

# FAQs on Filming and/or Photographing in the City of Saint Paul, MN

# **PERMITS**

#### 1. Why do I need a permit?

The City may be able to assist you in the event of an unexpected occurrence that causes you to either take extra time to complete the shoot or prevent you from completing your shoot.

Going through the permit process allows both the production and the City to troubleshoot and be proactive about preventing problems.

If you do not have a permit and it is reported that the crew is causing damage, endangering the public, causing a nuisance, or breaking laws, the production may be cited and/or asked to shut down.

It is unlawful to block or hinder any public street or sidewalk without a permit; therefore, the Saint Paul Police Community Services Office (651) 558-2350 and the Public Works Right-of-Way Office (651) 266-6151 must be contacted prior to filming and/or photographing.

#### 2. Do I still need a permit if I am a student?

Yes.

# 3. What types of permits do I need to get?

If you plan on shooting in a park, the Como Park Zoo and Conservatory, a recreation center, a picnic facility, an island, or a golf course, contact the Division of Parks and Recreation at (651) 632-2438 or refer to the more detailed Parks and Recreation Film/Photo Permit Contact Information guide.

If you plan on shooting on a right-of-way (boulevard, sidewalk, street, or alley), contact the Public Works Right-of-Way Office at (651) 266-6151.

If you plan on shooting in the City Hall / Courthouse building, you will need to sign a Location Agreement with both the City and Ramsey County. Contact the Film Office at (651) 266-8524.

If you plan on filming and/or photographing near the State Capitol, you will need to contact Bernie Steele at (651) 296-0797.

Page 1 of 6 Rev. 10/9/2009

#### 4. What are the permit fees?

Depending on your shooting location and needs, permit fees vary. Contact the following City offices for further information on permit fees.

0	Division of Parks and Recreation	(651) 632-2438
0	Public Works Right-of-Way Office	(651) 266-6151
0	Saint Paul Police Community Services	(651) 558-2350
0	Saint Paul Film Office	(651) 266-8524

#### 5. How long does it take to get a permit?

The City recommends that you give us as much time as possible to process your request. The average turnaround for processing is 2-3 business days minimum, depending on holidays and special events.

# SPECIAL REQUESTS

#### 1. Do I need a permit to film in the City Hall / Courthouse?

Yes. You will need to sign a Location Agreement with both the City and Ramsey County. Contact the Film Office at (651) 266-8524.

#### 2. Can I hire a police officer to work in the shoot as an extra?

Yes. Contact St. Paul Police Community Services at (651) 558-2350.

# 3. Can I hire a police officer to work as security?

Yes. Contact St. Paul Police Community Services at (651) 558-2350.

# 4. Can I hire a squad car with a police officer for traffic control?

Yes. Contact St. Paul Police Community Services at (651) 558-2350.

# 5. How do I get hooded meters?

Contact the Public Works Right-of-Way Office at (651) 266-6151.

# 6. I need help scouting for locations. Who should I contact?

Contact the Minnesota TV and Film Board at (651) 645-3600 or visit their website <a href="https://www.mnfilmtv.org">www.mnfilmtv.org</a> . You may also contact the Film Office at (651) 266-8524.

# 7. My shoot may impact the flow of traffic. Who should I contact?

Contact St. Paul Police Community Services at (651) 558-2350 and Public Works Right-of-Way (651) 266-6151. They will need to know how traffic will be impacted.

Page 2 of 6 Rev. 10/9/2009

# **INSURANCE**

#### 1. Do I need to get insurance to shoot?

Yes. Depending on your location and needs, the insurance requirements are different. Contact the following City offices for further information on insurance requirements.

- o Saint Paul Film Office ......(651) 266-8524

#### 2. Do I need insurance to hire a police officer?

Yes. Contact St. Paul Police Community Services at (651) 558-2350.

#### 3. I am a student, do I need insurance?

Yes.

# 4. Do I need to name the City of St. Paul as additional insured on the certificate of insurance?

Yes. It is expected that all insurance polices have the following language on the certificate of insurance: "The City of Saint Paul, its officials, employees, and agents are hereby named as additional insured."

