

**SMITH**  
**STEVENS**  
LAW OFFICE OF S. MARK MITCHELL, LLC

March 7, 2022

Robert Royce  
[REDACTED]

RE: City of Grantville, Georgia- Open Records Request

Dear Mr. Royce:

I represent the City of Grantville, Georgia, and your March 3, 2022, request pursuant to the Georgia Open Records Act (O.C.G.A. § 50-18-70 *et seq*) for “1) Copy of permit application and any agreement between the city and the production/movie company or any business listed in City Ordinance Sec 35-158 which was occurring October 21, 2021” has been forwarded to me for response.

In response to your request, all responsive public records maintained by the City are attached. Certain information has been redacted from those records pursuant to O.C.G.A §§ 50-18-72(a)(20)(A).

If you have any questions or need any additional information, please do not hesitate to contact me.

With best regards, I remain

Yours very truly,

  
S. Mark Mitchell

Enclosures

cc: Robi Higgins, City Clerk

37 Calumet Parkway  
Suite F-103  
Newnan, Georgia 30263

Phone: 770.800.2327  
Facsimile: 770.847.7326  
MARKMITCHELLLAW.COM



## Filming Permit Procedures

The City of Grantville welcomes the opportunity to work with your production. Whether you are interested in filming a small public service announcement or commercial, to series television, to feature and independent films---we will do our best to accommodate your needs.

In order to maintain the balance between the quality of life for the residents and supporting the film industry in the City of Grantville, the City requires the following procedures to be followed:

### I. Submittals Required by the City Manager

- A. Submit attached Submit application.
- B. Submit map showing layout of parking, sites and set-up.
  - 1. It is recommended to use the Coweta County Tax Map. This map shows streets and lots. It can be found at [www.cowetatax.com](http://www.cowetatax.com) by clicking on search records.
  - 2. Parking shall be in accordance with requirements below.
- C. Insurance certificate naming City of Grantville as also insured.

### II. Traffic Control

- A. A minimum of two off-duty officers are required to be on-location for the duration of the shoot. Each officer shall be compensated in accordance with the policies of the Grantville Police Department. Officers must be provided with radios and channels to contact crew.
- B. Traffic can be controlled by police or certified flaggers only.

### III. Parking of Necessary Vehicles

- A. Vehicles can be parked on one side of the street only.
- B. Vehicles cannot block mailboxes, driveways, roads, bike lanes or alleys.
- C. Vehicles shall point in the same direction as traffic flow.
- D. Vehicles cannot be parked within 30 feet of a stop sign or intersection.
- E. At all times, vehicles must be parked as to allow passage of emergency vehicles.
- F. All parking shall be shown on the map with this application.

**IV. Street Closing**

- A. All street closings must have approval of the Mayor and Council. This requires that the application is received 1 week prior to a scheduled meeting. The Mayor and Council meet on the second and fourth Mondays of each month.

**V. Hours**

- A. 7:00 AM to 12 Midnight for set up, shooting and breakdown.

**VI. Use of Public Property**

- A. Requires approval of the Mayor and Council.
- B. Request shall be submitted to the City Manager at least one week prior to the scheduled meeting. The Mayor and Council meet on the second and fourth Monday of each month.
- C. Insurance certificate naming the City of Grantville as also insured shall be required.
- D. The cost of the building shall be no less than \$500 and not exceed \$1000 per day. The final cost will be based on the scope of the use, duration and extent of displacement.
- E. Film Company shall supply their own power.

**VII. Procedures if a Change of Plan Occurs**

- A. Off-duty officers shall be notified of the proposed change. This notification shall include the scope of the change and the duration of the change.
- B. Off-duty officers shall notify the Chief of Police who assesses the proposed change in regards to public safety. The chief of police may require additional requirements to deal with proposed change. These include are not limited to: additional officers or relocating vehicles.
- C. If other issues arise the Chief of Police shall contact the City Manager for additional approval.

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I have read and am familiar with the procedures outlined above. I recognize that violation of these procedures can result in fines and/or the forfeiture of the filming permit.



