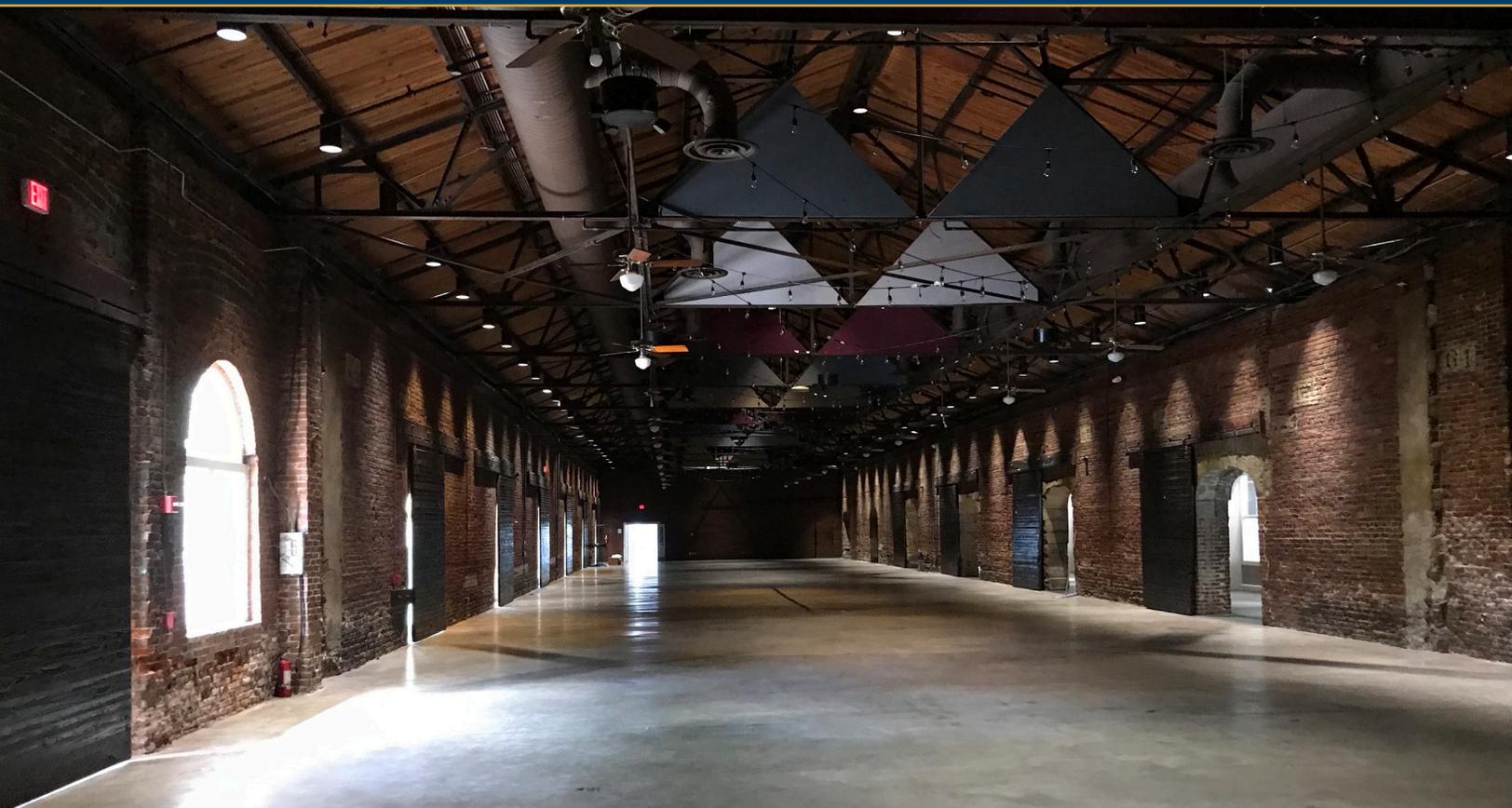




FILM LICENSING GUIDE



OVERVIEW

The Georgia Building Authority (GBA) licenses available space for film production to align with the State of Georgia's initiative to remain a leading destination for film and television production.



LICENSING PROCESS

Scheduling a Site Visit

To begin the process to license a GBA property for filming purposes, please contact the External Affairs Manager to schedule a site visit. GBA's standard business hours are Monday - Friday from 7:30 am to 4:30 pm.

External Affairs Manager
Email: events@gba.ga.gov
Office: 404-657-7407
Cell: 404-798-2152

Production Licensing Form

The film production company (Company) will be required to complete and return to the External Affairs Manager a Film Production Licensing Form attached at the end of this guide. The form should be submitted to GBA not less than ten (10) business days prior to the needed use. Contact the External Affairs Manager regarding license fees.

