



Filming in Covington georgia

Film Packet includes:

- **FEE SCHEDULE**
- **PERMIT APPLICATION**
- **CONTACT LIST**



COVINGTON
georgia



FEES FOR FILM, TELEVISION AND VIDEO

Applicants seeking a permit to film in the City of Covington shall pay the required fees as shown in the fee schedule adopted by the City of Covington and its elected officials. 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 Covington requires a \$200 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 the usage 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 Covington see substantial benefits:

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

FEE	COST
Application Processing Fee	\$200(non-refundable)
Single Street Road Closure - No Police	\$100
Single Street Road Closure - With Police	\$200
Full Square Closure - No Police	\$300
Full Square Closure - With Police	\$1,000
Electrical Service Fee	\$150
Number of Additional Police Officers	\$50 per hour per officer
Fire Fighters	\$40 per hour per firefighter
Legion Field	
Pavilion	\$300, \$150 deposit
Field	\$500, \$300 deposit
Fair Building	\$850, \$250 deposit
Restrooms	\$150, \$100 deposit





City of Covington FILM AND TELEVISION PRODUCTION PERMIT APPLICATION

Thank you for your interest in filming in Covington, Ga. We respect the contributions that filming has provided to our city.

Please complete the following application to receive a film and television permit. A permit is required for any filming activity taking place within Covington, GA whether on public or private property.

Please fill in all of the blanks, using "none" or "not applicable" where necessary. Return a completed copy of this application, along with a detailed map of proposed street closures and all other required documentation to DJ Waller, 1143 Oak St SE, Covington, GA 30014 or by email at djwaller@cityofcovington.org at least 10 business days before the filming activity takes place. Early application submission is recommended, as all permits are issued on a first-come, first-served basis.

Contact Information

Production Company	Project Title	Type of Production <small>(e.g. Feature Film, TV Series, Commercial, etc.)</small>
Permanent Company Address		Business Telephone
Email	Name and Title of Location Contact	Cell Phone Number
Local Company Address		Alternate Phone Number

Project Information

City of Covington Filming Locations (Name and Full Address)			
Film Date(s) Prep: Shoot: Wrap:	Time(s)	Inclement Weather Alternative Date	
Number in Crew	Number in Cast	Number of Extras	

Vehicles and Parking

Describe proposed parking staging area including base camp, crew parking and equipment placement. Include all public parking areas to be occupied by production vehicles.

Insurance

General Liability Insurance Carrier Name	Telephone Number
Automotive Liability Insurance Carrier Name	Telephone Number
Worker's Comp and Employer's Liability Insurance Carrier Name	Telephone Number

All productions are required to provide a certificate of liability insurance three days prior to filming. All applications must include certificates of insurance for at least the following amounts: general liability - \$1,000,000 per occurrence, \$2,000,000 aggregate limit; automotive liability - \$1,000,000, and worker 's comp and employer's liability - \$500,000 per incident.

Amplified Sound

Do you plan to use amplified sound? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Sound Equipment to be Used
Types of Sounds to be Amplified	
Start Time of Sound	End Time of Sound

Noise Ordinance Requirements

**Maximum Permissible Sound Levels
By Receiving Land Use Category**

Land Use Category	Times	Sounds Level Level (dB(A))
Residential, noise-sensitive area, public space	7:00 a.m.—10:00 p.m.	60
	10:00 p.m.—7:00 a.m.	55
Multifamily dwelling	7:00 a.m.—10:00 p.m.	50
	10:00 p.m.—7:00 a.m.	45
Commercial	7:00 a.m.—10:00 p.m.	65
	10:00 p.m.—7:00 a.m.	60
Industrial	At all times	75

Special Effects (The following activities may require a special permit)

Check all that apply <input type="checkbox"/> Aerial <input type="checkbox"/> Animals <input type="checkbox"/> Construction <input type="checkbox"/> Explosions <input type="checkbox"/> Open Campfire <input type="checkbox"/> Propane <input type="checkbox"/> Tent <input type="checkbox"/> Pyrotechnics		<input type="checkbox"/> Candles <input type="checkbox"/> Fire Effects <input type="checkbox"/> Sparks Cooking on Site	<input type="checkbox"/> Gunfire <input type="checkbox"/> Stunt <input type="checkbox"/> Other (Explain)
Location(s) of Special Effects	Pyro technician Name & License Number & Contact Information		
Lighting Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe _____			

Water Activity

Describe proposed water use and water activities.