# **FEES**

#### 1. What is the fee for hiring a police officer to work in the shoot as an extra?

The fee is \$40.00 an hour per officer, with a four-hour minimum. If the project adds up to more than \$1,500.00 per day in fees, you will be asked to sign a contract with the City. Routing the contract for signatures within the City requires at least 2 – 3 business days, minimum depending on holidays and special events. Contact St. Paul Police Community Services at (651) 558-2350.

# 2. What is the fee for hiring a squad car with a police officer for traffic control?

The fee is \$50.00 an hour per squad car with a police officer. If the project adds up to more than \$1,500.00 per day in fees for police services, you will be asked to sign a contract with the City. Routing the contract for signatures within the City requires at least 2 – 3 business days, depending on holidays and special events. Contact St. Paul Police Community Services at (651) 558-2350.

Page 3 of 6 Rev. 10/9/2009

#### 3. How much does it cost to get hooded meters?

Hooded meters must be paid in advance. Meter permit fees vary according to location. Contact the Public Works Right-of-Way Office at (651) 266-6151 for more information.

#### 4. What are the fees for parks permits?

The fees are between \$30.00 - \$200.00, depending on the size of the crew. Special requests could add to the fees. In some instances, such as projects promoting the City or certain Service Announcements, the fee may be waived. Contact the Division of Parks and Recreation at (651) 632-2438 for more information.

# **CANCELLATIONS**

#### 1. What is the cancellation policy for the Division of Parks and Recreation?

Refunds for cancellations must be made within 14 calendar days in advance of the film/photo shoot. A \$25.00 processing fee will be charged, as per the Division of Parks and Recreation's Refund Policy. The rest of the permit fee is refundable. If a permit is issued within 14 days of the film/photo shoot, and the shoot is cancelled, the permit fee is not refundable. Contact the Division of Parks and Recreation at (651) 632-2438 for more information.

#### 2. What is the cancellation policy for Public Works Right-of-Way?

No refunds are given. Contact the Public Works Right-of-Way Office at (651) 266-6151 for more information.

#### 3. What is the cancellation policy the Police Department?

If the request is canceled less than 24-hours before the start time:

- For hiring a police officer to work in the shoot as an extra, the full four-hour minimum fee per police officer requested must be paid.
- For hiring a squad car with a police officer for traffic control, the entire first day's cost must be paid for each squad card with a police officer requested.

Contact St. Paul Police Community Services at (651) 558-2350 for more information.

Page 4 of 6 Rev. 10/9/2009

# **PROBLEMS**

#### 1. If there's a problem during the shoot, who should I contact?

#### An emergency situation

Division of Parks & Recreation(651) 632-2438		
Public Works Right-of-Way(651) 266-6151		
Public Works Right-of-Way (during non-business hours – Dispatch Office)(651) 292-6600		
Police (If an officer is working on the site, the officer will handle the problem) 911		
A non-emergency situation		
Division of Parks & Recreation(651) 632-2438		
Public Works Right-of-Way(651) 266-6151		
Police (If an officer is working on the site, the officer will handle the problem)(651) 291-1111		

# **ADDITIONAL RESOURCES**

#### 1. MN TV and Film Board

Visit the website <a href="http://www.mnfilmtv.org">http://www.mnfilmtv.org</a>

## 2. Como Park Conservatory Photo Policy

Visit the website http://www.comozooconservatory.org/cons/policies/photo.shtml

#### 3. Public Works Right-of-Way Filming Procedures/Policy

Call (651) 266-6151.

#### 4. Parks and Recreation Film/Photo Permit Contact Information Guide

Call (651) 632-2438 or view the available guide.

#### 5. State Capitol

Call Bernie Steele at (651) 296-0797.

Page 5 of 6 Rev. 10/9/2009

# **CITY CONTACTS**

#### **Film Office**

#### **Divison of Parks and Recreation**

Phone: (651) 266-8524 Phone: (651) 632-2438

Email: Joe.Spencer@ci.stpaul.mn.us Email: Linda.Ulrich@ci.stpaul.mn.us

## **Public Works Right-of-Way Office**

#### **Police Community Services Office**

Phone: (651) 266-6151 Phone: (651) 558-2350

Email: <u>Sabrina.Doren@ci.stpaul.mn.us</u>

Email: <u>John.Lozoya@ci.stpaul.mn.us</u>

Page 6 of 6 Rev. 10/9/2009