Certificate of Insurance

Prior to GBA's execution of a license agreement, the Company must provide a Certificate of Insurance, naming GBA as an additional insured. The minimum insurance requirements are included in the license agreement, and the minimum general liability and umbrella amounts are listed below. Insurance requirements are based upon the mandates of the State Tort Claims Act and therefore are 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

GBA reserves the right to require the license fee to be submitted with the signed license agreement.

Failure to depart the premises in a timely manner or unauthorized use of a property will result in a penalty of \$500/hour.

Labor costs, damages, trash removal fees and other costs will be assessed at the post event site inspection and billed separately in addition to a 10% administrative fee.

License Agreement

Using the information provided in the Film Production Licensing Form, GBA will draft a licence agreement for the property requested. A drawing, referred to as "Exhibit A", will be included with the license agreement to identify the licensed property and designated areas of use.

GBA will send the license agreement to the Company for execution. **The Company must hand deliver or mail two (2) signed license agreements to our office prior to the license start date. Electronically submitted license agreements will not be accepted without the prior approval of GBA.** GBA will then execute the license agreement and return one original to the production company. Please allow a minimum of ten (10) business days to complete this process.

Requests to modify the terms of the license agreement may prolong the licensing process.

Script Submission

GBA reserves the right to require a Company to submit all script pages. GBA may deny filming on its property based upon a Company's failure to timely submit such applicable script pages for GBA review.

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 between the Company and the Department of Public Safety.

Refer to the External Affairs Manager for Department of Public Safety contact information.



GBA MAY DENY THE USE OF STATE PROPERTIES FOR FILM PRODUCTIONS AT ITS DISCRETION.

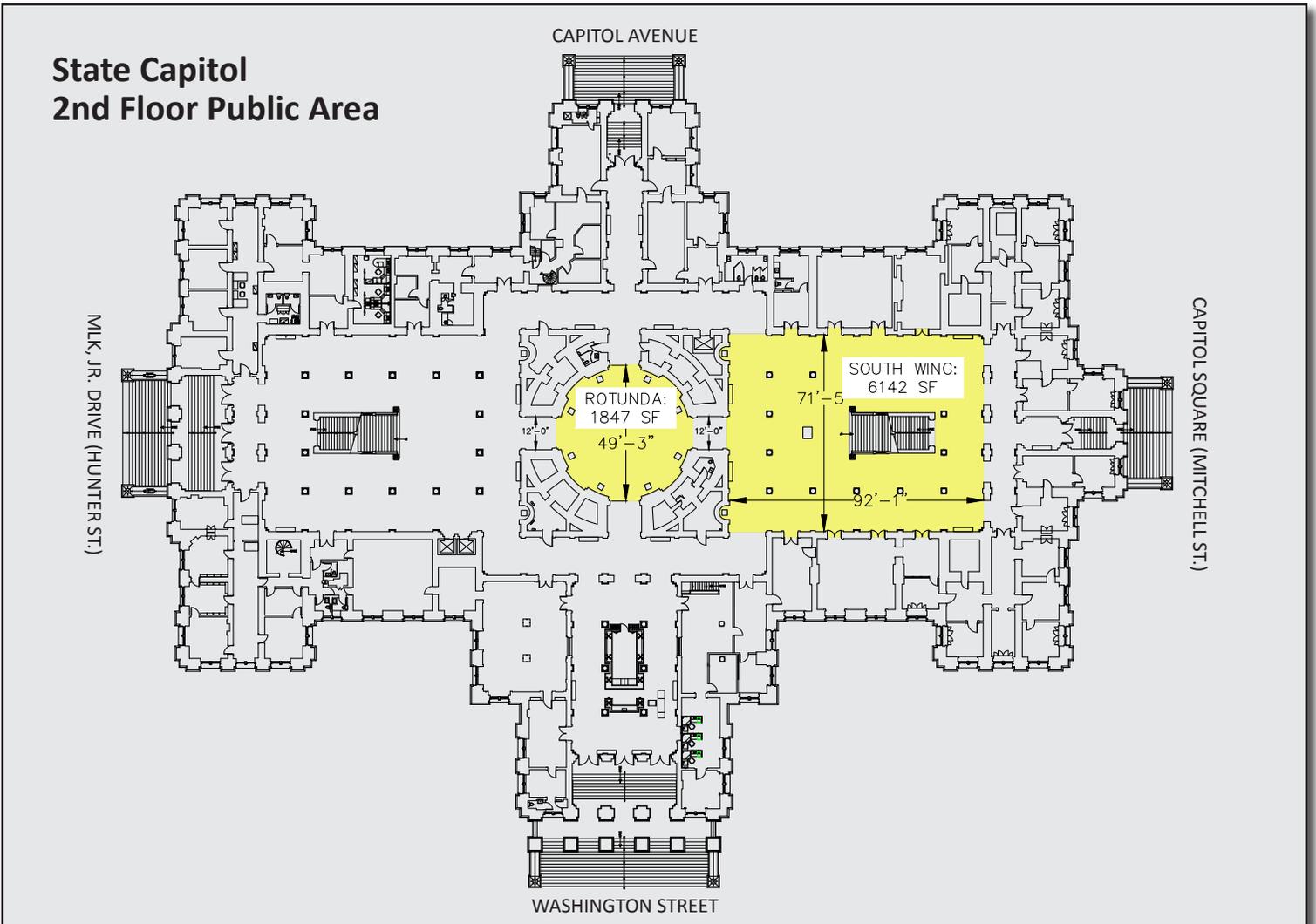


GEORGIA STATE CAPITOL

Built in 1889, this historical building is the central hub of Georgia's government.