9/7/2021

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Signature

Date

Key ALM, - Till Productions

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Title & Company



# Film Permit Application

P.O. Box 160  
123 Lagrange Street  
Grantville, GA 30220  
(770) 583-2289 Office  
(770) 583-2280 Fax  
www.grantvillega.org

Name of Company Till Productions

Address 315 Deshler St SW, Atlanta, Ga 30310

Primary Contact Aaron Gutentag

Date of Filming 9/28 10/5/2021 Size of Cast & Crew 150

Begin Set Up (time) 9/24 (7a - 7p) - 10/3 (7a - 7p)

Filming (time) 10/5 (7a - 7p)

Break Down (time) 10/6 - 10/9 (7a - 7p) 10/8 Friday

On-site Contacts: Location Manager Aaron Gutentag Phone \_\_\_\_\_

Transportation Manager: Oranz Walker Phone \_\_\_\_\_

Request for Street Closings: Yes  No \_\_\_\_\_ (If yes, list names of streets/locations on separate sheet)

Request for Public Facilities: Yes \_\_\_\_\_ No  (If yes, name facilities on a separate sheet)

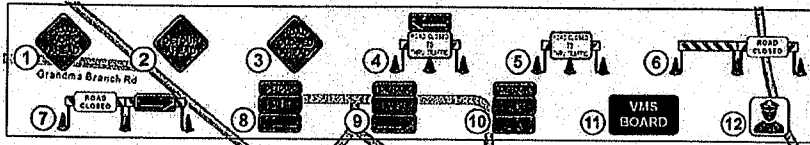
Attachments: Included Processing Map Updated Yes \_\_\_\_\_ Streets/ Locations  
Processing Insurance Certificate N/A \_\_\_\_\_ Facilities  
Yes \_\_\_\_\_ Signed Procedure Sheet


### For Office Use Only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Public Building Requested \_\_\_\_\_ Street Closing Requested \_\_\_\_\_

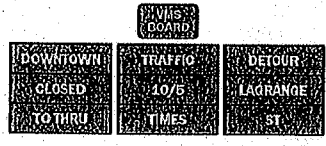
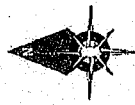
City Manager Review \_\_\_\_\_ Comments \_\_\_\_\_

