeguard(s).
5. The production company shall be solely responsible for coordinating with the Fire Chief, the hiring and compensating of necessary personnel in association with activity.
6. Fees will be assessed and invoiced for use of department vehicles in association with production activity.

Parking Services Division

Most productions require some level of parking arrangements. When a company requires public parking in city parking lots, arrangements must be made with the city's Parking Services Division, in conjunction with the Community Development Office at the time of application review with departments. Due to the high demand for parking spaces in the City of Tybee Island, the Parking Services Division will only rent parking spaces for vehicles essential to production and/or to clear parking spaces for the production (no visible vehicles in the shot). All production vehicles must park in legally designated parking spaces and/or lots. Vehicles parked in unauthorized areas (i.e. handicapped spaces, loading zones, fire lanes, lanes of traffic, unlicensed lots, residential zones, etc.) without official authorization will be fined and/or removed.

1. The production company shall effectively demonstrate that they have maximized the use of private commercial parking prior to requesting use of public parking.
2. In most cases, the city may provide public parking spaces only for essential unit vehicles. When public parking is approved for use and / or restricted, costs as noted on second page of application with all film permit fees and will be invoiced accordingly.
3. The production company shall use off-street parking, as available, for non-essential vehicles (i.e. crew parking). The production company may be required to use a remote parking location and arrange for suitable shuttle service for locations where off-street parking is not available (i.e. residential locations). At all times parking shall be organized to minimize the disruption to the area.
4. Request for use of parking lots or spaces must be submitted in detail for approval with the application.
5. Requests for production vehicles parking shall be included in the application request for consideration.

6. Requests for public parking spaces that have a direct impact on a business or resident(s) may be required to be accompanied by a notification letter confirming communication with the affected business/property owner/manager prior to the request for parking being approved. The Community Development Office, in conjunction with the City Manager's Office, may make determinations of needed documentation on a case-by-case basis.
7. By city ordinance, no person(s) may camp or sleep in vehicles in public areas nor may a vehicle stop or park with engine running for longer than ten minutes, except when necessary to refrigerate perishable items and / or for passenger buses that remain occupied by other than the driver.

#### Street Closures

If roads are to be blocked or traffic disrupted in any manner, the production representative must directly coordinate with the Tybee Island Police Department during regular working hours.

1. Public streets shall not be closed unless:
  - a. adequate alternate routes are available,
  - b. adequate access to adjacent businesses is assured,
  - c. transit can be maintained on the portion of the street to be closed, or can be maintained on adjacent streets.
2. Major streets shall not be closed during high volume traffic periods.
  - a. When traffic cannot be effectively diverted onto other streets, traffic shall be stopped only intermittently and for no longer than three continuous minutes during each 10-minute period.
  - b. Occupants of properties within a street closure or within any area a film company is filming are to be informed of the activity by the production company. In a residential area, residents in any block where filming is occurring or which is occupied by production vehicles shall be advised of the proposed activity. Reference the Notification Section for information.

Adequate access to the area shall remain open at all times for emergency service personnel and emergency vehicles to ensure safety.

#### Police Department

1. Any person or organization shall comply with security and safety guidelines set by the Tybee Island Police Department.
2. The Chief of Police must approve requested participation by the Police Department directly.
3. Traffic Control/ Driving Shots
  - a. All productions that require any amount of pedestrian and / or vehicle traffic control must include detailed information within the application for consideration. The off-duty officer in accordance with the permit shall directly coordinate all traffic interruption on-site.
4. The production company shall be solely responsible for coordinating, with the Chief of Police, the hiring and compensating of necessary personnel in association with activity.
5. Fees will be assessed and invoiced for use of department vehicles in association with production activity.

