



## THE CITY OF GARDEN CITY

Thank you for choosing the Garden City for your film and production location needs! Garden City is a bedroom community to the City of Savannah located northwest of the center of Chatham County. It is bordered to the southeast by the City of Savannah, to the west by the city of Pooler, and to the north by the city of Port Wentworth. Garden City has a total area of 14.3 square miles of which 13.7 square miles is land and .62 square miles, or 4.35 percent, is water. Established in, Garden City has both a residential, industrial, and commercial presence attributed to the Georgia Ports Authority – Garden City Terminal bordering the City to the east while also boasting beautiful scenic marshes to its south.

For more on permitting please contact:

Jackie Jackson  
Special Projects  
Garden City, City Hall  
100 Central Avenue  
Garden City, Georgia 31405  
[JJackson@gardencity-ga.gov](mailto:JJackson@gardencity-ga.gov)  
(912) 963-2768

### Permit Requirements

The Garden City Film Coordinator and Department of Planning and Economic Development Department is responsible for issuing permits in Garden City. A permit is required for any production activity which will have an impact on public property in Garden City. Additional permits may be required from other government agencies such as the Georgia Department of Transportation (GDOT) or the Georgia Department of Natural Resources.

The Department of Planning and Economic Development Department require a pre-production meeting between a production's Location Manager or another production representative. A listing of all anticipated locations with tentative dates should be reviewed as soon as possible, as the Planning and Economic Development Department may know of possible conflicts with City services, local events and festivals, or other filming activities. Additional meetings may be required with the Garden City Police Department, Public Works, or other City departments.

After registering with the Savannah Area Film Office through their Project Registration Form, each filming location should notify and obtain approval via the Garden City Film Permit Application.

Garden City Production Permit Application can be found on the Department of Planning and Economic Development page here: <http://www.gardencity-ga.gov/film>

Please submit all forms, a minimum of ten working days before any filming activity is to take place. Earlier submittal of an application is recommended and may be required, as all permits are issued on a first-come, first-served basis, and the logistical complexity of the project may affect time needed for approval.

Failure of the production company to comply with the Garden City Filming guidelines and conditions set forth in each permit, or the use of any location not specified in the permit, shall give Garden City grounds to revoke the permit or take other restrictive actions as necessary.

### **Insurance**

Type of Insurance Required: Commercial General Liability, naming “The City of Garden City” as an additional insured.

Minimum Limits (per occurrence): \$2,000,000

Evidence of Insurance: Evidence of Insurance must be submitted before a permit can be effective. Insurance Certificate addressed as follows:

Certificate Holder:       The City of Garden City  
                                  c/o Jackie Jackson  
                                  100 Central Avenue  
                                  Garden City, Georgia 31405

Please have your insurance agent or broker submit your insurance electronically via email to [JJackson@gardencity-ga.gov](mailto:JJackson@gardencity-ga.gov).

### **Notification of Affected Businesses and Residents**

The production company is responsible for notifying all businesses and residents affected by the filming activity as per Garden City’s guidelines. Notification shall take place following the City’s review of the application and no less than five business days prior to the planned activity.

Garden City reserves the right to deny or revoke permits where insufficient time has been allowed for proper notification, or when the notification process has been improperly applied.

### **Traffic Control, Street Closures, Parking, and City Events**

For traffic control, street closures, parking, and event schedule, please refer to the Garden City Guidelines.

### **Fees**

There are specific fees for film permits, services, and the use of facilities issued through Garden City and detailed in the City’s Fee Schedule which can be found here:

<http://www.gardencity-ga.gov/index.aspx?page=241> as well as within the permit application: <http://www.gardencity-ga.gov/film> All fees are subject to change.

If there are any questions regarding Garden City's permitting, please contact the Film Coordinator at (912) 963-2768.

### **Student Production and Filming**

Student filmmakers must abide by Garden City's guidelines for permitting and must fill out a filming permit application no later than 10 business days before filming as well as complete and sign the Student Filming Acknowledgment Documentation.

### **Student Projects**

Student projects are subject to the same rules and permit requirements as professional productions. All filming guidelines can be found on the City's Planning and Economic Development page: <http://www.gardencity-ga.gov/film> Students should fill out the professional Production Application Form as well as sign the Student Filming Acknowledgment document. Please note that permits must be picked up during business hours. Student productions MUST have a hard copy version of their signed permit at all times while on location.

### **Insurance**

Some schools provide insurance coverage and some do not. If your school does not, you may be required to procure coverage.

### **Fees**

Garden City may charge for certain services such as police, ITC, parking, etc. Please contact the City for direct answers.

### **Private Property**

The use of private property requires the permission of the property owner. Film permits do not grant access to any private property. However, there are certain activities that require permits even when they occur on private property. These include stunts, special effects, excessive noise, and certain activities that are visible to the public.

### **Notification**

Your permit may require you to provide notification to the residence and businesses near the location. This must be completed at least 5 business days before the shoot. Please use the Notification Letter template that the City will provide you. Failure to notify as described in the permit is a violation.

### **Permits**

If you are a student, please complete and submit a Permit Application as well the Student Filming Acknowledgment document. For the most direct answers to your questions, please contact Jackie Jackson, Garden City's Film Coordinator, and Special Projects Coordinator at [JJackson@gardencity-ga.gov](mailto:JJackson@gardencity-ga.gov) or (912) 963-2768.



GARDEN CITY FILM PERMIT APPLICATION
100 Central Avenue Garden City, Georgia 31405

PERMIT NUMBER:

GARDEN CITY

ACCEPTANCE OF PAYMENT BY GARDEN CITY DOES NOT CONSTITUTE FINAL APPROVAL OF THE FILMING PERMIT. THIS APPLICATION IS SUBJECT TO ALL NECESSARY APPROVALS. SAID PERMIT FEE SHALL BE REFUNDED IN THE EVENT THAT FINAL APPROVAL IS NOT GRANTED.