- 206 Washington Street SW, Atlanta GA 30334
- Approximately 7,989 square feet of available space
- Not available for use by productions November 15th to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Parking along the perimeter of the Capitol is available for an additional fee.
- Some areas of the building will have weight capacities.
- Must comply with Capitol and Grounds Exhibit and Event Guidelines.
- Electricity is not provided; each Company must bring their own generators. GBA Facilities will assist with any generators run through windows and doors.



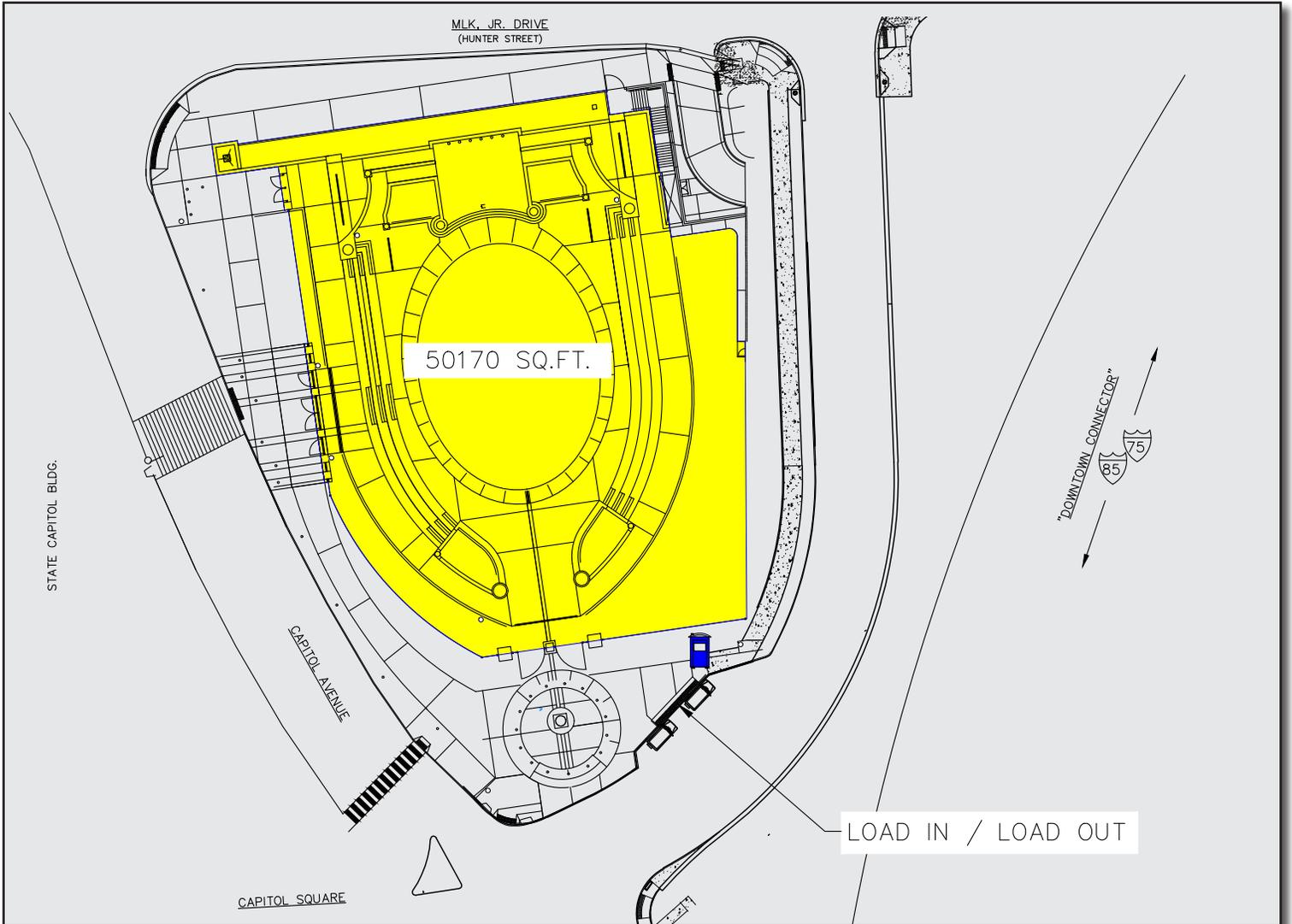


LIBERTY PLAZA

Liberty Plaza, unveiled in 2015, sits adjacent to the State Capitol.

