



CITY OF WAITE PARK
ADDENDUM FOR FILM PRODUCTIONS
APPLICATION FOR PARADE PERMIT, RUN, OR BLOCK PARTY

To be completed and attached to any Special Events Permit for film and television production, seven (7) business days before scheduled production, or as much lead time as possible. Permitting for film and television productions will be expedited by City as quickly as possible.

Completion of standard Application for Parade Permit, Run, or Block Party ("Special Event Permit" is also required. No fees are associated with applications.

Project & Contact Information

Production Company Name: _____
Production Title: _____
Production Type: Feature Film Commercial TV Documentary Student
 Other: _____
Primary Contact Name & Title: _____
Phone: _____ Email: _____
On-site Location Manager: _____ Phone: _____

Filming Details

Filming Dates (incl. prep/wrap): _____
Location(s) with Address(es): _____

Daily Hours of Activity:
Prep: _____ Filming: _____ Wrap: _____
Rain Date or Alternate Date(s): _____

Scene Description & Activities

Brief description of scenes to be filmed: _____

Will filming include any of the following? (check all that apply and describe below)

- Stunts
- Simulated Weapons / Firearms
- Special Effects (Rain/Wind/Smoke)
- Excessive Noise / Sound of Gunfire
- Road or Sidewalk Closures
- Use of Drones or Aircraft
- Night Filming (after 10:00 PM)
- Pyrotechnics
- Fake Police or Emergency Vehicles
- Generator or Power Drops
- Tent Setup
- Large Equipment (e.g., Cranes, Condors)
- Animals
- Minors

Describe any checked items above:

Parking & Traffic Control

Base camp or production parking location(s):

Requesting reserved street parking? Yes No

Traffic/pedestrian control needs:

Requesting Police or Fire Detail? Yes No

Insurance Requirements

Certificate of Insurance (COI) listing City of Waite Park, MN additionally Insured must be attached.

Minimum General Liability: \$1,000,000 per occurrence

Additional coverage for stunts, aircraft, or special effects may be required at City's discretion.

Agreements & Responsibilities

- Production agrees to comply with all applicable ordinances unless waived.
- Any changes to date, time, or location must be approved by the Planning & Community Development Director, acting as City Film Liaison
- Production agrees to restore all municipal property and clean locations after filming.
- Production agrees to indemnify and hold harmless the City of Waite Park, MN.

Signatures

By signing below, the applicant certifies the information is accurate and agrees to abide by all terms outlined herein and within the approved Special Events Permit.

Applicant Name (Printed): _____

Signature: _____

Date: _____

City Approval(Planning & Community Development Director)_____

Date City Approved: _____