Application Fee for All Non-Student Filming: \$25.00 (non-refundable)

Prior to submitting this application, you must first complete the Project Registration Form with the Savannah Area Film Office.

Date:

Applicant Name Position/Role

Applicant's Phone Email

Project Title Production Type (Circle): Video Still Photography Student Project

Company Name Company Phone

Company Address City State Zip

Local Production Office Address City State Zip

Local Production Office Phone Number

PRODUCTION CONTACT:

Producer/Unit Production Manager (UPM) Name Producer/UPM Phone No.

Producer / UPM Email Location Manager Email

Location Manager Name Location Manager Phone No.

LOCATIONS/ACTIVITIES:

How Many Locations? List All Locations on Back Page (Ex: 5 Davis Avenue and sidewalk, Bazemore Park) & attach map

Filming Date(s) Start & Wrap Time(s)

Total Number of crew and cast to be present at this location Will you need parking? If yes, provide parking plan

Will you be using any special equipment? Detail on back Will you need ITC or pedestrian control? Detail on back

Do you have any specific Police requests? If yes, attach Police requirements Will there be stunts? If yes, provide detail on back

Do you have a stunt coordinator? Will there be special effects or pyrotechnics? Detail on back \*\* This activity constitutes high impact filming and may require a fire plan.

Do you have a special effects coordinator? Will there be simulated violence or weapons? Detail on back

Will you be using animals or aircraft? If yes, provide detail on back Will you have a safety coordinator on site? A copy of the safety plan is required

Provide a detailed map showing ALL requested needs (i.e. working truck parking, crew parking, basecamp, set, etc.)

SIGNATURE TITLE DATE

INTERNAL OFFICE USE ONLY

Table with 4 columns: Department Name, Department Fee Amount, Approved/Reviewed By, Date. Rows include Police, Fire, Public Works, Parks & Recreation, Planning/ Zoning/Fire Marshall.

PAYMENT:

- Cash
Credit Card
Check #

TOTAL FEES DUE: \$

**Additional Information and Comments:**

**General Inquiries:**

Jackie Jackson; Special Projects  
100 Central Avenue  
Garden City, Georgia 31405  
[JJackson@gardencity-ga.gov](mailto:JJackson@gardencity-ga.gov)  
Phone: (912) 963-2768  
Fax: (912) 966-7792

**Permit Submittal Inquiries:**

Tonya Roper; Department of Planning  
and Economic Development  
100 Central Avenue  
Garden City, Georgia 31405

**Police and Traffic Assistance Inquiries:**

Lt. Brian Hood; Administrative Division Commander  
Garden City Police Department  
100 Central Ave  
Garden City, GA 31405  
[hood@gardencity-ga.gov](mailto:hood@gardencity-ga.gov)  
Phone: (912) 963-2703  
Fax: (912) 966-7785

**Legal Acknowledgement:**

1. As a condition for the issuance of any permit to film on Garden City property, City right-of-way, or the use of Garden City vehicles or equipment, the Applicant agrees to supply the City with good proof of commercial general liability insurance in the amount of \$2,000,000.00 combined single limits per occurrence, prior to obtaining the permit. A copy of an endorsement to the insurance policy naming the City as an additional insured must be attached to the proof of insurance. Applicant may also be required to pay a security deposit to ensure that all public property is returned to its pre-filming condition.
2. The Applicant agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the filming event. Payment will be made prior to the issuance of the permit. If cancellation is necessary and notice to the City is given within 48 hours, fees for City support services will be refunded.
3. The Applicant agrees to defend, indemnify, and save harmless the City, its appointed and elected officials and employees from and against all loss or expense, including but not limited to judgments, settlements, attorney fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officials or employees, for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use therefrom, arising out of any activity under or in connection with the subject filming event, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed or elected officials or employees.
4. The Applicant has received and read the City's Motion Picture, Television, and Photographic Productions ordinance in Chapter 12 of the City Code, and stipulates herein that it will conduct its filming activities accordingly.

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_



Garden City Film Coordinator/Special Projects  
Jackie Jackson  
100 Central Avenue  
Garden City, Georgia 31405  
[JJackson@gardencity-ga.gov](mailto:JJackson@gardencity-ga.gov)  
912-963-2768

## **STUDENT PRODUCTION AND FILMING ACKNOWLEDGEMENT**

### **Student Projects**

Student projects are subject to the same rules and requirements as professional productions. All filming guidelines can be found on the City's Planning and Economic Development page <http://www.gardencity-ga.gov/film>. Students should fill out the professional Film Application form as well as sign the Student Filming Acknowledgment document.

### **Notification**

Notification letters are required for all productions filming on location. Surrounding residences and businesses must be notified a minimum of five business days before the shoot. Failure to notify is a violation, and can result in revocation of your permit and halt your production.

### **Private Property**

The use of private property requires the permission of the property owner through a signed location agreement. Tenants must give permission in addition to the property owner. Film permits do not grant access to any private property. However, there are certain activities that require permits even when they occur on private property. These include stunts, special effects, excessive noise, and certain activities that are visible to the public.

### **Permits**

A permit is required for any production filming on public property. Students must submit a Film Application as well as sign the Student Filming Acknowledgment with Garden City. Late or incomplete applications will not be accepted.

Submission of a Permit Application does not guarantee approval. Please note that permits must be picked up during business hours. Student productions MUST have a hard copy version of their signed permit at all times while on location.

### **Street Closures and Parking**

Intermittent Traffic Control (ITC) and street closures require police officer(s) and must be included in the permit. Equipment trucks and large vehicles must be legally parked or reserved parking must be specified in the permit and application. It is crucial to submit a complete permit application in order to allow enough time for requests and internal staff review. Police requests are not guaranteed.