- 214 Capitol Avenue, Atlanta GA 30334
- 50,170 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- No food, beverage, catering, nor craft services are allowed in the Plaza.
- Electricity is not provided; each Company must bring their own generators.
- Must comply with Capitol and Grounds Exhibit and Event Guidelines.

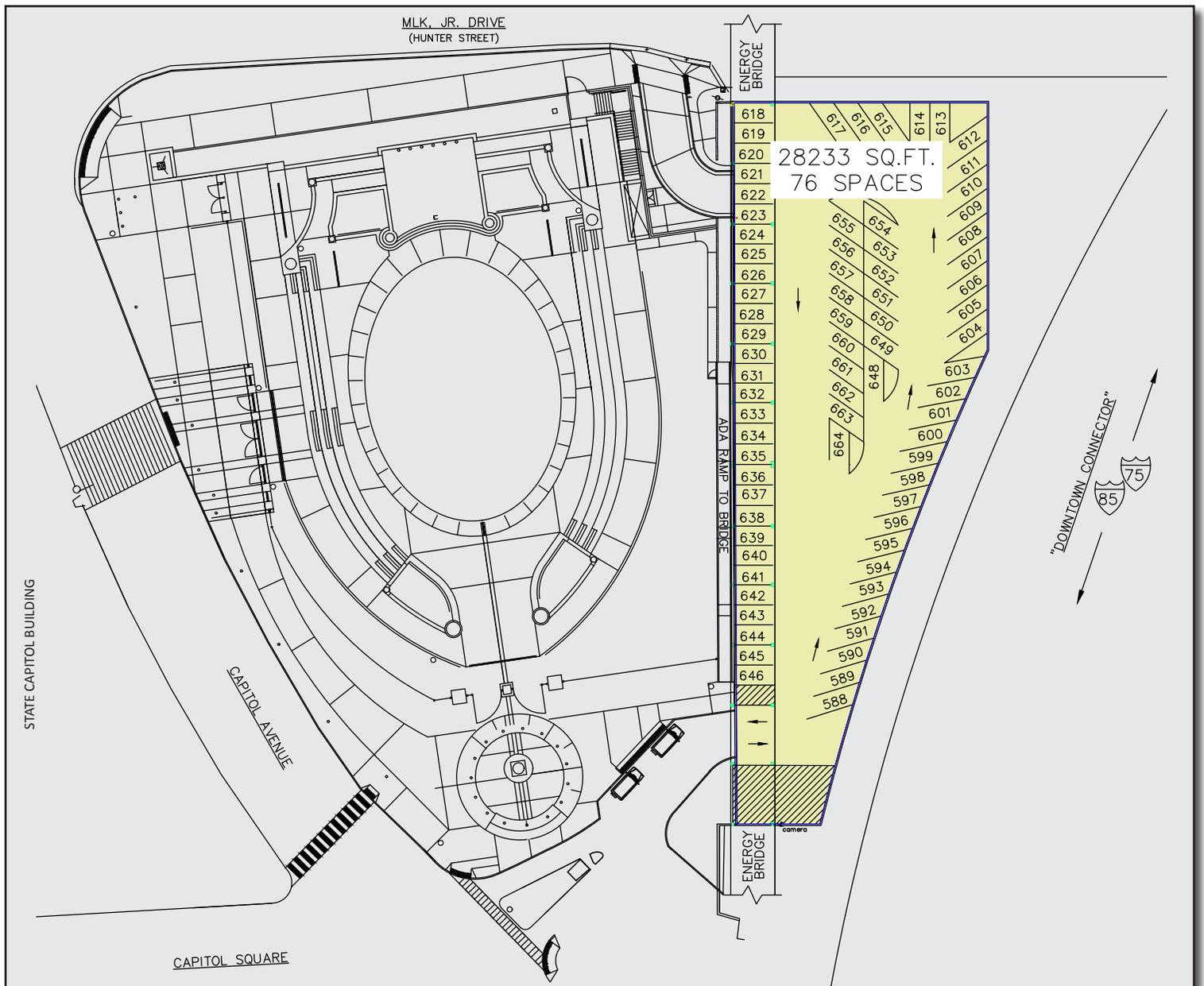




CAPITOL PARKING LOT

A parking lot adjacent to Liberty Plaza. This lot is managed by GBA's contractor. Use of this lot for film and any corresponding agreement will be administered by the contractor. GBA approval is required for a Company's use of this parking lot and GBA reserves the right to require a separate license agreement with GBA for said use.

