



Guidelines:

- **Filming Hours:** Filming activities are **only allowed between the hours of 7am-10pm (9am-10pm on weekends)** due to the [City Noise Ordinance](#). On a case by case basis night filming will be considered given impact and density, providing there is 1 month notice to the CHNA Film Committee.
 - Security personnel and overnight crew are expected to abide by noise ordinance and applies to load-in/-out as well.
- **Notifications:** The City of Atlanta Office of Entertainment (OOE) typically requires productions to flyer the neighborhood in order to notify of your planned filming. Notification needs to be provided to info@castleberryhill.org and residential buildings/merchants within 1 week of a shoot to ensure that your shoot runs as smoothly as possible!
 - The following must be included:
 - Name of Production Company
 - Local Production Contact Number and Email
 - Date(s) and Time(s) of Filming
 - Description of Filming Activities
 - Specific Location of Lane Closure(s)
 - Location and Times of Expected ITC(s) - intermittent traffic controls
 - Any applicable permits or applications for permits
- **Vehicle Parking:** Permission for street parking and restrictions is handled by the OOE and APD, the CHNA holds no rights to lots. Private property owners, who are open to filming, can be provided for lot access as needed to negotiate further with.
- **Lane/Street Closures:** Lane closures are to be restricted to one side of the street only and depending on the impact, production companies may be requested to work with property owners of parking decks/lots to secure off-street parking for displaced on-street parking spaces. Due to stadium construction (closure of MLK Jr Dr) and upcoming Spring St bridge closure (as of 9/2/14), we request that no full street closures be granted. On a case by case basis street closures will be considered given impact and density, providing there is 1 month notice to the CHNA Film Committee and full detour plans.
- **Trash/Directional Signage:** Crews are expected to leave the area in as good or better condition, including removal of all trash/debris and directional signage that may have been put in place.
 - For larger closures requiring DPS/DOT signage, production companies are to ensure that signage is removed in a timely manner in order to minimize motorist/commuter confusion.

Working with Castleberry Hill:

- Before the Shoot:
 - Familiarize yourself with the [neighborhood](#) in which you're shooting. Be



- considerate of the mixed-use community.
- Notify info@castleberryhill.org in advance of filming and with any questions concerning property owners for notifications.
 - Assure businesses that you will allow customer access and truck deliveries.
 - All necessary permissions for locations through the OOE must be obtained in advance of filming.
- During the Shoot:
 - All productions need to have a hard copy of their permit on location with them at all times as well as providing to info@castleberryhill.org for posting.
 - The Locations Department, drivers and PAs should be sensitive to neighborhood needs while parking. Do not interfere with driveways and do not block fire hydrants.
 - Do not block buildings or store equipment on sidewalks in front of buildings that are not working directly with the shoot.
 - Ensure safe pedestrian passage through and around your set. Cover cables with mats, keep equipment against buildings or in curb lanes (with APD approval), and do not allow crew members to congregate in building doorways.
 - The public must not be deprived access to private or public property.
 - Do not hold or block traffic without a police officer. You must have APD on location for any ITC or other traffic control and neighborhood needs to be aware of these.
 - Make certain that trucks and motorhomes fit under trees to avoid damage to branches. CHNA can help with this.
 - Find nearby lots to park campers and other non-essential vehicles if you are going to be at a location for multiple days. CHNA can help with this.
 - Trailers may not pop out into city streets and traffic lanes.
 - Avoid parking catering trucks or honeywagons (portable toilets) in the vicinity of active restaurants.
 - Meals may not be eaten on the public right-of-way, including sidewalks. Productions must secure an off street location for catering and craft services.
 - Avoid parking generator trucks in front of residential buildings. Do not leave truck engines idling under residents' windows.
 - Do not allow crew or extras to park on set. Establish an alternate parking location in advance of your filming. CHNA can help with this.
 - Any free standing generators must be baffled with fireproof/non-flammable material.
 - **Keep noise to a minimum when arriving in Castleberry Hill before 7 a.m. (9 a.m. on weekends) or filming past 10 p.m.**
 - **Remind crews to speak courteously to the public. Do your best to ensure that future productions are welcomed back.**
 - Patronize local businesses during breaks and, if possible, work with restaurants



- on helping provide alternate meal locations and catering.
- Have copies of all permits issued on set for general public viewing.
- After the Shoot:
 - Clean up by the morning after your shoot. Make a thorough clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, leaflets, tape and directional signs that your production posted.

Rate Sheet:

*Nonprofit, public service announcements and qualifying student productions are exempt

- For helping coordinate filming, communication with impacted residents and businesses and coordination of production, we are requesting a suggested donation of the following be made to the Castleberry Hill Neighborhood Association, a 501(c)3 organization, to be provided in advance of filming:
 - \$500 flat fee for filming under \$500,000 production budget
 - \$1000 flat fee for filming over \$500,000 production budget
- Certificate of Insurance (COI) to be provided