### **Fees**

Garden City may charge for certain services such as police, and parking however the \$25 Application Permit Fee is waived for students. Please refer to the application and fee schedule <http://www.gardencity-ga.gov/film> for fee details.

Please note, this is not a complete list of guidelines.  
Please visit <http://www.gardencity-ga.gov/film> for more details.

I, \_\_\_\_\_, a student of \_\_\_\_\_ have read and agree to the above rules & regulations of student filming in the Garden City area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Example Neighborhood Notification Letter

# TITLE OF PRODUCTION

(Date)

Dear area neighbors and businesses,

Introduction of yourself/role and the name of the production you are working on. Explanation/Short Synopsis as allowed by the production company.

We will be filming at (location) on (date) from approximately (start time) to (end time).  
We will be filming (interior or exterior) scenes.

Also describe when you are prepping a location and striking a location. Include dates and times with this as well.

**Restricted Parking will be on the following streets:**

**Prep Day – Date**

- West side of Davis Street between W Burberry St and W Roger St

**Film Day – Date**

- West side of Davis Street between W Burberry St and W Roger St

**Wrap Day – Date**

- West side of Davis Street between W Burberry St and W Roger St

Our crew will consist of (number of people) people. Explain where the crew cars and base camp will be located. “Nearby on Private Property” is considered an acceptable explanation.

Closing paragraph comments, for example please know that the production is a guest and that you should be mindful of surrounding businesses and residences.

If you have any questions, please call or email me at any time.

Thank you,

Name

Location Manager

*Title of Production*

Phone Number

Email Address



# City Filming and Production Ordinance

## **GARDEN CITY, GEORGIA ORDINANCE: Chapter 12 - MOTION PICTURE, TELEVISION, AND PHOTOGRAPHIC PRODUCTIONS**

### Sec. 12-1. - Definitions.

For purposes of this chapter, the following terms, phrases, words and their derivations shall have the meaning given below:

*Motion picture, television and photographic production* shall mean all activity attendant to staging or shooting (video-taping or filming) commercial motion pictures, television shows, programs or commercials, and to the taking of single or multiple photographs for sale or use for a commercial purpose where the photographer sets up stationary equipment on public or private property or the public right-of-way, in any one location for longer than five consecutive minutes.

*Low impact film activities:* In general, low impact film activities are defined as those which:

- Allow uninterrupted flow of pedestrian traffic;
- Hold vehicular traffic for no more than one minute intervals;
- Have minimal impact on normal business activities;
- Provide parking for cast, crew, extras and other nonessential vehicles in off-street lots, as well as an alternate parking for those displaced from these lots;
- Provide a private holding area for extras; and
- Conduct prep and wrap activities in accordance with the above.

*High impact film activities:* In general, high impact film activities are those that fall outside two or more of the criteria for a low impact activity. Additional criteria that classify a film activity as high impact include:

- High speed chases or crashes;
- Use of pyrotechnics or explosives; or
- Use of aircraft.

*Garden City film coordinator* shall mean the employee designated by the city council to work with and be the city's point of contact with media productions, and to assist in coordinating the permitting or authorization process for the city.

(Ord. No. 2016-6, § 1, 7-18-16)

### Sec. 12-2. - Notification and permit or authorization required.

- (a) No person shall use any public right-of-way, or and public property or facility for the purpose of producing, taking or making any commercial motion picture, television or photographic production as defined in Code section 12-1 without notification to the City and a permit issued pursuant to the provisions of this chapter.
- (b) No person shall use any private property, facility or residence for the purpose of producing, taking or making any commercial motion picture, television or photographic production as defined in Code section 12-1 without notification to the city and authorization issued pursuant to the provisions of this chapter.
- (c) No such permit or authorization shall be transferrable.
- (d) The requirement that a permit or authorization shall be obtained is in addition to any other permits or licenses required by the state, this Code, city council or any department, board, agency or commission of the city.

(Ord. No. 2016-6, § 1, 7-18-16)

### Sec. 12-3. - Exemptions.

The provisions of this chapter shall not apply to the following:

- (1) Current news productions, which includes reporters, photographers or camera personnel in the employment of a newspaper, new service, broadcasting station of similar entity engaged in the broadcasting of a news event.
- (2) Productions which are conducted by the city or other governmental agencies as approved by the city council.
- (3) Productions which are conducted within legally established commercial motion picture/television/still photography studios.
- (4) Student filming.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-4. - Application.

Any person desiring a permit or authorization under the provisions of this chapter shall make application on forms provided by the city film coordinator at least ten business days prior to any filming activity taking place. The form must be signed and accompanied by all required fees, deposits, hold harmless agreements and insurance certificates required by this chapter before it will be processed. If the application satisfies the criteria of this chapter, the permit or authorization shall be issued within ten business days of submittal.

At a minimum, applicant shall provide the following information:

- (1) Applicant's contact information, including the name and phone number for a 24-hour contact person.
- (2) Project information including the filming locations, dates, and times.
- (3) Description of proposed parking arrangements for vehicles and equipment.
- (4) Description of the type of sound equipment to be used and the timing of the use of such equipment.
- (5) Information on any special effects to be used. A fire plan and watch may be required by the city fire department.
- (6) Details of planned lane or road closures, including required detours and traffic control plans. Emergency vehicles access shall be maintained at all times. Road closures require off-duty city police department, at the production company's expense.
- (7) Applicant's security plan. If necessary to address public safety considerations, applicant may be required to hire off-duty city police officers as determined and directed by the city police chief.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-5. - Fees.

Each application shall be accompanied by fees in accordance with a fee schedule approved by the city council. The fee schedule shall be based upon the size of the production and the actual costs likely to be imposed on the city by same, and shall not be applied as a revenue raising tool.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-6. - Permit deposit for filming events on public property.