- 216 Capitol Avenue, Atlanta GA 30334
- 28,233 square feet, 76 spaces
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Can be used as basecamp and parking.
- Electricity is not provided; each Company must bring their own generators.





THE ORIGINAL WORLD OF COKE BUILDING

Built in 1990, this building served as a museum for the Coca-Cola Company for over a decade.

- 55 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 50,986 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- This property requires a concurrent license agreement of Steve Polk Plaza.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Electricity is not provided; each Company must bring their own generators.
- A/C is not provided.

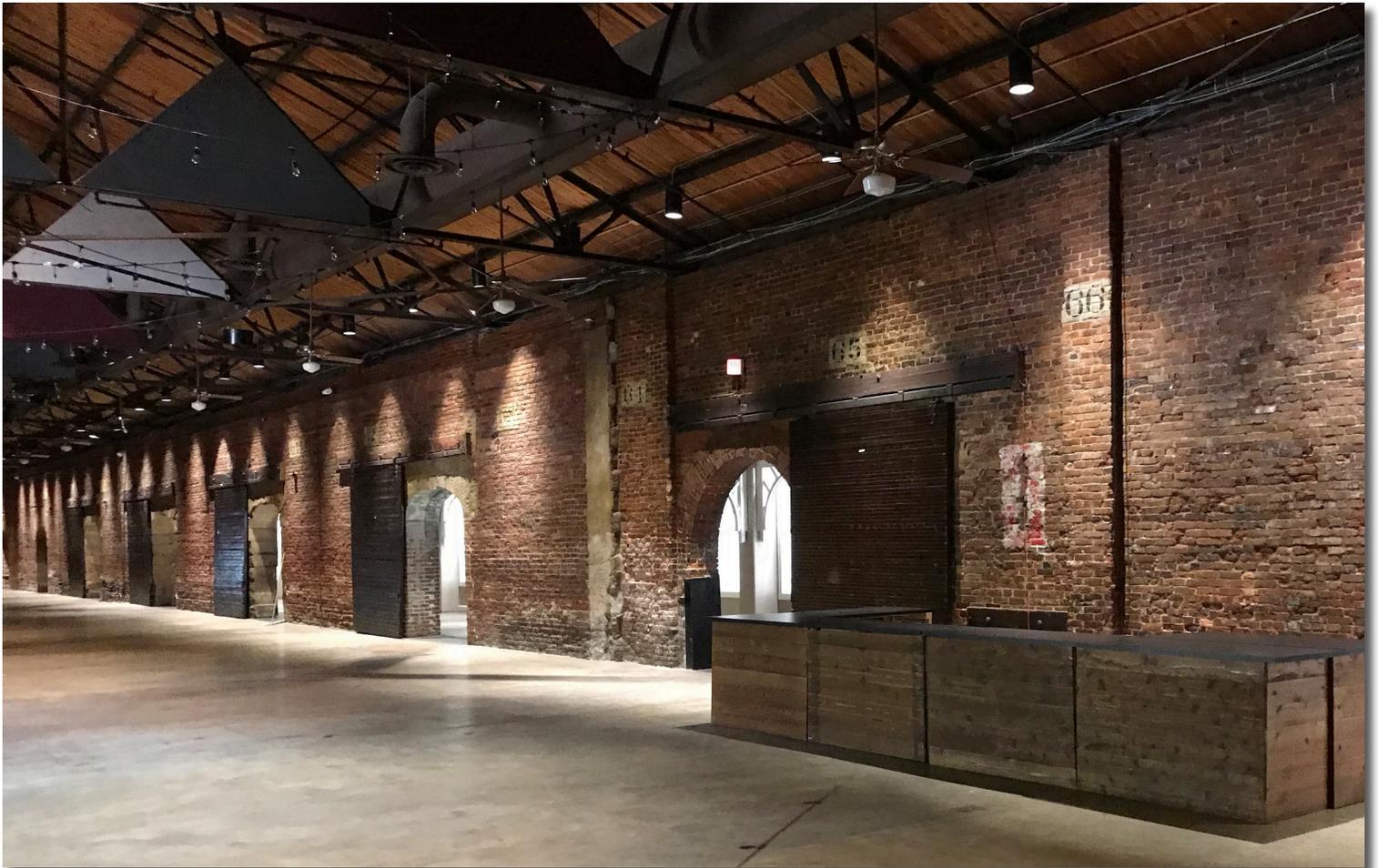


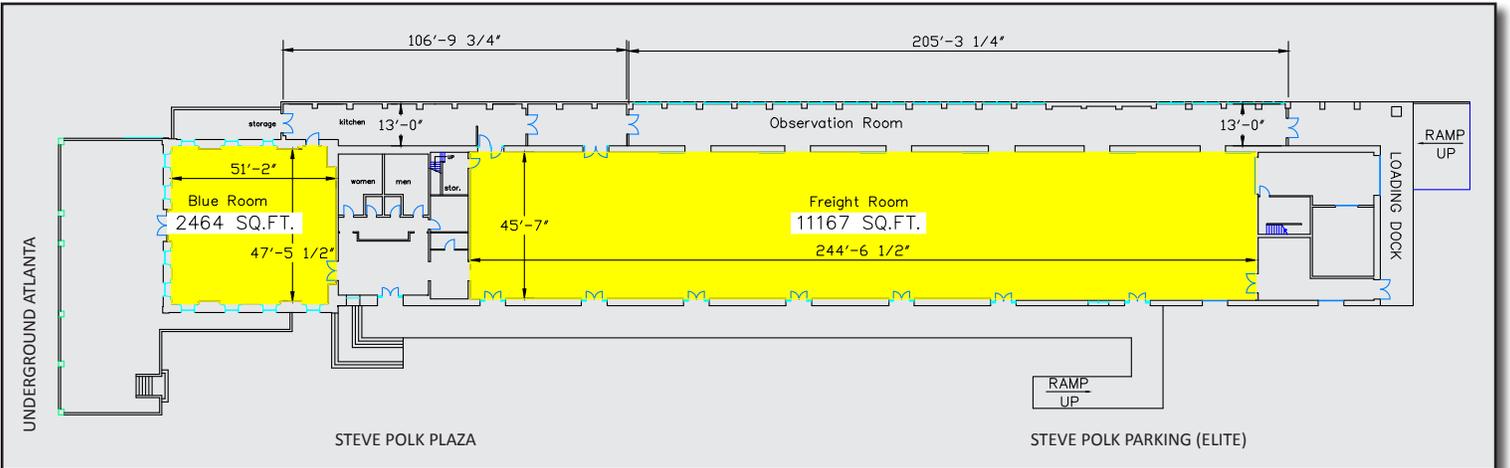