#### Public Works Department

1. The site of the production activity must be restored to its original condition or additional charges will apply.
2. Please note that any production that is found illegally dumping debris/trash will be fined. In addition, any production leaving debris/trash behind at any production location will be billed for the time, labor and equipment used by the Public Works Department to clean up the area.
3. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works. Any costs for cleanup by the city will be charged to the permit holder.
4. Fees will be assessed on a per hour rate and determined by the city if production activity requires the use of the electrical service, equipment owned by the City of Tybee, and / or labor.
5. It is the responsibility of the production company to provide adequate toilet facilities during activity as appropriate. Location(s) of said stations shall be indicated on provided site plan. One chemical toilet for every 200 people is recommended.

6. Electrical needs are the sole responsibility of the production company. Generators shall not run during evening hours nor disrupt the peace and quiet in non-commercial areas in accordance with City Code 22-112.
7. The production company shall be solely responsible for coordinating, with the Director of Public Works, the hiring and compensating of necessary personnel in association with activity.
8. Fees will be assessed and invoiced for requested services/equipment and use of department vehicles in association with production activity.

Additional Agencies

Georgia Department of Natural Resources

An issued Letter of Permission (LOP) from Georgia Department of Natural Resources is required for any activity on the beach and / or within the Shore Protection Jurisdictional Area (i.e. beach side parking lot areas, etc.) fifteen (15) business days prior to activity. The production is subject to cancellation if the LOP is not received by the City of Tybee Island prior to the noted deadline. Requests may be submitted at <http://coastalgadnr.org/sendemail>.

In the case of duplicate permits (i.e. application approval from the city and/or an issued LOP), the more restrictive provisions of any permit will control.

The city will notify DNR Enforcement when activity taking place conflicts with the issued LOP. Fines may apply.

Georgia Department of Transportation

The Georgia Department of Transportation shall be contacted when production activity impacts their jurisdiction. Contact information is available at <http://www.dot.ga.gov/AboutGDOT/Districts>.

Chatham County

Chatham County shall be contacted when production activity impacts their jurisdiction and / or the Pier and Pavilion located at Strand Avenue. Contact information is available at <http://www.chathamcounty.org/Home/Department-Contacts>.

Tybee Island Marine Science Center

Turtle nesting season on Tybee Island is May 1 through October 31. A conservation program of the Marine Science Center is the Tybee Sea Turtle Project. Volunteers with the Turtle Project protect and monitor the island's nesting sea turtles. Production representative shall coordinate with the Marine Science Center regarding proposed beach activity during turtle nesting season. Contact information is available at <http://www.tybeemarinescience.org/contact-us/>.

United States Coast Guard

The USCG shall be contacted at 912-786-5440 when production activity includes fireworks. Approval for such activity is required at least 135 days prior. This is in addition to approvals required by the City of Tybee Island with input from the Tybee Island Fire Department.

Residential / Commercial / Beach Areas

1. Production representative must provide written documentation confirming notification provided to merchants and / or residents prior to the Commercial Film Production Application being submitted for consideration of approval. Documentation shall include signatures of merchants notified when possible.
2. It is the responsibility of the production representative to negotiate compensation with residents and / or businesses when they are impacted directly by the activity.
3. Cast/crew may not trespass onto private property without consent. All personnel must remain within the boundaries of the property that has been permitted for filming.
4. Residents / Merchants shall never be prevented from access (street, driveway, and sidewalk) to their home / business as a result of film production, except for brief periods when scenes are being shot.
5. Public access to and on the beach shall not be restricted as a result of film production, except for brief periods when scenes are being shot.
6. Productions may not impede normal residential services such as garbage collection and street cleaning.
7. At no time may production disrupt regular mail service.

## SECTION 5: INFORMATION & PRODUCTION GUIDELINES CON'T.

8. Move-ins, move-outs and any related noisy activities of a production company shall occur only during the following periods: 7am – 8pm by city ordinance.
9. Late night and early morning filming between the hours outside of those in (8) will not be permitted unless permission is granted with the application based on the production representative providing required documentation of notification.
10. A production company will place on the sidewalk in the area of filming, an information sign advising the public of the name of the film and noting that they may be inconvenienced while walking through the area.