In cases where the motion picture, television, and photographic production takes place on public property, the city film coordinator may also develop a clean-up and security deposit schedule based upon the size of the production, as approved by the city council. The deposit schedule shall be reasonably related to the clean-up and restoration costs for the filming event. The city film coordinator may adjust the security deposit required of an applicant based upon past violations of permits or past violations of this chapter by the applicant or the entity represented by the applicant.

If the permittee fails to clean and return all public property to its previous condition within 24 hours of the scheduled conclusion of the filming event or within such other time established by the permit, and if the city performs the clean-up or otherwise incurs costs related to repairing or restoring any area damaged or disrupted as a result of the filming event as provided by Code section 12-13, the permit deposit shall be forfeited to the extent of such costs. Where applicable, all deposits or deposit balances shall be returned to the permittee within seven days after the scheduled conclusion of the filming event.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-7. - Issuance of permit or authorization; conditions.

- (a) The city film coordinator, or designee, shall issue a permit or authorization as provided for in this chapter when, from a consideration of the application, and from such other information as may be otherwise obtained, the coordinator, after consultation with the city police department, city fire department, public works department, and building and zoning department, finds that:
  - (1) The conduct of such activity will not unduly interfere with traffic or pedestrian movement or endanger public safety and no streets will be completely closed to traffic for an unreasonable period of time.
  - (2) The conduct of such activity will not unduly interfere with normal government or city operations, threaten to result in damage or detriment to public property, or result in the city incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant.
  - (3) The conduct of such activity will not constitute a fire hazard or any other type of hazard and all safety precautions will be taken as determined by the heads of the aforementioned departments or their designees.

- (b) The application for authorization or permit issuance permit may be denied if:
  - (1) The applicant has knowingly made a false, misleading or fraudulent statement in the permit application or in any supporting document.
  - (2) The applicant applying lacks authority to represent the entity for which application is made.
  - (3) A permit has been granted to an earlier applicant for the same time and place.
  - (4) The applicant or entity represented by the applicant has on prior occasions violated permitting ordinances in connection with events of a substantially similar nature.
  - (5) The Applicant or entity represented by the applicant has on prior occasions damaged city property in connection with events of a substantially similar nature and has not paid for the damages.
- (c) Within ten business days after an application is filed, the city film coordinator shall approve, conditionally approve, or deny the application. If the application is denied or approved with special conditions, the reasons for the denial or the special conditions shall be stated in the decision. The decision of the coordinator shall be final unless appealed in writing to the city manager within five business days of the applicant's receipt of the decision. The appeal shall set forth fully the grounds thereof. The city manager will render a decision affirming or revoking the coordinator's decision with respect to the denial of a permit or authorization, or affirming, modifying, or waiving the coordinator's conditions of approval, all within two business days of the appeal. The decision of the city manager will be final.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-8. - Costs of additional services.

If deemed necessary, additional law enforcement, code enforcement, fire and other city services shall be required for the purpose of protecting, assisting and regulating the proposed activity. The costs of providing such additional services shall be paid in advance to the city by the applicant.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-9. - Insurance and hold harmless agreement required.

All applicants shall agree, as a condition to the city's issuance of a permit or granting of authorization, to maintain such insurance coverage as required by the city for any permit to film on city property, city right-of-way, or the use of city vehicles or equipment. Such insurance coverage requirements will be provided to applicant prior to the issuance of a permit or authorization. All insurance shall be provided by an insurer acceptable to the city.

In addition, all applicants shall execute a hold harmless agreement as provided by the city prior to the issuance of any permit or authorization. Said agreement shall hold the city harmless and shall indemnify the city, as well as its officials and employees, from any and all claims or lawsuits for the personal injury or property damage arising from or in any way connected to the event, except for any claims arising solely out of the grossly negligent acts of the city, its officials and employees.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-10. - Conditions; restrictions.

- (a) Applicant shall maintain a copy of the permit or authorization on-site at all times.
- (b) Applicant shall comply with any and all conditions or restrictions the city may impose as a condition of issuing a permit or authorization. No changes in conditions or restrictions shall be made without first obtaining written approval of the city film coordinator.
- (c) Permittee shall have nonexclusive use of garden city facilities unless otherwise granted in writing.
- (d) Garden City and its agents are not responsible for disturbances caused during film activities.
- (e) Filming in residential areas.
  - (1) Filming shall be conducted between the hours of 7:00 a.m. and midnight. All set up, filming and take down shall occur during these hours unless all residents within 200 linear feet of the filming are notified and compensated by the applicant at a rate of \$50.00 per day of film activity. No exceptional activities such as pyrotechnics or explosions shall be conducted between midnight and 7:00 a.m.
  - (2) Impacted residents shall be notified of any road closures and shall be compensated by applicant at a rate of \$100.00 per day for their inconvenience.
- (f) Filming in business areas.
  - (1) If customer access to a business is directly impeded during business hours, the business owner shall be compensated by applicant at a maximum rate of \$200.00 per day for filming activity, including set up, filming and take down.
  - (2) If a business is otherwise affected by the filming, compensation will be decided between the filming company and the business owner.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-11. - Revocation of permit or authorization.

All permits or authorizations issued pursuant to this chapter are temporary and do not vest any permanent rights. Upon the occurrence of (1) any violation of one or more of the requirements of this chapter, (2) a violation of one or more of the terms and conditions of a permit or authorization issued hereunder, or (3) events which would have served as a basis for denying a permit under Code section 12-7, the permit or authorization may be summarily revoked by the city film coordinator or his designee. The permit or authorization may be revoked at any time prior to the filming event. Upon revocation of the permit or authorization, the permittee shall immediately terminate the filming event and provide for the orderly and immediate dispersal of those in attendance.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-12. - Inspections, right of entry.

The city film coordinator, or his authorized agents or representatives, shall have the power to enter a filming event upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this chapter or the terms and conditions imposed pursuant thereto.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-13. - Cleanup/restoration.