Police Chief Review \_\_\_\_\_ Comments \_\_\_\_\_

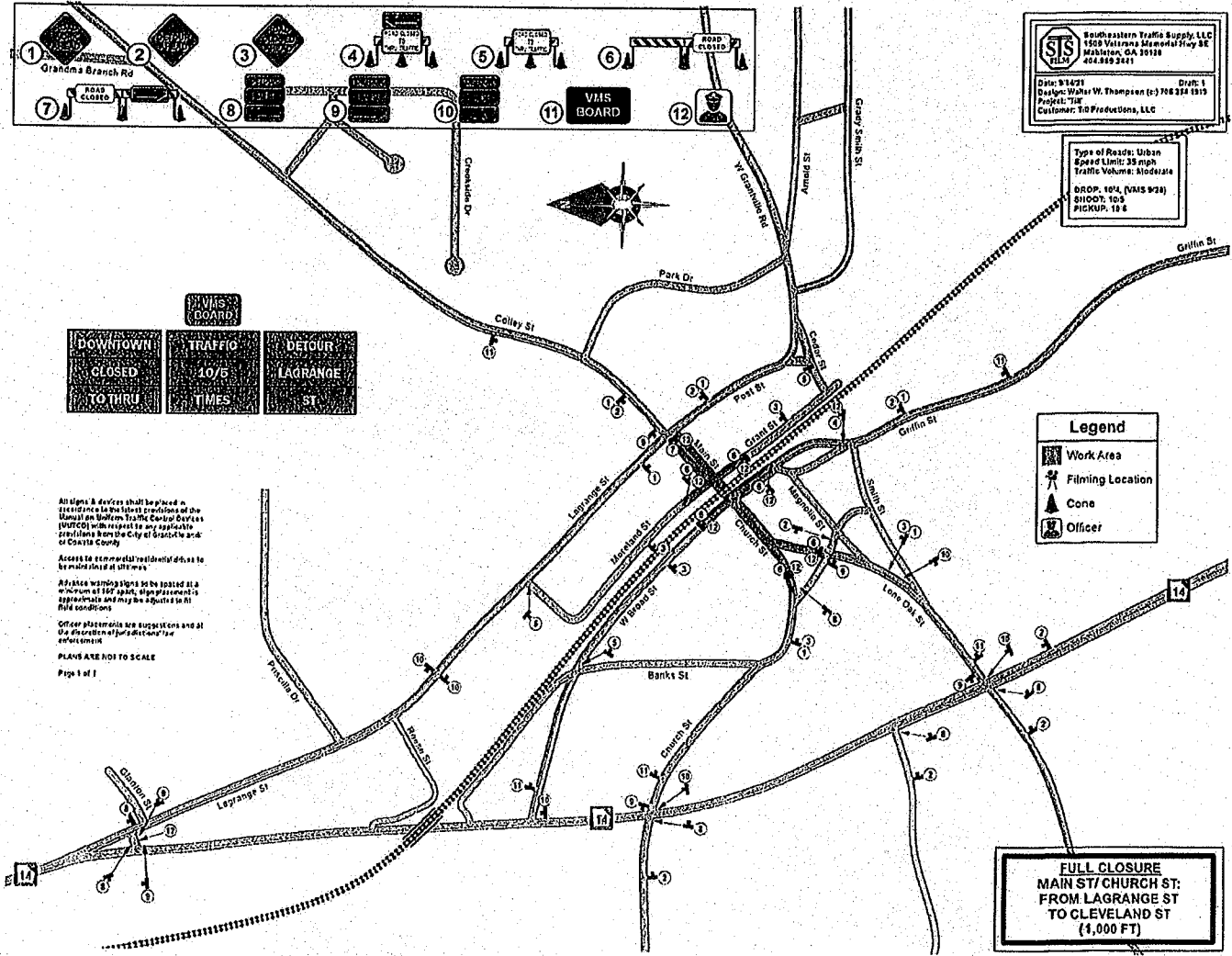


 Southeastern Traffic Supply, LLC  
 1528 Veterans Memorial Hwy SE  
 Marietta, GA 30068  
 404.849.3441  
 Date: 9/16/11 Draw: 1  
 Designer: W. Thompson (t) 766.224.1515  
 Project: 714  
 Customer: TD Productions, LLC

Type of Road: Urban  
 Speed Limit: 35 mph  
 Traffic Volume: Moderate  
 DROP: 10'4" (VMS 924)  
 SIGN: 105  
 PICKUP: 10 6



All signs & devices shall be placed in accordance to the latest provisions of the Manual on Uniform Traffic Control Devices (MUTCD) with respect to any applicable provisions from the City of Marietta and of Coastal County.  
 Access to commercial residential drivs to be maintained at all times.  
 Advance warning signs to be posted at a minimum of 100' ahead, sign placement is appropriate and may be adjusted to fit field conditions.  
 Officer placement is per suggestions and at the discretion of jurisdiction's law enforcement.  
 PLANS ARE NOT TO SCALE  
 Page 1 of 1



**FULL CLOSURE  
 MAIN ST/CHURCH ST  
 FROM LAGRANGE ST  
 TO CLEVELAND ST  
 (1,000 FT)**

**CITY OF GRANTVILLE**  
**APPLICATION FOR SPECIAL EVENT PERMIT**  
(Please Print or Type All Information)

Revised April 2021

**Return completed application and other required forms and information to: City of Grantville, P.O. Box 160, 123 LaGrange Street, Grantville, Georgia 30220. For assistance or information please call 770.583.2289.**  
**REFER TO THE SPECIAL EVENTS ORDINANCE FOR SPECIFIC REGULATIONS**

|   |   |
|---|---|
| <b>Name of Event:</b>   | Till Productions  |
| <b>Type and Purpose of Event (Check all that apply):</b>  | <input type="checkbox"/> Festival<br><input type="checkbox"/> Concert/Street Dance<br><input type="checkbox"/> Parade/March<br><input type="checkbox"/> Rally/Demonstration<br><input type="checkbox"/> Sale/Auction<br><input type="checkbox"/> Sidewalk Exhibit<br><input type="checkbox"/> Race/Walkathon<br><input type="checkbox"/> Fireworks<br><input checked="" type="checkbox"/> Other (specify) |
| <b>Purpose/Description of Event (attach additional sheets if needed):</b>   | Feature Film  |
| <b>Name of Director/Sponsor ("Producer"):</b>   | Aaron Gutentag - Key ALM  |
| <b>Complete Address:</b>  | 315 Deshler St SW, Atlanta, Ga 30310  |
| <b>Telephone: (Work):</b>   | <b>(Home):</b>  |
| ** Attach additional sheet(s) listing Contact information for ALL individuals and/or organizations sponsoring the event. . . include name, complete address, & phone numbers) |   |
| <b>Date(s) and Time(s) of Event (including time for set up prior to, and clean up following, the event) :</b>   | Prep - 9/24 - 10/3 (7a - 7p) Shoot - 10/5 (7a - 7p); Strike - 10/6 - 10/9 (7a - 7p)   |
| <b>Location(s) of Event (be specific):</b>  | Filming on Main St from Post Rd to Lone Oak St & Church St  |
| <b>Peak Crowd Estimate:</b>   | 150 Crew Members  |