### Notifications

1. Productions that require completed notification and/ or signature documentation are strongly encouraged to begin notifying residents and / or merchants at least six weeks in advance. A sample of the documentation for distribution shall be included with the application at time of submittal. Complete documentation shall be provided to the Community Development Office no less than two (2) weeks prior to the start of a production with six (6) or more days of production activity and seven (7) days prior to the start of a production with five (5) or less days of production activity.
2. Notification shall include:
  - a. name of the production company
  - b. name of the production representative with contact phone number and email address
  - c. date(s) and time(s) the film company will be working in the area
  - d. a summary of the activity which will impact the area
  - e. map indicating areas for activity (including parking)
  - f. phone number of the city's Community Development Office
  - g. phone number of the Savannah Film Commission Office.
3. Production representative is required to provide notice by reasonable means available, including, but not limited to, cellular phone or other telephonic means, e-mail, fax, hand-delivery, mail or other traceable delivery service (i.e. FedEx, UPS, courier service or certified mail). Federal law prohibits distribution in mailboxes.
4. A map created by the production company must be included with the original notification letter upon delivery of the application to the Community Development Office. This map shall clearly identify distribution streets by name & block (i.e. 700 block), and indicate all addresses receiving notification.
5. In the instance of a failure to successfully deliver notification letters, the production representative must document to the Community Development Office as to the number of attempts at making contact and provide documented attempts using recognized methods (certified mail, etc.).
6. Production representative must inform all affected properties of any schedule changes made after distribution of original notification letters. At all times the Community Development Office reserves the right to require proof of notification as a condition of the permit.
7. No two productions are the same, and the city may require production company to meet additional requirements depending on the nature and scope of activity.

### Signage

1. Each vehicle belonging to the production company shall display proper identification on the dashboard including a contact person and telephone number.
2. Signage to direct cast/crew or any other production elements is permitted only by specific production company's permitted use and must be removed immediately upon completion of permitted activity. An invoice for costs incurred by the city for any removal of left signage will be forwarded to the production representative and must be satisfied before issuance of any further permits.
3. When filming occurs in a commercial area with limited passage on the right-of-way (including beach crossovers), the production company must provide proper wayfinding signage indicating businesses are open and provide an alternate route that will not negatively impact business activity.
4. When filming occurs where pedestrians who are not associated with the production will be present, the production company must provide proper wayfinding signage and off-duty officers shall be stationed throughout the set in order to direct pedestrians politely and safely through or around set.

Anti-Litter

1. If catering is done at a location, a method must be established for the removal of used cooking oils, gray water or any other solvents from the activity site. The production company will incur costs imposed by the city, county, and state if any solvents are left or discarded at the activity site.
2. Release of helium balloons and/or Chinese lanterns is prohibited on Tybee Island. It is very harmful to wildlife and is a violation of the city's littering ordinance.
3. All smoking refuse must be properly disposed of in marked 'butt-cans' or other specifically designated receptacles.
4. All debris in production activity area(s) must be contained at all times. The production company will be charged an hourly rate and dumping fee determined by the city if any debris is left and disposed of by the Public Works Department.

Amusement Rides

1. Separate from the insurance required by the City of Tybee Island, proof of insurance from the company providing amusement rides in conjunction with the production activity is required two weeks prior to use.

Financial

1. The production representative shall be financially responsible for any cleaning, replacement and repair to municipal property or its accompanying articles after completion of activity.
2. The production representative shall be financially responsible for extra personnel hours incurred by the city as a result of the aforementioned.
3. A deposit of 50% shall be made upon receipt of all estimated costs. Payments of invoices are due upon receipt.

