



401 E. 21st Street
Hibbing, MN 55746
218-312-1560
Hibbingmn.gov

Date Received: _____
Council Mtg Date: _____

APPLICATION FOR FILMING / MOTION PICTURE PRODUCTION PERMIT

Applications are subject to council approval before the commencement of production.

Company Name: _____

Company Address: _____
City _____ State _____ Zip Code _____

Phone Number: _____

Name of Company Contact Person: _____

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: _____

Description/ Type of production:

Will filming require the closure of streets or sidewalks? If yes, provide a brief description of anticipated street or sidewalk closures (including time of day, hours, and duration):

Anticipated use of City resources (such as 'no parking signs,' barricades, etc.)

By submitting this application, the applicant agrees to promptly reimburse the City for any extraordinary expenses incurred in connection with the production. These expenses may include, but are not limited to, costs associated with personnel and equipment required to support the production. An estimate of these costs will be provided to the applicant prior to the issuance of the permit. Please note, the City is not obligated to provide personnel or equipment. Requests for such resources may require approval from the City Council.

Signature of Applicant: _____ Date: _____

Printed Name: _____ On behalf of Company: _____

MOTION PICTURE PRODUCTION PERMIT APPLICATION INSTRUCTIONS

The City of Hibbing welcomes film production companies and strives to facilitate a smooth and successful filming experience. This application is designed to help coordinate logistics while ensuring minimal disruption to residents and businesses.

APPLICATION SUBMITTAL REQUIREMENTS:

- Completed and sign application.
- Proof of general liability insurance coverage in the amount of at least \$1,000,000.00, with City of Hibbing named as an additional insured.
- A performance bond may be required based on the applicant's use or modification of public and/or private property.

APPLICANT INFORMATION:

- Name of Production Company (including address and phone number)
- Name of Authorized Contact for Service of Process (including address and contact information)

STATE LOCATION OF PRODUCTION: Provide a description of the filming locations within the City of Hibbing, including specific streets, public parks, or other public areas that will be used.

PRODUCTION DETAILS:

- Type of Production (e.g., feature film, short film, commercial, documentary, etc.)
- Summary of the project, including story/subject
- Dates of filming, including setup and completion dates
- Estimated number of cast and crew on-site
- Estimated number of production vehicles on-site

ANTICIPATED USE OF CITY RESOURCES AND WORKFORCE: Describe any services required from the city, including personnel (police, fire, public works, etc.) and equipment (squad cars, traffic control equipment, fire trucks, plow trucks, etc.). Indicate the purpose of these requests.

DESCRIPTION OF STREET OR SIDEWALK CLOSURES: Provide details on any anticipated closures of City streets, sidewalks, or other public areas (e.g., parks, playgrounds, beaches). Include the duration and specific locations of closures. Note that closures of State or County highways require approval from the Minnesota Department of Transportation and/or the County Public Works Department.

SIGNATURE OF APPLICANT: The application must be signed by an authorized representative of the production company, who assumes responsibility for compliance with the City of Hibbing regulations governing motion picture productions.

For questions, contact: Call City Clerk/Deputy Administrator Candie Seppala at 218-312-1560 or email her at candieseppala@hibbingmn.gov.