**\*\* Attach executed "Waiver and Indemnity Agreement"**

**\*\* Attach Map(s) and Plans showing the following:**

1. A site plan showing the layout of the event area, showing the event production area in detail, and specifying the boundaries of the overall event assembly area, including portable toilets to be provided, and show the number of such toilets at each location.
2. Any street closings requested, which streets, who will guard the closed streets, dates and times of closing.
3. Two copies of a drawing with dimensions showing the proposed location of temporary activities, traffic patterns and curb cuts and compliance with Special Events Ordinance.
4. Any temporary outdoor structures proposed to be erected, describing them in detail.
5. Any signs or banners proposed to be erected, giving details.
6. Whether a parade is planned, the time, location and anticipated number of participants. (See "Grantville Parade Ordinance")
7. Any entertainment planned, giving details as to nature, time & place of such entertainment.

8. All street vendors to be involved, giving details, including specifically contracted or regularly licensed vendors.
9. How the applicant proposes to insure the cleanup of the area, including the following information:
  - a. The applicant shall provide detailed plans regarding the following:
    - i. The number, volume and location of containers within the event assembly area for the collection and disposal of solid waste generated by the proposed outdoor festival.
    - ii. The number, volume and location of containers within the event assembly area for the separate collection, removal and recovery of recyclable materials generated by the proposed outdoor festival.
  - b. For any special event required to provide private solid waste collection, the applicant shall provide the name and contact information of the private company contracted for the collection, removal and disposal of solid waste and recyclable materials from public event area.
10. An access plan for all internal emergency services for the festival, specifying how emergency vehicles will reach and leave the site.
11. A specific plan for internal security for the festival, specifying the number of off-duty law enforcement personnel and private security guards which the applicant plans to hire, what arrangements the applicant has made for hiring them, and details of the plan for payment. The internal security plan shall specify that the number of off-duty law enforcement personnel hired by the applicant shall be the same or more than the number of private security guards hired for such purpose. At the option of the applicant the security forces under the internal security plan may be comprised entirely of off-duty law enforcement officers. This section shall not preclude the use of "t-shirt" security in the event production area in addition to personnel mandated herein. "T-shirt" security may be in addition to but may not be in lieu of the required off-duty law enforcement personnel or private security personnel. In the hiring of off-duty law enforcement personnel, the applicant shall give priority to the City of Grantville law enforcement personnel.
12. The internal security plan must show that all off-duty law enforcement personnel to be used for internal security are POST-certified and have jurisdictional authority in the festival area, and that all private security personnel contracted for by the applicant are employed by companies licensed by the State of Georgia Board of Private Detective and Security Agencies. In addition, the internal security plan must list all persons who participated in creating the internal security plan and shall certify that no current city employees participated in creating the internal security plan.
13. Utility services such as electrical power or water will be required, specifying the amount and type, and stating the applicant's proposal, if any, for obtaining such services.
14. Any electrical wiring proposed to be installed, specifying installation details.
15. Whether the applicant intends to gate the festival and charge an admission fee, specifying the amount of the fee and details as how the applicant proposes to gate the festival.
16. A certification by applicant that a notice of intent to hold a special event has been sent by registered mail or by hand delivery to the City of Grantville. A copy of this notice without the attachments shall be attached to the application. If delivered by hand, a receipt must be obtained and attached.
17. The applicant shall be provided with a copy of all ordinances deemed applicable to the conduct of an outdoor festival at the time of receipt of application.

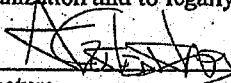
STATE OF GEORGIA  
COWETA COUNTY

**WAIVER AND INDEMNITY AGREEMENT**

In consideration of being permitted by the City of Grantville to host a Special Event or Parade (the "Event"), the undersigned hereby covenants and agrees that the City of Grantville, their officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the "City of Grantville") shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, the Event, nor shall the City of Grantville be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents, affiliates, representatives, invitees, licensees or other persons attending or affected in any way by the Event.

Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the undersigned for the benefits of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the City of Grantville harmless from and against any and all costs, expenses (including, without limitation, attorney's fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the Event.

If executing this agreement on behalf of a business or organization of any kind, the undersigned affirms that he or she has the authority to sign on behalf of said business or organization and to legally bind said business or organization.

  
\_\_\_\_\_  
Signature

9/7/2021  
\_\_\_\_\_  
Date

Aaron Gutentag  
\_\_\_\_\_  
Print Name

Sworn to and subscribed  
Before me this 7 day of  
September 20 21.

