



# United States Department of the Interior

## NATIONAL PARK SERVICE

San Juan National Historic Site  
501 Calle Norzagaray  
San Juan, Puerto Rico 00901



### **SAJU- SOP-500-04 Applying for a Special Use Permit Process:**

1. Please fill your Application or form using San Juan National Historic Site webpage. You can see and download the form on <https://www.nps.gov/saju/planyourvisit/permitsandreservations.htm>
2. Send an email [saju\\_permits@nps.gov](mailto:saju_permits@nps.gov) to Special Use Coordinator located at Castillo San Cristobal signed application with a \$150.00 application fee (a receipt of payment). Call ahead of time to make we are available. Not reimbursable. <https://www.pay.gov/public/form/start/76539128> Applications are only accepted one year in advance. Fill out special use permit application with as many details as possible.
3. Once the SUP coordinator has received the application fee, the date, times and locations of the event will be reserved.
4. SUP coordinator will call/ email the contact permittee that payment and reservations have been made.
5. The application will then be created by the SUP coordinator into an unapproved permit.
6. Once the permittee agrees with the unapproved permit and costs, they sign it.
7. Once the SUP coordinator receives the signed permit, costs of the event and a copy of the liability insurance (for \$1,000,000.00 at least) see attachment #1: they will send the unapproved permit to their supervisor.
8. Once the supervisor has approved the permit, it will be sent to the Superintendent for approval.
9. Once the Superintendent signs the permit it is turned into an approved permit and acts as a contract. There will be no changes to the approved permit after the Superintendent approves it.
10. Once the SUP coordinator receives the signed permit from the Superintendent, they will scan it and send a copy to the permittee.

#### **1. Permittee's responsibilities:**

- a. Bring a copy of the permit to the event.
  - b. Follow rules on the permit; especially the park-specific rules.
  - c. Arrive the time the permit states for the event.
  - d. Realize that no set up can start before the permit states and you and park ranger monitors/special use permit coordinator must be onsite for vendors to start setting up.
  - e. Be the go-between for the NPS monitor and the vendors.
  - f. Leave the area the way you found it. **Pack it in, pack it out**
  - g. Pay the fees at least one month before the event.
  - h. Permits may not be approved if fees are received less than 30 days before the event.
  - i. If the permittee will not be on-site at the time the permit begins, they designate someone, and that person's name and phone number are provided on the permit.
- a. If there is a cancellation it is communicated the soonest possible. Refunded monies could apply if cancellation is done on time, no later than 24 hours.

## **Costs**

### **Permit Fees and Monitoring**

The National Park Service is required to recover all costs associated with permits for filming, photography and other events. All administrative costs involving permit application and processing are nonrefundable and will be charged to permittee. We may require that charges be paid before work can begin on National Park Service property. Any additional costs will be posted as they occur.

**\$50.00 per employee per hour**

**\$150.00 administrative fee**

### **Still Photography Location Fees**

- **1–10 people - \$50/day**
- **11–30 people - \$150/day**
- **Over 30 people - \$250/day**

### **Video Location Fees**

- **1–10 people - \$150/day**
- **11–30 people - \$250/day**
- **31–49 people - \$500/day**
- **Over 50 people - \$750/day**

## **SAJU Wedding Rules Per Area:**

Weddings with 10 people or less, including pastor, bride and groom, photographer etc., with no set up, decorations or parking required, can be performed in any one of these places at any time. Remember if inside the forts we need to see the volume of visitors during that day.

**Permits will only be issued based on availability of personnel, other events scheduled, or on-going preservation projects.**

**Permits will not be issued for the following dates: Thanksgiving, Christmas, and New Year.**

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## LOCATION 1: CASTILLO SAN CRISTÓBAL-PLAZA NORZAGARAY



[18°28'03.3"N 66°06'42.8"W](#)

[18.467591, -66.111881](#)

- a. Available after 5pm.
- b. Located in front of the old historic ramp entrance to Castillo San Cristobal.
- c. Fits up to 200 participants.
- d. No electricity available.
- e. No Water is available.
- f. No parking is available.
- g. Drop off and pick up for vendors and guests are available (less than 3 vendors, vehicles at the same time)
- h. No restrooms available.
- i. This site is handicap accessible.
- j. >100 guests=1 monitor; 101-200 guests=2 monitors.



View of Plaza Norzagaray, the Garita, the ocean and chairs in preparation of a wedding ceremony. Photo Credit: Angel Cuevas NPS

## LOCATION 2: CASTILLO SAN CRISTOBAL-MAIN PLAZA



[18°28'02.9"N 66°06'40.8"W](#)  
[18.467477, -66.111334](#)

- a. Available after 5pm.
- b. Located on the main or first level, this location offers access by the historic entrance.
- c. Fits up to 300 participants, and the arches can accommodate up to 100.
- d. No electricity available.
- e. No Water is available.
- f. Limited parking is available up to 30 spaces (base on a cost recovery).
- g. Drop off and pick up for vendors and guests are available. (Plaza Norzagaray)
- h. Restrooms are available.
- i. This site is handicap accessible.
- j. 1-200 guests=2 monitors; 201-300 guests=3 monitors; parking requested=3 monitors.
- k. Entrance fees required: \$10/adult, 16 years of age and older. (if you have a recreation access to the park)
- l. Only location at Castillo San Cristobal that has a backup location if it rains.