- (a) For filming on city owned property, permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use, maintenance of the area and cleanup of trash and debris. The areas used shall be cleaned of trash and debris to the city's satisfaction within 24 hours of the completion of the activity or within such other time established by the permit. Permittee shall be responsible for restoring any area damaged or disrupted before leaving the site. If, after notice and reasonable opportunity to provide repairs, the site is not repaired or restored to the city's satisfaction, the city shall have the necessary restoration and/or repairs performed and the permittee shall reimburse the city for such work within ten days of completing filming to the extent that any permit deposit paid pursuant to section 12-6 does not cover same.
- (b) Permittee shall be responsible for repairing damage to any public right-of-way to the satisfaction of the city.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-14. - Limitation on liability.

This chapter shall not constitute a waiver of sovereign immunity, create rights in any third party, or impose upon the city or its officials or employees any liability or responsibility for any injury or damage to any person or property arising out of the filming event for which a permit or authorization has been issued. The city and its officials and employees shall not be deemed to have assumed any liability or responsibility for any reason because of inspections performed, the issuance of any permit, or the approval of the use of any city right-of-way.

(Ord. No. 2016-6, § 1, 7-18-16)

Sec. 12-15. - Penalties.

Any person violating any of the provisions of this chapter or violating the terms and conditions of a permit granted pursuant to this chapter shall be guilty of an offense against the city, punishable upon conviction by the city municipal court as set forth in section 1-13 of this Code.

(Ord. No. 2016-6, § 1, 7-18-16)

## Permit and Rental Fee Schedules



## Regulatory Fees Schedule

Adopted by City Council November 19, 2018

Effective January 1, 2019

### Regulatory Fees Schedule

#### Basic Fees

Description	Rate	Fee
Planning Commission	Flat (initial and one follow up, if necessary)	\$500.00
	Flat (each additional over two)	\$250.00
Board of Appeals	Flat (initial and one follow up, if necessary)	\$250.00
	Flat (each additional over two)	\$125.00
Minor Subdivision	Flat	\$150.00

#### Building and Land Disturbance Permit Fees

*Fee Cap of \$50,000.00 on building permit only.*

*NOTE: Fees are based on one initial review or inspection and one follow up review or inspection. Additional reviews or inspections are subject to being charged in accordance with the applicable fees included herein for that type of review or inspection.*

Description	Rate	Fee
Land Disturbance (under 1 acre total disturbance)	Flat	\$150.00
LDA Permit (over 1 acre total disturbance)	per acre	\$150.00
Single Family Dwelling	per climate controlled square foot	\$0.23
	per non-climate controlled square foot	\$0.10
Multi-Family Dwelling	per climate controlled square foot	\$0.23
	per non-climate controlled square foot	\$0.10
Manufactured Home	per climate controlled square foot	\$0.15
	per non-climate controlled square foot	\$0.10
Commercial	per climate controlled square foot	\$0.27
	per non-climate controlled square foot	\$0.22
Warehouse (including Additions and Renovations)	per square foot	\$0.15
Addition (Residential and Commercial)	per climate controlled square foot	\$0.23
	per non-climate controlled square foot	\$0.10
Renovation (Residential and Commercial)	per climate controlled square foot	\$0.15
	per non-climate controlled square foot	\$0.10
Storage/Accessory Buildings with Electricity and/or Plumbing	per square foot	\$0.10
Storage/Accessory Buildings without Electricity and/or Plumbing	per square foot	\$0.06
All Other Structures	per square foot	\$0.17

#### Other Permit Fees

Description	Rate	Fee
Temporary Office (valid for 6 months)	per square foot	\$0.50
Fence	Flat (per lot)	\$50.00
Demolition	Flat (per lot)	\$100.00
Temporary Sign (valid for 30 days)	Flat	\$50.00
Permanent Sign (if sign is electrical, an electrical permit and inspection is required)	per square foot (\$50 minimum fee)	\$0.75
Well	Flat	\$50.00
Move a Structure Into or Through Garden City	Flat	\$150.00
Encroachment Permit	Flat	\$50.00
Roadway Improvements (road as only structure)	per square foot	\$0.05
Re-Approval of Expired Permit (within 30 days of original permit expiration)	Flat	\$150.00
Zoning Certification Letter	Flat	\$25.00
Stormwater User Fee Credit Application Review Fee	Flat	\$350.00
Foreclosed & Vacant Property Registration Fee	Flat	\$50.00



## Parks & Recreation Fees Schedule

Adopted by City Council November 19, 2018

Effective January 1, 2019

### Parks & Recreation Program/Activity Fees & Facility Rental Fees

#### Program and Activity Fees

Description	Rate	Fee
Sport Registrations	Per Sport (resident)	\$25.00
	Per Sport (non-resident)	\$35.00
Sponsor Fees	Without Signage	\$250.00
	With Signage	\$350.00
Summer Camp	Registration	\$25.00
	Per Week (does not include field trips)	\$75.00
Swimming Lessons (8 sessions)	Per Camper	\$35.00
	Per Non-Camper	\$45.00
Gymnastics (8 sessions)	Per Participant	\$40.00