Till Productions  
\_\_\_\_\_  
Business or Organization Name

Key ALM  
\_\_\_\_\_  
Title and Position with Business or Organization

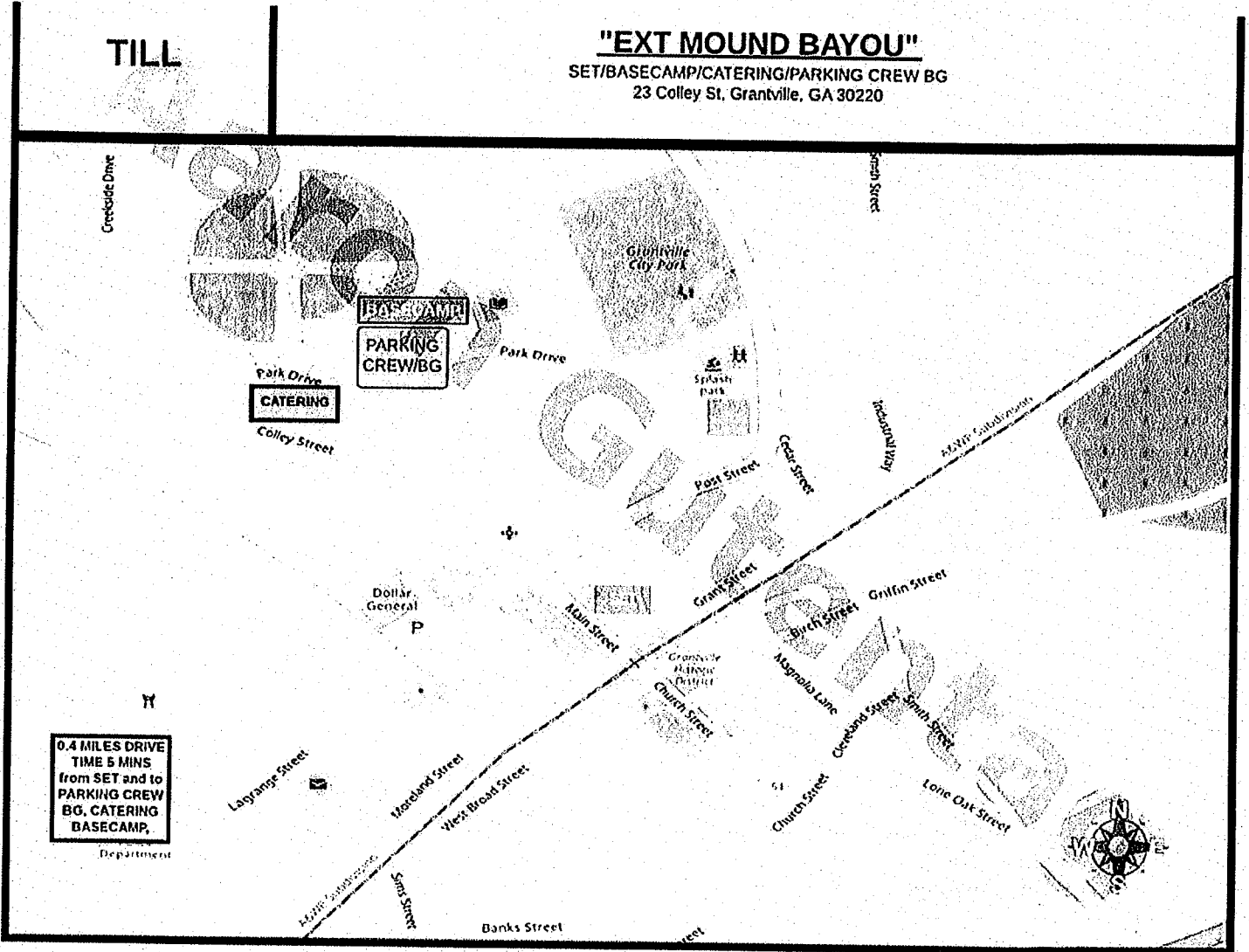
\_\_\_\_\_  
Notary Public, State of Georgia  
My Commission Expires:  
\_\_\_\_\_



TILL

# "EXT MOUND BAYOU"

SET/BASECAMP/CATERING/PARKING CREW BG  
23 Colley St, Grantville, GA 30220



0.4 MILES DRIVE  
TIME 5 MINS  
from SET and to  
PARKING CREW  
BG, CATERING  
BASECAMP.

Department



TILL

**"EXT MOUND BAYOU"**

SET/WORKING TRUCKS  
16 Main St, Grantville, GA 30220

