216 4th Street N, Stillwater, MN 55082
651-430-8800
www.stillwatermn.gov

APPLICATION FOR MOTION PICTURE PRODUCTION PERMIT

$100 Fee

Applications must be filed no less than five working days before the commencement of production.

Company Name:_____

Company Address: _____
City State Zip Code

Phone Number: _____

Name of Person Authorized to Receive Service of Process by Mail: _____

Address: _____
City State Zip Code

Telephone: _____ Email:_____

Location(s) of Production *(be specific as possible, i.e., street, intersection):*

Date(s) of Production:_____

Hours of Production: from _____ a.m./p.m. to _____ a.m./p.m.

Number of people involved/crew:_____ Number of Vehicles on site:_____

Brief Description/Type of Production:

Anticipated Use of City Resources and/or Work Force:

Brief Description of Anticipated Street or Sidewalk Closure *(including time of day, hours, and duration):*

By executing this application, the applicant hereby agrees to reimburse the City for any extraordinary expenses rendered in connection with the production in a timely manner. Such costs shall include, but not limited to, charges for personnel and equipment in support of the production. An estimate of these costs will be provided to the applicant prior to issuance of permit. The City is under no obligation to provide City personnel or equipment, and such requests may need City Council approval.

Signature of Applicant:_____ Date:_____

Printed Name:_____ On behalf of Company:_____

Notary: The foregoing instrument was acknowledged before me this _____ day of _____, 20___.

[Notary seal]

_____
Notary Signature

MOTION PICTURE PRODUCTION PERMIT APPLICATION INSTRUCTIONS

A motion photography production includes professionally done feature films, television movies and television commercials. The City of Stillwater welcomes companies who have found the City to be an appropriate location for film production. The application is designed to help the City accommodate your needs in order to insure your production results in a pleasant and exciting experience.

Application Submittal Requirements:

- Application signed and notarized.
- Proof of general liability insurance coverage in the amount of at least $1,000,000.00 with the City named as an additional insured.
- A performance bond may be required and will be determined based on the applicants use/modification/conversion of public and/or private property.

APPLICANT

Name of company (including address/phone number) that is responsible for the production of the film.

PERSON AUTHORIZED TO RECEIVE SERVICE OF PROCESS BY MAIL

Identify by name the person (including address/contact information) who will be the contact person for the company and who is authorized to receive any formal and/or legal correspondence from the City of Stillwater.

STATE LOCATION OF PRODUCTION

Describe the areas of the City (*i.e.*, downtown area, south area, north area, etc.) that filming will take place. Include the names of the streets or public areas (*i.e.*, parks, playgrounds, etc.) that are to be used in the production.

PRODUCTION DETAILS

State the intended date of film production that will involve the locations listed above and the services and closures listed below. State the number of days it will take to complete the production, including any setup day and the estimated completion date, the number of people involved that will be onsite during production and the number of vehicles that will be onsite.

BRIEFLY DESCRIBE TYPE OF PRODUCTION

Describe the type of production (e.g., feature film, short cut, commercial, documentary, etc.) including the story/subject of the film.

ANTICIPATED USE OF CITY RESOURCES/WORK FORCE

Describe the type of services you will request of the City, such as personnel (police, fire, public works, etc.) and equipment (squad cars, traffic control equipment, fire trucks, plow trucks, etc.). Also describe the purpose for the requested item.

BRIEF DESCRIPTION OF ANTICIPATED STREET OR SIDEWALK CLOSURE

Briefly describe anticipated closures of City streets (including time of day/duration). Describe the streets that will be closed and the date/duration of the closure. This would also apply to other public areas such as parks, playgrounds, beaches, etc. (Please note that closure of State or County highways/facilities located within the City must be approved by the Minnesota Department of Transportation and/or Washington County Public Works Department.)

SIGNATURE OF APPLICANT

The application should be signed by an officer of the film production company. This is a person who is authorized to obligate the film production company to meet the responsibilities of the applicant and the requirements of the Stillwater City Code regulating motion picture productions within the City.