#### Facility Rental Fees

Description	Rate	Fee
Gym or Cooper Center Rental (Class C)	Refundable Deposit	\$100.00
	(Special Events Only)	No Charge
Gym or Cooper Center Rental (Class D)	Refundable Deposit	\$100.00
	Per Hour	\$38.00
Gym or Cooper Center Rental (Class E & F)	Refundable Deposit	\$100.00
	Per Hour	\$75.00
Gym or Cooper Center Rental (Class G)	Refundable Deposit	\$100.00
	Per Hour	\$85.00
Pool Rental (w/Gym)	Per Hour	\$38.00
Pool Rental (pool only)	Refundable Deposit	\$100.00
	Per Hour	\$38.00
Stadium Rental	Soccer	\$100.00
	Football	\$1,200.00
Sharon Park Rental	Refundable Deposit	\$100.00
	Flat Fee (up to 4 hours)	\$25.00
	Flat Fee (up to 8 hours)	\$50.00
Bazemore Park Rental	Per Field	\$50.00
	Per Field (with use of lights)	\$65.00
Bazemore Park Rental- Baseball Tournament	Refundable Deposit	\$150.00
	Per Field	\$50.00
	Per Field (with use of lights)	\$65.00
Concession Stand Rental	3 Days or Less - Flat Fee	\$200.00
	4 Days or More - Flat Fee	\$400.00
Booster Club Concession Rental		Based on Contract
Chain Baseball Field Rental		Based on Contract





**Alcohol Beverage License Fees Schedule**  
*Adopted by City Council November 19, 2018*  
*Effective January 1, 2019*

## Alcohol Beverage License Fees

Description	Rate	Fee
Spirituuous Liquors (Package)	Annual	\$2,722.00
Spirituuous Liquors (By the Drink)	Annual	\$2,722.00
Beer and/or Malt Beverages	Annual	\$682.00
Wines	Annual	\$236.00
Advertising Cost/Processing Fee	Annual	\$75.00
Returned Check - Accounting	Each	\$35.00



### Motion Picture/Photographic Production Fees Schedule

*Adopted by City Council November 19, 2018*  
*Effective January 1, 2019*

## Motion Picture, Television, & Photographic Production Fees

Description	Rate/Fee
Application Fee	\$25.00
Use of City Property	\$400.00 per day
Police Officer Security/Extras	\$30.00 per hour (4 hour min.)
Police Vehicle	\$35.00 per day
Firefighter	\$40.00 per hour (4 hour min.)
Fire Truck with a 1,000 gallon per minute pump	\$68.00 per hour (4 hour min.)
Fire Truck with a 1,250 gallon per minute pump	\$72.25 per hour (4 hour min.)
Fire Truck with a 75' ladder	\$117.10 per hour (4 hour min.)
Water Hookup, metering, water, etc.	Based on Current Rates
Public Works assistance in road closures, etc.	Based on Current Rates
Last Minute Changes and/or Requests	\$100.00

The following pages are to be completed only when renting one of the Garden City Recreational Facilities:

- **Sharon Park**
- **Cooper Center**
- **Garden City Gym**



G A R D E N C I T Y

### **Contact Information:**

The Garden City Parks & Recreation Administrative Office is located at:  
160B Priscilla D. Thomas Way  
Garden City GA. 31408  
(912) 966-7788 Fax (912) 966-7775

### **Staff:**

- Director: Clifford M. Ducey
- Program Coordinator: Matthew Mitchell Jr.
- Administrative Assistant: Pam Clisbee
- Sr. Center Director: Judy Roundtree
- Cooper Center Manager: Toland Daughtry II

### **Recreational Facilities**

#### **Bazemore Park Baseball Complex**

Bazemore Park, located at 1 Bud Brown Drive, is home to 6 well-maintained lighted Baseball fields used for baseball and softball leagues and tournaments for all ages from T-ball to Adults.

#### **Lighted Tennis Courts**

We Have 2 Lighted tennis courts Located at 78 Varnedoe Avenue next door to our Senior Citizen Center. The tennis courts are free for Garden City residents of all ages.

#### **Garden City Recreation Center**

Located at 160B Priscilla D. Thomas Way and hosts the Recreation Administrative Office, Basketball Gym, Swimming Pool, Football/Soccer Stadium, and Playground. The Recreation Center facilities are also available on a rental basis for special events.

#### **The Cooper Center**

The Cooper Center is located at 700 Davis Street.

"Our Youth First" Program was founded on the belief that prevention is the building block for sponsoring quality youth recreation, cultural and educational opportunities. The Cooper Center "Our Youth First" is committed to providing year-round outreach to at-risk kids through quality of life programs and special events, all in a safe, nondiscriminatory environment.

The Cooper Center is open year-round. During the school year, the cooper center is open as an after-school care program for ages 6-12. During the Summer months, the Cooper Center is open weekdays 12 noon - 5pm. For more information, contact 912-965-9319.

#### **Senior Citizen Center**

Located at 78 Varnedoe Avenue.

(912) 966-7791

Hours of operation Monday - Friday from 7am - 5pm.

### **Parks**

#### **Sharon Community Park**

Sharon Park is located at 507 Sharon Park Drive.

Sharon Park has two playgrounds and a fully stock pond with a 1/3rd mile fitness trail around it. For Pavilion and Picnic Shelter Reservations Call 912-966-7788

#### **Griffin Park**

Griffin Park is a neighborhood playground park located on Griffin Road.

#### **Volunteer Park**

Volunteer Park is located on Highway 21 just in front of Bazemore Park and is dedicated in honor of the volunteers of Garden City.