Traffic Engineering

Check All That Apply <input type="checkbox"/> Lane Closure <input type="checkbox"/> Full Street Closure <input type="checkbox"/> Sidewalk Closure		
Location(s) of Closure		
Date(s) of Closure	Start Time(s) of Closure	End Time(s) of Closure

For full street closures, all affected residents must be contacted in writing, notifying them of your filming activities. City of Covington Police must be on site, at the production company's expense, during all road closure activities. Emergency vehicle access must be maintained at all times. Upon completion of work, all city of Covington right-of-way must be left in pre-permit condition

Security Plan

Description of shoot (be as detailed as possible)	
Location(s) / Route (if there are any moving components)	
Security Plan Summary (Attach Plan of Action or briefly describe security plan to include, but not limited to crowd control, internal security and venue safety)	
Number of Officers Hired (POST-Certified off-duty law enforcement personnel only)	
Agencies Represented by Off-Duty Officers	
Lead Officer's Name	Telephone Number
Traffic Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>	Crowd Control Fixed <input type="checkbox"/> Mobile <input type="checkbox"/>
Number of Barricades Required (provided by Applicant)	
Additional Private Security?	Company Contact Name Telephone Number

Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Covington Police based upon public safety and security considerations. These officers must have the jurisdictional authority to enforce City ordinances and State law.

Park and Recreation Resources

Filming on Park Department property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Specific Location(s)	
Date(s) of Filming	Start Time	End Time

Film and Television Production Permit Guidelines

The following items must be submitted with your application for a City of Covington Production Permit:

1. Certificate of insurance coverage for general liability, automotive liability and worker's comp and employer's liability.
2. A check made payable to the City of Covington in the amount of \$200.00 for the general Film and Television Production Permit.
3. A check made payable to the City of Covington for any additional fees, if applicable.

Return the completed application and additional required information in person to Covington City Hall; or by mail attention DJ Waller to 1143 Oak St SE, Covington, GA 30014, or by email at djwaller@cityofcovington.org. This application must be received by the city no later than 10 days before filming.

Terms and Conditions

The applicant must agree to all of the terms and conditions set forth in the permit, including without limitation compliance with the following rules:

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions hereof as well as all Federal and State laws and City of Covington ordinances.
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of any City of Covington property.
3. The undersigned acknowledges that the City of Covington assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the application form is true and correct.
5. All applicants must submit a security plan that is approved by the City of Covington and/or City of Covington Fire Services or his/her designee. Based upon the circumstances of the shoot, the applicant may be required to hire off-duty POST-certified police officers as determined and directed by the City of Covington Police based solely upon public safety considerations. These officers must have the jurisdictional authority to enforce city ordinances and State law.
6. Any and all change requests must be received at least one business day prior to the shoot.
7. The applicant must obtain insurance coverage for the shoot.
8. If permission is granted by the city, a written permit will be issued including time, date and location of filming and acceptable activities within the scope of the permit.

Company Name:

By: _____
(Name and Title) (Authorized Company Signature)

COVINGTON FILMING CONTACTS

City of Covington	Contact	Phone	Email
Film Liaison	DJ Waller	678-212-6458	djwaller@cityofcovington.org
Police/ITC	Ken Malcom	770-833-7251	Ken.Malcom@covingtonpolice.com
Fire Marshall/ FSO's	Joe Doss	770-385-2162	jdoss@cityofcovington.com
Water Meter	Tim Smith	770-385-2137	tjsmith@cityofcovington.org
Electric/Lights	Joel Smith	770-385-2181	jsmith@cityofcovington.org
Streets/Roads	John Hendrix	770-385-2189	jhendrix@cityofcovington.org
Payment	Customer Service	770-385-2000	fcamp@cityofcovington.org
Locations	Contact	Phone	Email
Academy Springs Park	DJ Waller	678-212-6458	djwaller@cityofcovington.org
Historic Courthouse	Latonja Hamp	678-625-1225	lhamp@co.newton.ga.us
Gaither's Plantation	Latonja Hamp	678-625-1225	lhamp@co.newton.ga.us
Southview Cemetery	Luther Bouchillon	770-385-2131	lbouchillon@cityofcovington.org
Legion Field	Randy Conner	678-459-7714	Rconner@cityofcovington.org
Misc.	Contact	Phone	Email
National EMS	Huey Atkins	770-922-9578 x217	hatkins@nationalems.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. City of Covington, GA</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 2194 Emory St., NW</p> <p>6 City, state, and ZIP code Covington, Georgia 30014</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	<p>Social security number</p> <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										
	<p>OR</p> <p>Employer identification number</p> <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">1</td> </tr> </table>	5	8		6	0	0	5	5	1	
5	8		6	0	0	5	5	1			

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ Randy Smith</p>	<p>Date ▶ 10/1/2021</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.