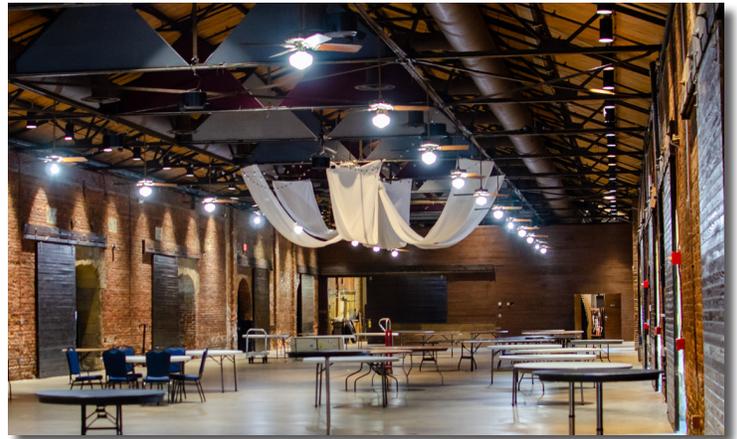


THE GEORGIA FREIGHT DEPOT

The Georgia Freight Depot, one of the oldest buildings in downtown Atlanta, was completed in 1869 and served as the main freight depot for the Georgia Railroad. **Based on production size and needs, a concurrent license agreement of Steve Polk Plaza may be required.**

- 65 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 11,167 square feet - Freight Room
- 2,464 square feet - Blue Room
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Must have a GBA Facilities Engineer on site during the duration of the license agreement. This cost will be invoiced to the Company.
- Conveniently located loading dock
- Electricity is not provided; each Company must bring their own generators.