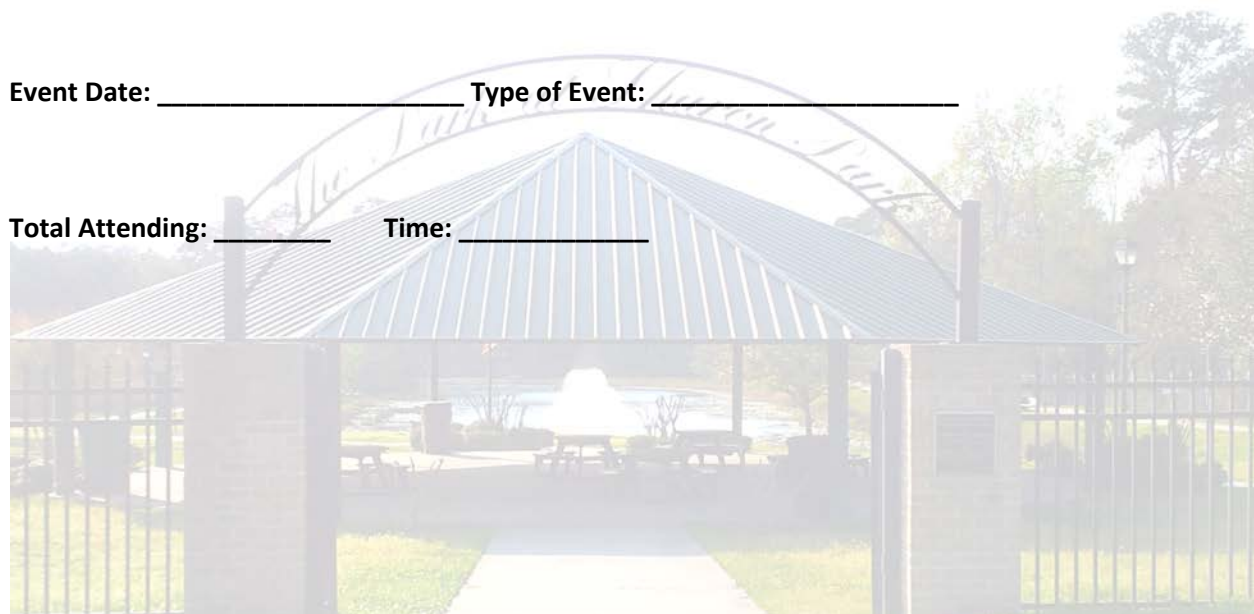
Garden City Recreation Department  
Sharon Park Pavilion Lessee

The Sharon Park Pavilion rental rate is \$25.00 (up to 4 hours- ½ day) and \$50 (up to 8 hours –all day) with a refundable security deposit of \$100.00. We accept check or money orders only. Sharon Park is available to rent 7 days a week. The park closes daily at 10pm. **\*\*IF THIS EVENT IS OPEN TO THE PUBLIC OR WILL HAVE MORE THAN 50 PEOPLE ATTENDING, YOU WILL NEED AN EVENT PERMIT AND MUST BE SUBMITTED TWO WEEKS IN ADVANCE TO THE GCPD. \*\*** NO ALCOHOL IS ALLOWED ON GC PREMISES.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Total Attending: \_\_\_\_\_ Time: \_\_\_\_\_



Sharon Park rental and Deposit is as follows:

Deposit and Rental must be paid by check or money order ONLY, NO CASH ACCEPTED. Your deposit will be returned to you by mail or you may pick up the next business day after your gathering. **IF PAYING BY MONEY ORDER, DO NOT FILL OUT DEPOSIT LEAVE IT BLANK.** Please remember there is a \$35.00 return check fee. Paying only the deposit does not guarantee rental date. To guarantee date, both deposit and rental fee has to be paid at the time of renting.

The Recreation Director must approve ALL Refunds.

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sharon Park Pavilion is located at 507 Sharon Park Drive Garden City, Ga. 31408. If you have any questions please call the Garden City Parks and Recreation Department @ 966-7788.

Garden City Recreation Department  
Sharon Park Pavilion Lessee

LESSEE AGREES TO FOLLOW AND COMPLY WITH ALL RULES OF SHARON PARK RENTAL AS FOLLOWS:

1. LOUD SPEAKERS/LIVE MUSIC REQUIRE A PERMIT FROM THE GARDEN CITY POLICE DEPT.
2. VEHICLES CANNOT BLOCK SHARON PARK DR. OR ENTRANCE TO SHARON PARK. ( VEHICLES PARKED IMPROPERLY WILL BE SUBJECT TO TOWING)
3. NO PARKING OR DRIVING ON GRASS. IF TURF (GRASS) HAS BEEN DAMAGED, LESSEE WILL BE HELD RESPONSIBLE FOR HAVING TURF REPLACED AND INSTALLED.
4. ANY DAMAGE TO PROPERTY WILL RESULT IN DEPOSIT NOT BEING REFUNDED.



Sharon Park Pavilion is located at 507 Sharon Park Drive Garden City, Ga. 31408. If you have any questions please call the Garden City Parks and Recreation Department @ 966-7788.

**COOPER CENTER  
700 DAVIS STREET  
GARDEN CITY, GA. 31408  
912-965-9319  
For the 2018 Year  
Hours of rental:  
Friday's 6pm-10pm  
Saturday's 9am-10pm**

**\*\*\* (YOU MUST RESERVE THE COOPER CENTER AT LEAST 2 WEEKS PRYOR TO YOUR EVENT) \*\*\***

The Cooper Center rental rate is \$38.00 an hour.

If the lessee is hosting a fundraiser the rental rate shall be \$75.00 per hour.

The lessee shall be required to pay the rental rate plus a \$100.00 clean up fee. This fee may be refunded if the center is cleaned to the department's satisfaction, if not the department will retain the \$100.00. **\*Deposit can not be used to pay for hourly rate. If you feel that you may need extra time for your party, you must notify the Garden City Recreation department 24 hrs. In advance for extra time if extra time is available for the day of your party\*.**

This agreement of time, lease made for Date & Time: \_\_\_\_\_.

Between Garden City Recreation Department Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please list type of function to be held: \_\_\_\_\_

(Church, Family Reunion, Civic Organization, Birthday Party, Etc.) **Please indicate if the event is a fundraiser.**

The Lessee understands they cannot use or enter the facility except for the time stated above. Lessee must pay for any extra time needed for decorating or setting up.

Lessee hereby assumes entire responsibility and liability for any and all damages or injury of any kind or whatever nature to all persons, caused by, and resulting from arising out of, or occurring in connection with the rental of the Garden City Gym.