Miscellaneous

1. No production activity which involves the use of explosives, pyrotechnics, fire, smoke-making machines or other special effects may be undertaken unless specifically approved in accordance with City Code 12.1 and the Department of Natural Resources.
2. Production company shall maintain minimal noise levels at all times and adhere to City Code 22-112. During filming activity, vehicle engines and generators shall be turned off as soon as possible, crew shall refrain from unnecessary shouting and production radio volumes shall be conducive to effective communication without being obtrusive to the surrounding neighborhood. If complaints of excessive noise levels occur, the production representative shall attempt to identify, correct and/or modify the noise source. Failure to do so shall result in immediate relocation of activity as appropriate.
3. When blockage of pedestrian right of way (including beach crossovers) is anticipated, production representative must submit a site plan showing exact locations and specified times of access restrictions with the application for approval.
4. ADA compliant crossovers must be used to safely cover all cables placed on streets and sidewalks.
5. Credits of all productions shall include the City of Tybee Island, Georgia as a production location.
6. The official logo of The City of Tybee Island shall be used in the credits of all productions. The logo may be obtained from the City of Tybee Island's Information Technology Department.
7. A statement referencing that permission for production activity was granted by the City of Tybee Island and, if applicable, Department of Natural Resources must be included in the credits to ensure the public is aware that specific activities (i.e. nongovernmental vehicles on the beach, open flames on the beach, etc.) are only permissible with prior authorization. Wording shall be agreed to upon prior to completion of activity.

Community Assistance

Tybee Island is proud of its community's spirit of giving and collaboration. We invite production companies who film on Tybee Island to contribute to the community's non-profit organizations as appropriate. We appreciate any efforts you make to assist our community in better understanding the production process. The Community Development Office can assist in facilitating appointments for members of cast or crew with the production to talk to students at our local school and meet with members of our community.

The City of Tybee Island makes every effort to improve the quality of life for our residents and merchants. Productions are encouraged to consider assisting in civic initiatives. If a production is capable of making lasting contributions to the community, the city will be happy to help facilitate these efforts.

Enforcement

1. A commercial film production permit may be revoked immediately by the City Manager when activities are believed to be endangering the public health, safety, welfare, and / or damaging property.
2. A commercial film production permit may be revoked within 24-hours of written notice from the City Manager noting a violation of activity not permitted.
3. A violation of the permitted activity, in accordance with this application, shall be considered a violation of the city code, enforceable as provided herein. Persons engaged in a production without approval, or otherwise in violation of the guidelines herein, shall be subject to enforcement by city police or Code Enforcement Officers, through the issuance of immediate cease and desist orders. Each violation shall constitute a separate offense for which a separate fine shall be imposed as follows:
  - a. For the first offense within a 12 month period a fine up to \$500;
  - b. For the second offense within a 12 month period a fine up to \$750;
  - c. For the third offense within a 12 month period and subsequent offenses a fine up to \$1,000.
4. The production company will be restricted from receiving a production permit for a six (6) month period of time when previous violations have occurred.
5. If there are repeat offenses by a production company and / or their representative, the City Manager may decline to review future production permits from such person or entity for one year, or such other period as the City Manager deems appropriate.

Moratoria

1. The City Manager or her / his designee has sole discretion to place a temporary moratorium on locations and neighborhoods that have experienced 'burn-out' as a result of previous high volume or large impact production activity based on the following criteria:
  - a. History of code violations;
  - b. Past history of the production company and/ or their representative;
  - c. Duration of the subject production;
  - d. Infrastructure and quality of life impacts (e.g. traffic interruptions);
  - e. Other impacts to adjacent property owners, including exceptional filming activities (e.g., fire effects, explosions, car crashes, aerial filming, etc.)

Revisions

The Mayor and City Council may adopt revisions to the Commercial Film Production Application. The City Manager may authorize amendments to the Commercial Film Production Application proposed by staff, and shall present such amendments to the Mayor and City Council for approval.

