



ABI Film and Photography Policy

Criteria for Permission to Film

You are required to apply for a permit to film if any of the following criteria applies:

- 2+ cameras will be used
- Stationary lighting will be used
- Boom mikes will be used
- Filming for commercial purposes

You do not need to apply for a permit to film if:

- You are a member of the media and you are taking photographs or filming in the course of your duties as a member of the media; however, you must notify the Communications and Media Relations office at 404.477.3660.

Permit Eligibility Requirements

In order to be eligible for a permit, you have the following responsibilities:

- Submit application 5 business days in advance of filming
- Send the script or photography request to Atlanta BeltLine, Inc.'s communications department for review and approval
- Be prepared to send a written notice to residents and businesses within a half-mile of the filming location and to notify the local NPU (Neighborhood Planning Unit) at least 2 days in advance of filming or photography
- Finalize application and pay fees on time (prior to filming and photo shoot)
- Have insurance and the capacity to add ABI as an additional insured (minimum umbrella policy of \$1 million subject to ABI approval)
- Contact Lt. Jeff Baxter of the Atlanta Police Department's Path Force Unit to see if you need to hire an off-duty police officer. Phone: 404-546-7284. Email: jbaxter@atlantaga.gov and copy ABI representative on correspondence.
- Provide a site plan
- Clean and return the site to its original condition

In order to be eligible for a permit, the proposed film or photography must not:

- Involve or promote illegal activity on ABI property
- Involve or promote sexual activity on ABI property
- Represent views contrary to those of the City of Atlanta and / or the Atlanta BeltLine
- Involve inflammatory statements or views as solely determined by the Atlanta BeltLine
- Interfere with normal use of Atlanta BeltLine trails and parks without written permission; additional fees may apply
- Include Atlanta BeltLine trademarks without written permission

- Bring motorized vehicles of any kind on paved portions of the parks and trails

ABI reserves the right to reject your application for any reason, including but not limited to, the following:

- Failure to submit a timely application
- Failure to submit a complete application
- Failure to provide proof of insurance
- Failure to pay fees in a timely manner
- Application is false or fraudulent
- Applicant cannot satisfy eligibility requirements
- Failure to notify surrounding residents and businesses in writing at least 2 days in advance of filming or photography

Failure to apply for a filming license agreement could incur fines and penalties for trespassing.

Fee Structure

The following fees apply to film on the Atlanta BeltLine:

- **Application fee (non-refundable):** \$150 (\$50 for students) payable upon submission of application
- **Non-refundable deposit:** \$1,000 (to be applied toward the total fee)
- **License / permit fee:** \$1,000 per day
- **Refundable Restoration deposit:** \$1,000 per day of permit
- **Restoration fee:** Actual cost of restoration after restoration deposit has been exhausted (for amounts up to \$9,999, the deposit will be held and later canceled; for amount exceeding \$10,000, the deposit will be deposited and refunded following the completion of the agreement)
- **Per diem holdover fee:**
 - 1-3 days in excess: 250% of daily license fee (\$2,500 per day)
 - 4+ days in excess: 500% of daily license fee (\$5,000 per day)
- **Close-Off fee:** \$3,000 per day

The following fees apply to filming in Murphy Crossing (the Old State Farmers' Market):

- **Application fee (non-refundable):** \$150 (\$50 for students)
- **Non-refundable deposit:** \$3,000 (to be applied toward the total fee)
- **License / permit fee:** \$3,000 per day
- **Refundable Restoration deposit:** \$1,000 per day of permit
- **Restoration fee:** Actual cost of restoration after restoration deposit has been exhausted
- **Per diem holdover fee:**
 - 1-3 days in excess: 150% of daily license fee (\$4,500 per day)
 - 4+ days in excess: 200% of daily license fee (\$6,000 per day)

**Daily License Fee for Murphy Crossing is negotiable for filming longer than two weeks in duration.*

Processing film and photography requests

All requests for filming and photography must be submitted to Ericka Davis, Communications and Media Relations Director at Atlanta BeltLine, Inc. (404-477-3660 and edavis@atlbeltline.org).

Once the request has been received, the following steps will occur:

- Communications Department will determine if ABI is the correct entity to issue a permit; if yes, then provide the film / photo company an application.
- Once the application and application fee are received, the Communications Department will forward the request to Real Estate and Asset Management, Legal, Finance (application fee), Economic Development and the COO's office. Notification will also be provided to the Mayor's Office of Entertainment.
- Real Estate and Asset Management will contact the applicant and coordinate a site visit(s). Once Real Estate and Asset Management has received a written notice to proceed with an agreement from the applicant, the request will be forwarded to Legal.
- Legal will execute the licensing agreement; route through the Communications (Content/Brand), Real Estate (Property), Legal, CFO, COO, and CEO for approval signatures using film and photo routing slip.
- Finance department receives and processes application fee, deposits, and permit fees.
- Once filming / photography has completed, Real Estate and Asset Management will conduct a site visit to determine if the site has been returned to its original condition and then notify Finance of eligibility for refund of restoration deposits or if a fee assessment is needed.
- Finance will then refund the deposit as required or action is taken to remedy any damages.
- The license agreement will be filed with Legal for historical reference.

***The Atlanta BeltLine reserves the right to require that the Atlanta BeltLine trademarked logo and insignia be included in the recognition credits of films that are filmed on property owned by the Atlanta BeltLine, Inc.*

Violations of the License Agreement

Any violations of the license agreement will be handled according to the agreement itself.

Unauthorized Filming and Photography

Organizations or companies caught filming or photographing without a required license permit can be fined up to 150 % of the amount of the fees that would be assessed according to the fee schedule.