Permit Fees for Film, Television and Video

Applicants seeking a permit to film in the City of Kennesaw shall pay the required fees as shown in the fee schedule adopted by the City of Kennesaw Mayor & Council. 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 Kennesaw requires a $100 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 use 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 Kennesaw see substantial benefits:

A. 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 right-of-ways, and which involve fewer than two (2) motor vehicles

B. Productions for wholly charitable or educational (including student filming) purposes and from which no profit is derived, either directly or indirectly

C. Productions by city-sanctioned organizations

Fee	Cost
Application Processing Fee	$100 (non-refundable)
Street Closure Fee	$500 per day, per street
Intermittent Street Closure Fee	$250 per day, per street
Police Officer (Security)	$40 per hour, per officer
Police Officer (Alcohol Event)	$45 per hour, per officer
Police Officer (Traffic)	$50 per hour, per officer
City Parks	$300 per day
City Cemetery	$250 per day
Ben Robertson Community Center	$300 per day
Historic Train Depot	$250 per day
The Community House	$250 per day
Southern Museum	$2,000 (minimum) per day
Smith-Gilbert Gardens	$2,500 (minimum) per day

City of Kennesaw, GA

Honoring Our Heritage - Forging Our Future

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, GA 30144

City of Kennesaw Application for Filming Permit

City Manager's Office
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144

770-424-8274

Company _____ Film Name _____

Address _____

Contact Name _____ Office Phone _____

Mobile Phone _____ Email _____

Type: ☐ Feature Film ☐ TV Movie ☐ TV Series ☐ Commercial ☐ Other _____

Location _____

_____

Film date(s) _____ Hours _____

Prep/wrap outside of listed time? ☐ Yes ☐ No (If yes, please list hours in additional information.)

In case of inclement weather or other emergency, please list a secondary film date: _____

Please describe scene _____

_____

Number of: Cast _____ Crew _____ Extras _____

Street Closure Location _____

_____

Equipment Parking Location _____

Base Camp Location _____

Catering Truck Location _____

Crew Parking Location _____

Extras' Parking Location_____

Other On-Street Parking Location _____

Police Officers: Date _____ Number of _____ Hours: _____ to _____ □ Security □ Alcohol □ Traffic

Date _____ Number of _____ Hours: _____ to _____ □ Security □ Alcohol □ Traffic

Vehicular Traffic Control Requested at (location) _____

Pedestrian Traffic Control Requested at (location) _____

Special Equipment and Placement Location _____

Special Situations/Effects (stunts, animals, gunfire, noise, etc.) _____

_____

Special Requests _____

_____

Additional Information (include any prep and wrap activities, times, parking, etc.) _____

_____

_____

_____

_____

OFFICE USE ONLY				
Permits	Description	Fees	Date Received	Receipt #
Application Fee		$100.00		
Use of City Property				
City Services				
City Services				
City Services				
Other				
Other				
Total				

Memorandum of Understanding

DATE _____

RE: _____

THIS MEMORANDUM OF UNDERSTANDING will confirm the general terms of agreement between the City of Kennesaw, Georgia ("Kennesaw") and_____ ("Producer") concerning the services to be offered by Kennesaw for the filming of a commercial, subject to Producer securing financing for the filming of the commercial and the approval by Kennesaw of all terms in a more formal agreement by the parties.

1. Services: Kennesaw would provide Producer use of the _____, for _____ (date) or other mutually agreeable dates, for use as a location for the commercial. Kennesaw will have the right to open the _____ during filming.

2. Compensation: Producer will pay Kennesaw a rental fee of $_____ for these services, with a non-refundable deposit of $_____ due at signing of the location agreement, but no later than _____. Producer will pay for all additional costs, including but not limited to security, off-duty police personnel for traffic control during shooting, salaries of Kennesaw staff members needed on site during shooting, relocation and restoration costs, and portable restrooms.

3. Insurance: Producer will provide liability insurance in an amount of no less than $2,000,000.00 (Two Million Dollars). Producer shall provide additional insurance for any drone used in the production. Producer shall indemnify Kennesaw for any claims or causes of action and will provide a damage deposit of $10,000.00 (Ten Thousand Dollars).

4. Credit: Kennesaw shall receive credit in the end titles as follows: "Special Thanks to the City of Kennesaw, Georgia, and the _____" or words to that effect.

5. Use of _____: All other matters concerning the use of _____, including but not limited to the number and types of vehicles on the premises, construction of sets, noise and lights during night shoots, and access and changes to physical spaces on the premises or in any structure thereon, shall be negotiated in good faith and incorporated into the final agreement between the parties.

It is the intent of the parties to enter into a more formal agreement. In the absence of such a formal agreement, Kennesaw may terminate this Memorandum of Understanding in its sole discretion with no penalty or further obligation to Producer. A facsimile signature shall be treated as though it were an original. This Memorandum of Understanding shall be interpreted pursuant to the laws of the State of Georgia and may only be amended by a writing signed by the parties.

Name: _____
By and For: The City of Kennesaw, GA

Name: _____
By and For: _____ (Producer)