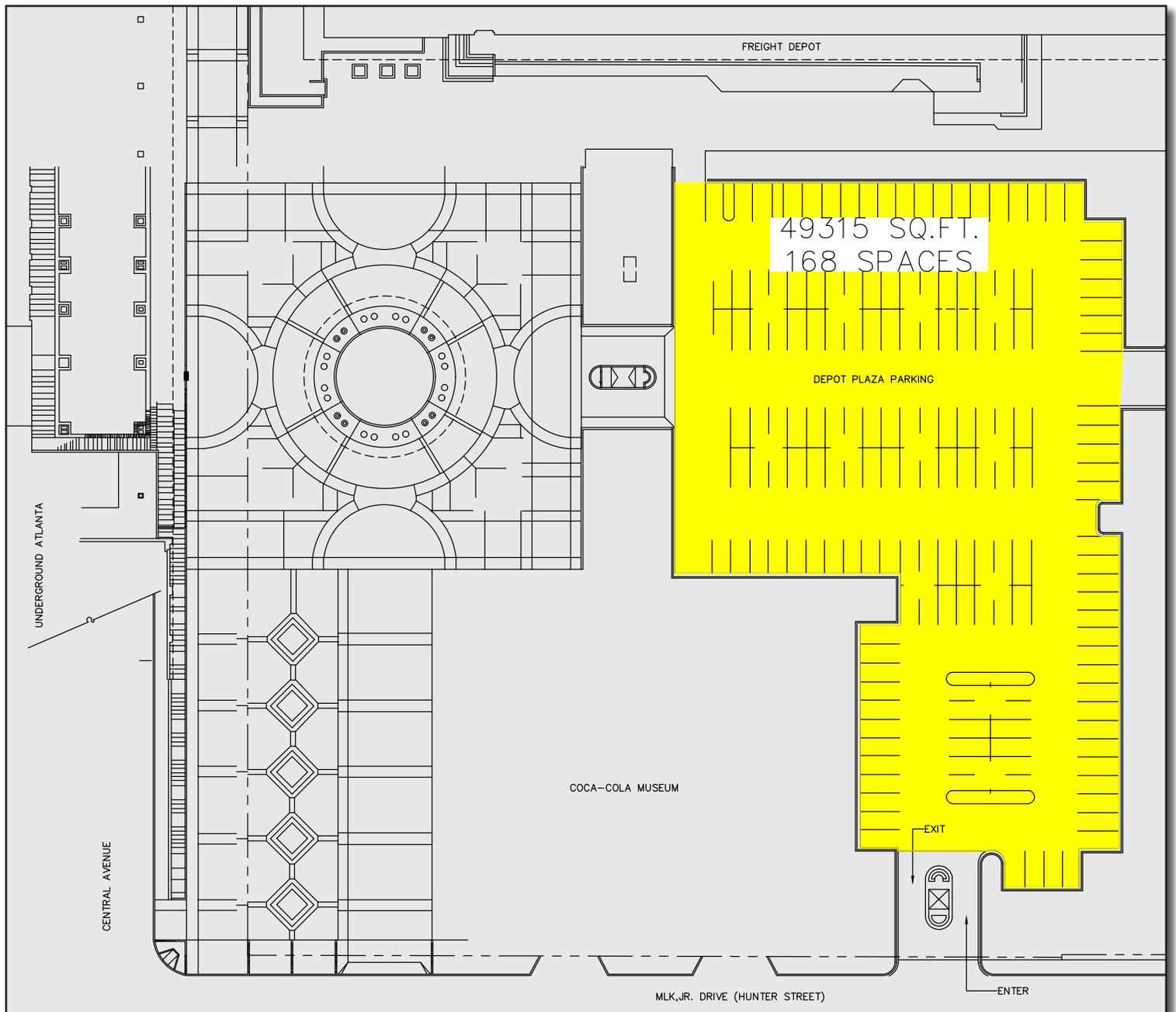


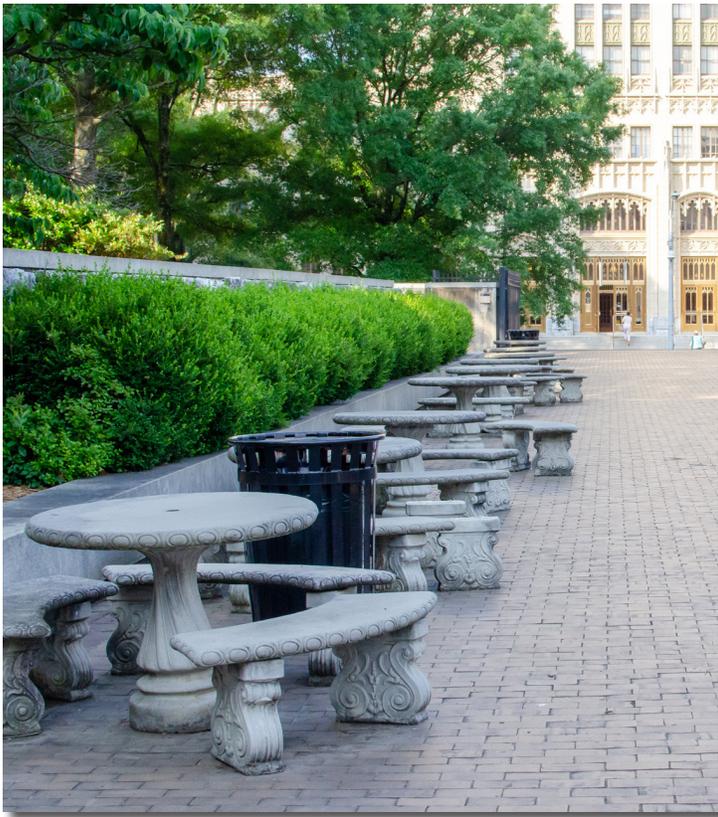
This lot is managed by GBA's contractor. Use of this lot for film and any corresponding agreement will be administered by the contractor. GBA approval is required for a Company's use of this parking lot and GBA reserves the right to require a separate license agreement with GBA for said use.

STEVE POLK PARKING LOT

A convenient parking lot located near the Original World of Coke Building and the Freight Depot.

