STATE OF GEORGIA - CAPITOL HILL

FILM PRODUCTION GUIDE

★★★

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
404-657-7407

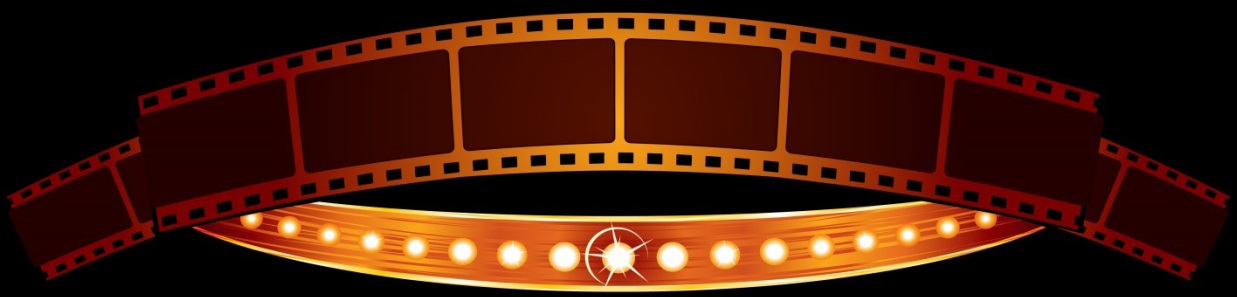

Table of Contents

OVERVIEW 3

PRODUCTION LEASING 3

SECURITY SERVICES 3

AVAILABLE PROPERTIES 4

Georgia State Capitol 4

Archives Building 5

Pullman Yard 6

Plaza Park 7

FILM PRODUCTION LEASING FORM 8

OVERVIEW

The Georgia Building Authority (GBA) leases available vacant and idle space for film production to align with the State's strategies in attracting film productions to Georgia and to prevent deterioration associated with vacant buildings.

GBA offers several sites, primarily on the Capitol Hill Complex, for film production. Available properties are listed in this document. To request a site visit to any of the available properties contact the GBA Events Coordinator (404-657-7407).

PRODUCTION LEASING

If interested in leasing a property after the site visit, the production company will be provided a Film Production Leasing Form and a standard GBA license agreement for review. The Film Production Leasing Form should be completed and returned to the GBA Event Coordinator.

A schematic drawing will be provided of the selected property to determine designated areas of use. The schematic drawing will become Exhibit A of the license agreement and will be submitted before the license agreement can be executed.

Before finalizing a license agreement a Certificate of Insurance (COI) or evidence only COI naming GBA as the insured must be received. The minimum insurance requirements are listed below. Insurance requirements are mandated by the State Tort Claims Act; therefore NOT subject to negotiation.

- Commercial General Liability (CGL) - $1,000,000 per occurrence and $2,000,000 in general aggregate
- Commercial Umbrella Liability Insurance (excess coverage above CGL) - $2,000,000 per occurrence and $2,000,000 in general aggregate
- Each policy also specifically shall insure performance of Licensee's obligation to indemnify Licensor pursuant

GBA requires a minimum of five working days to complete the license agreement process.

When the license agreement is finalized, GBA will send a license agreement for signature and return by the production company. GBA requires the film production entity to submit two original signed license agreements before entry onto State property. GBA will then execute the license agreement and return one original agreement to the production company. All entities must be registered to do business in the State of Georgia with the Secretary of State.

All other fees (parking and GBA work orders) will include a 10% administrative fee. Those expenses incurred that are not included in the original license agreement will be invoiced. Invoices will be emailed to the billing contact identified on the film production leasing form.

Amendments may be made to the license agreement in the event of production date or other term changes.

GBA may deny the use of State properties for film productions at its discretion.

GBA requires film companies to submit all script pages that will be filmed on State owned property. GBA may deny filming on State property based upon a film production company's failure to timely submit such applicable script pages for GBA review. Film production companies may request written approval from GBA of these script pages prior to proceeding with filming.

SECURITY SERVICES

GBA requires the use of the Department of Public Safety for security services during all production events on its property. Security services will be a separate agreement with the Department of Public Safety.

Department of Public Safety contact information:

- Officer Mark Edge, 678-300-4407, medge@gsp.net
- Lieutenant Jack West, 404-295-0840, jwest@gsp.net

Georgia State Capitol

206 Washington Street
Built 1889; 4 story building with approximately 270,000 square feet; large public open areas with historical displays, paintings, statues; 3 elevators

- Rental rate $25,000 per day
- Not available December 1 to last day of yearly Georgia Legislative Session
- Not available during special called Legislative Session
- No catering allowed in the Capitol
- Requires GBA staff after hours (4pm-7am)
- Parking is $10 per day per space that is located around the Capitol building

Archives Building

ALERT: The Archives will be offline starting July 1, 2016

330 Capitol Avenue
Built 1962; 2 levels available for lease; vacant office and institutionalized space

- Rental rate $6,500 per day
- Not available December 1 to April 1
- Parking is $5.00 per space per day

Pullman Yard

225 Rogers Street
Building warehouse complex, rustic, no electricity

- Rental rate $3,000 per day

Plaza Park

Open plaza area

- Rental rate $3,000 per day

ONE MARTIN LUTHER KING, JR. DRIVE
ATLANTA, GEORGIA 30334
404-657-7407

FILM PRODUCTION LEASING FORM

Production Company Name: _____

Production Company Address: _____

_____

Production Title: _____

Requested Property: _____

Requested Dates and Time: _____
(One day is a 24 hour period beginning 12:01 a.m. and ending 11:59 p.m.) _____

Production Company Contact: _____

Contact Address: _____

_____

Contact Phone Number: _____

Contact E-Mail Address: _____

Billing Contact: _____

Billing E-Mail Address: _____