**SECTION 5: INFORMATION & PRODUCTION GUIDELINES CON'T.**

Indemnification / Insurance

1. The production representative must sign this Agreement at time of submitting application, which provides for certain indemnification and other legal requirements. Prior to the issuance of the production permit, the production company shall maintain, at its sole expense, public liability insurance covering all production activity taking place on / off city properties and resultant use thereof, naming the City of Tybee Island as an additional insured, in the amount of \$1 million. The Certificate of Insurance is required to be provided prior to the production beginning. Failure to provide insurance will result in the cancellation of production activity.
2. The company is responsible for obtaining necessary insurance as deemed appropriate by the property owner when private property is being utilized.
3. The production representative shall deliver to the Community Development Office a certificate or certificates of insurance, as specified above, evidencing the existence of public liability insurance in the minimum amounts described above. Each certificate shall provide that the city receive not less than thirty (30) days written notice of cancellation prior to such cancellation. In the event that such insurance is cancelled, expired or terminated, the production representative shall be required to obtain insurance immediately and furnish proof to the Community Development Office. If such valid insurance is not obtained within twenty-four (24) hours after cancellation or termination, the permit shall be revoked for the production and all associated activity shall cease. The production representative shall be responsible for submitting all certificates of insurance of its contractors and subcontractors.

**SECTION 6: ACCEPTANCE AND AGREEMENT**

**ACCEPTANCE AND AGREEMENT**

I, as the production representative of the commercial production company, do hereby agree to indemnify and hold harmless the City of Tybee Island, Georgia, its elected officials, officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with any production activity of the production representative, directors, officers, agents, servants, contractors, and subcontractors, including the occupancy or use of listed activity locations during the time period of said production.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the city relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the city in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the city's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

By providing my signature directly below, I agree to the above information and agree to comply with the information and guidelines specified in this document to ensure that public health and safety is not compromised during production activity, shall such be granted. In addition, I consent to the jurisdiction of the United States District Court for the Southern District of Georgia, the State and Superior Courts for Chatham County, the Municipal Court of the City of Tybee Island, and I agree that all disputes shall be resolved in one of these courts, and waive any objections to jurisdiction and venue.

Please print:

I, \_\_\_\_\_ (Production Representative), individually, and as authorized representative of \_\_\_\_\_  
\_\_\_\_\_ (Production Company), do hereby agree to the above terms by signing below.

Production Representative's Signature: \_\_\_\_\_

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

Production Producer's Signature: \_\_\_\_\_

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

**INTERNAL USE BELOW.**

Staff signatures for city departments listed below indicate the Commercial Film Production Application has been reviewed and department needs are accepted as requested. All signatures are required prior to application being submitted for City Council consideration.

<u>DEPARTMENT</u>	<u>SIGNATURE</u>	<u>DATE</u>
City Manager		
Community Development		
Finance		
Fire		
Parking		
Police		
Public Works		
Water & Sewer		

**COMMENTS:** \_\_\_\_\_

**ADMINISTRATIVE APPROVAL (as applicable):** City Manager and/or Assitant City Manager

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

<u>APPLICATION REVIEW VERIFICATION</u>	<u>DATE</u>
RECEIVED	
REVIEW DATE BY CITY OF TYBEE ISLAND REPRESENTATIVE	
SENT OUT FOR INTERNAL REVIEW	
FOLLOW UP REVIEW MEETING(S) WITH PRODUCTION REPRESENTATIVE	
MEETING WITH CITY DEPARTMENT HEADS & PRODUCTION REPRESENTATIVE	
CERTIFICATE OF INSURANCE RECEIVED	
LETTER OF PERMISSION RECEIVED	
RESIDENT NOTFICATION LETTER DISTRIBUTED	
LIST OF BUSINESSES, RESIDENTS, AND ANY OTHER REQUIRED NOTIFICATIONS RECEIVED	
CITY SERVICES REQUESTS ACCEPTED & CONFIRMED	
ANY ADDITIONAL REQUIREMENTS (LIST BELOW)	
ANTICIPATED MAYOR & CITY COUNCIL CONSIDERATION (AS APPLICABLE)	
DETERMINATION: APPROVAL / DENIAL	
ALL INVOICES FOR CITY SERVICES PAID	
CITY MANAGER APPROVAL	
FINAL APPROVED COPY SENT TO CITY DEPARTMENT HEADS & SAVANNAH REGIONAL FILM COMMISSION	