- 65 Martin Luther King, Jr. Dr. SW, Atlanta GA 30334
- 49,315 square feet, 168 spaces
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Can be used for basecamp and parking.
- Electricity is not provided; each Company must bring their own generators.

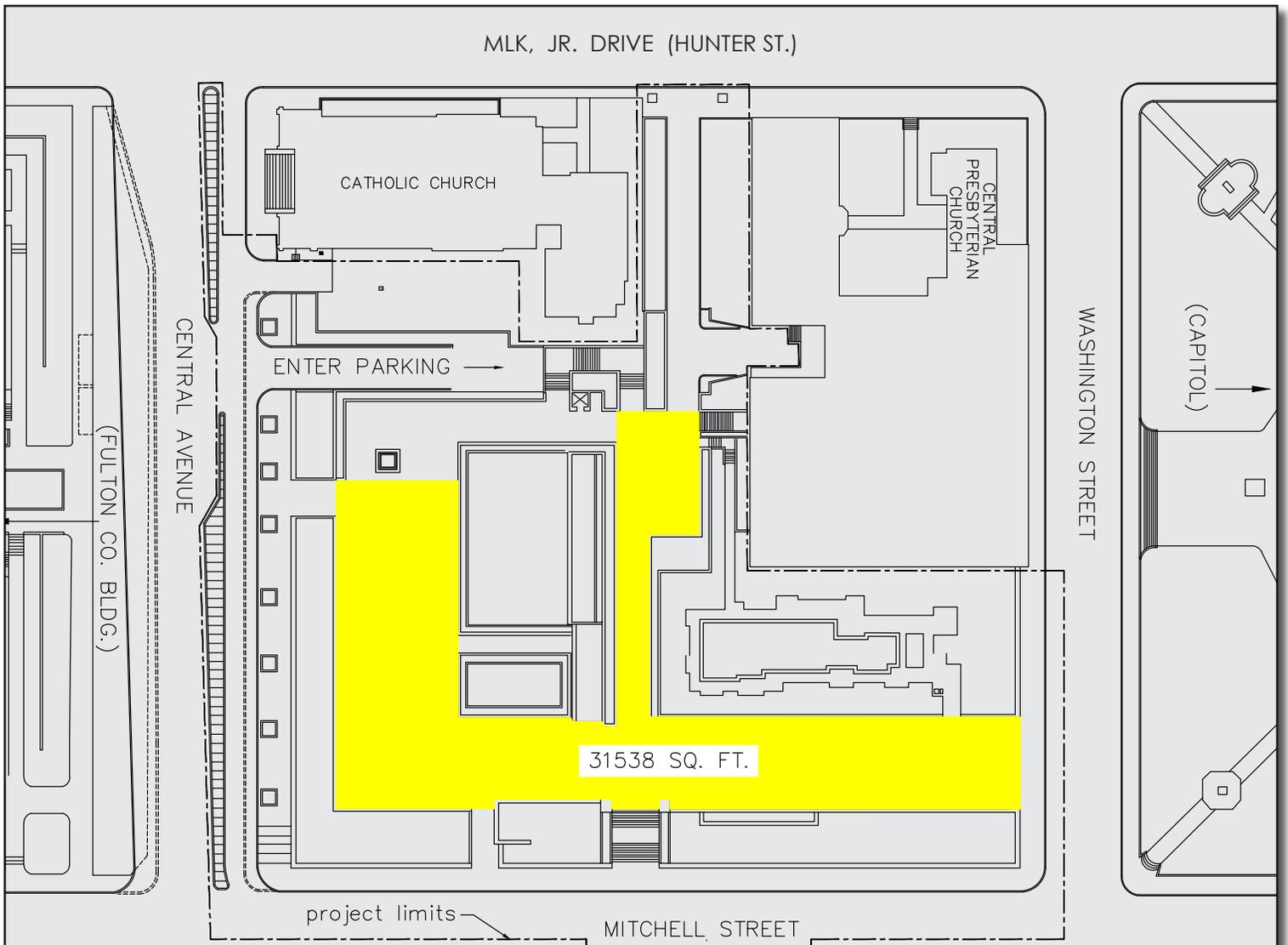




PLAZA PARK

A park located near the Georgia State Capitol.

- 108 Central Avenue, Atlanta GA 30334
- 31,538 square feet
- Not available for use by productions December 1st to the last day of the annual Georgia legislative session (which typically ends in April) and during any special called legislative session.
- Electricity is not provided; each Company must bring their own generators.





270 WASHINGTON STREET SW, SUITE 2101
ATLANTA, GEORGIA 30334
404-657-7407

FILM PRODUCTION LICENSING 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: _____



270 Washington Street SW, Suite 2101
Atlanta, Georgia 30334
www.gba.georgia.gov
Email: events@gba.ga.gov
Office: 404.657.7407 Cell: 404.798.2152