**LESSEE AGREES TO FOLLOW AND COMPLY WITH ALL RULES OF THE RENTAL AS FOLLOWS:**

- 1. ANY FUNDRAISER OR TEEN FUNCTIONS WITH OVER 50 PEOPLE MUST HAVE AN OFF DUTY GARDEN CITY POLICE OFFICER ON DUTY and must pay \$30.00 dollars an hour at time of arrival. PROOF MUST BE PROVIDED NO LATER THAN 24 HOURS PRIOR TO THE FUNCTION.**
- Remove all trash from cans and put in Dumpster, clean up spills, and check restrooms, this is to be done no later than **15 minutes** prior to the conclusion of the event.
- All music must be off by **9:00 p.m.** All noises must comply with the City Ordinances.
- No alcoholic beverages allowed on the premises.
- No smoking on the premises, smoke only in the parking lot. Absolutely no one under the age of 21 is allowed to smoke on any City property.
- Only Garden City Staff shall operate any equipment.
- In order to reserve the center he/she must fill out the form, pay deposit and pay hourly usage of the Cooper Center at time of reserving. If none of the three listed are done his/her reservations will be cancelled.
- Paying only deposit at time of signing lease does not secure the Cooper Center until fee for rental is paid.
- The City Of Garden City has the right to end all functions if feel need be.**
- NO REFUNDS WILL BE GIVEN ONCE THE EVENT HAS STARTED.**

**Payment for the rental of the Cooper Center may be a check or a money order.**

**Your deposit will be returned to you by mail after the date of your function from the Cooper Center.**

**Please remember there is a \$35.00 return check fee on bad checks.**

**Paying only deposit does not guaranteed rental date.**

**To guarantee date both deposit and rental fee has to be paid at one time.**

**The Recreation Director must approve ALL Refunds.**

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_  
LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_



**GARDEN CITY RECREATION (Gym Rentals)**  
**160 B PRISCILLA D. THOMAS WAY**  
**GARDEN CITY, GA. 31408**  
**912-966-7788**  
**For the 2018 Year**

The Garden City Recreation Center rental rate is \$38.00 an hour.  
If the lessee is hosting a fundraiser the rental rate shall be \$75.00 per hour.  
The lessee shall be required to pay the rental rate plus a \$100.00 clean up fee. This fee may be refunded if the center is cleaned to the department's satisfaction, if not the department will retain the \$100.00. **\*Deposit cannot be used to pay for hourly rate. If you feel that you may need extra time for your party, you must notify the Garden City Recreation department 24 hrs. in advance for extra time if extra time is available for the day of your party.\* If you have rented a moon bounce for your party, it is the LESSEE'S responsibility to call the company and arrange for the moon bounce to be picked up during the time you have rented the gym. If this is not done during the rental time the gym will be locked up and the moon bounce company will have to pick up on the following business day. Garden City Recreation Dept. is not responsible for any charges or damages that may occur and gym deposit may not be refunded.**

This agreement of time, lease made for Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Between Garden City Recreation Department Lessee: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list type of function to be held: \_\_\_\_\_  
(Church, Family Reunion, Civic Organization, Basketball, Birthday Party, Skating Etc.) **Please indicate if the event is a fundraiser.**

The Lessee understands they cannot use or enter the facility except for the time stated above.  
Lessee must pay for any extra time needed for decorating or setting up.  
Lessee hereby assumes entire responsibility and liability for any and all damages or injury of any kind or whatever nature to all persons, caused by, and resulting from arising out of, or occurring in connection with the rental of the Garden City Gym.

**LESSEE AGREES TO FOLLOW AND COMPLY WITH ALL RULES OF THE RENTAL AS FOLLOWS:**

1. **ANY FUNDRAISER OR TEEN FUNCTIONS WITH OVER 50 PEOPLE MUST HAVE AN OFF DUTY GARDEN CITY POLICE OFFICER ON DUTY and must pay \$30.00 dollars an hour at time of arrival, this must be done 2 weeks in advance. PROOF MUST BE PROVIDED NO LATER THAN 24 HOURS PRIOR TO THE FUNCTION.**
2. Remove all trash from cans and put in Dumpster, clean up spills, and check restrooms, this is to be done no later than **15 minutes** prior to the conclusion of the event.
3. Provide music (C.D.'s or cassettes), otherwise the radio will be the only music provided by the Garden City Recreation Department. **No one but staff to use equipment**
4. All music must be off by **11:00 p.m.** All noises must comply with the City Ordinances.
5. No alcoholic beverages allowed on the premises.
6. No smoking on the premises, smoke only in the parking lot. Absolutely no one under the age of 21 is allowed to smoke on any City property.
7. Only Garden City Recreation Staff shall operate any equipment.
8. No outside stereo/speakers or equipment of any kind can be connected to the G.C.R.D.'s stereo system.
9. No one will be allowed to use the kitchen area/or equipment.
10. In order to reserve the gym , lessee must fill out the form, pay deposit and pay hourly usage of gym at time of reserving. If none of the three listed are done his/her reservations will be cancelled.
11. Paying only deposit at time of signing lease does not secure the gym until fee for rental is paid.
12. **The City Of Garden City has the right to end all functions if feel need be.**
13. **NO REFUNDS WILL BE GIVEN ONCE THE EVENT HAS STARTED.**



**Payment for the rental of the gym may be a check or a money order.  
Your deposit will be returned to you by mail after the date of your  
function from the Recreation Department.**

**Please remember there is a \$35.00 return check fee on bad checks.**

**Paying only deposit does not guaranteed rental date.**

**To guarantee date both deposit and rental fee has to be paid at one**

**time. \*\*\*\*\* IF YOU HAVE A MOON BOUNCE, THE  
YOU RENT THE MOON BOUNCE FROM MUST PICK UP  
DURING RENTAL HOURS \*\*\*\*\***

**The Recreation Director must approve ALL Refunds.**

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_  
LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_