Plaza Principal of San Cristobal during the night with chairs, LED's candle lights and light to illuminate the area. Photo credit: Angel Cuevas NPS

### LOCATION 3: CASTILLO SAN CRISTÓBAL-PLAZA SANTA TERESA



[18°28'04.8"N 66°06'35.6"W](#)

[18.467996, -66.109888](#)

- a. Available after 5pm.
- b. Located next to the employees parking lot overlooking the Sentry Box of the Devil with a view of Castillo San Felipe del Morro.
- c. Fits over 100 participants.
- d. No electricity available.
- e. No Water is available.
- f. Limited parking is available up to 22 spaces.
- g. Drop off and pick up for vendors and guests are available.
- h. No restrooms available.
- i. This site is handicap accessible.
- j. Entrance fees required: \$10/adult, 16 years of age and older. (if you have a recreation access to the park)
- k. 1-200 guests=2 monitors; 201-300 guests=3 monitors; parking requested/guests arriving on foot=3 monitors.





People waiting of a wedding ceremony at Santa Teresa overlook with chairs, LED's candle lights and arch. Photo credit: Angel Cuevas NPS

### LOCATION 3: CASTILLO SAN CRISTOBAL-OUTER DEFENSES



[18°28'03.0"N 66°06'30.1"W](#)  
[18.467492, -66.108348](#)

- a. Available after 5pm.
- b. Located near the capital building with amazing ocean views and many historic buildings in the area.
- c. Fits over 100 participants.
- d. No electricity is available.
- e. No water is available.
- f. Limited parking is available up to 30 spaces.
- g. Drop off and pick up for vendors and guests are available.
- h. Restrooms are available.
- i. This site is not handicap accessible.
- j. Entrance fees required: \$10/adult, 16 years of age and older. (if you have a recreation access to the park)
- k. >100 guests=1 monitor; 101-200=guests 2 monitors; parking requested/guests arriving on foot=3 monitors.

#### LOCATION 4: CASTILLO SAN CRISTOBAL-BASTION SAN SEBASTIÁN



[18°28'05.2"N 66°06'45.8"W](#)

[18.468111, -66.112713](#)

- a. Available anytime.
- b. Located close to Castillo San Cristobal's ramp entrance directly below Plaza Norzagaray.
- c. Fits over 100 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available.
- h. No restrooms available.
- i. This site is not handicap accessible. (Hard to go down, please inspected the area first)
- j. >100 guests=1 monitor; 101-200 guests=2 monitors; van drop off and pick up 2 monitors.



Wedding ceremony at San Sebastian Bastion with chairs and flowers decoration. Photo credit: Angel Cuevas NPS

## LOCATION 5: CASTILLO SAN FELIPE DEL MORRO-BASTIÓN SANTA ROSA



[18°28'10.8"N 66°07'14.1"W](#)  
[18.469658, -66.120584](#)

- a. Available anytime.
- b. Located in the Esplanade of Castillo San Felipe del Morro.
- c. Fits over 100 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9am and after 5pm only on El Morro road. Bring equipment or decoration to the place is by hand truck or carry the items down.
- h. Restrooms are available (9am-5pm with a cost of \$.25).
- i. This site is not handicap accessible.
- j. >100 guests=1 monitor; 101-200 guests=2 monitors. If drop offs or pick-ups=2-3 monitors.



People waiting of a wedding ceremony at Santa Rosa Bastion with chairs and battery charge audio system . Photo credit: Angel Cuevas NPS

## LOCATION 6: CASTILLO SAN FELIPE DEL MORRO-BASTIÓN SAN ANTONIO (DOWN)



[18°28'14.4"N 66°07'20.0"W](#)  
[18.470676, -66.122209](#)

- a. Available anytime.
- b. Located close to Castillo San Felipe del Morro's walls and San Antonio bookstore and restrooms.
- c. Fits over 100 participants.
- d. No electricity is available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9am and after 5pm only on El Morro road. Bringing equipment or decoration to the place is by hand truck or carry the items down.
- h. Restrooms are available (9am-5pm with a cost of \$.25).
- i. This site is not handicap accessible.
- j. >100 guests=1 monitor; 101-200 guests=2 monitors. If drop offs or pick-ups=2-3 monitors.



Wedding ceremony at San Antonio Bastion with chairs and musicians. For your safety and the preservation of the historical wall please stay off from the Walls. Photo credit: Angel Cuevas NPS



## LOCATION 7: CASTILLO SAN FELIPE DEL MORRO-BASTIÓN SAN ANTONIO (UP)



[18°28'14.8"N 66°07'22.6"W](#)  
[18.470764, -66.122937](#)

- a. Available anytime.
- b. Located closest to Castillo San Felipe del Morro's walls.
- c. Fits up to 50 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9 am and after 5 pm only on El Morro road.
- h. Restrooms are available (9am-5pm with a cost of \$.25).
- i. This site is not handicap accessible.
- j. >50 guests=1 monitor if no drop offs or pick-ups. If drop offs or pick-ups=2-3 monitors.



Wedding ceremony at San Antonio overlook with chairs. Photo credit: Angel Cuevas NPS

## LOCATION 8: CASTILLO SAN FELIPE DEL MORRO-CHAPEL



[18°28'14.4"N 66°07'27.0"W](#)  
[18.470667, -66.124153](#)

- a. Available after 5 pm.
- b. Located on the fifth level on the left side as you enter Castillo San Felipe del Morro.
- c. Fits approximately 20 participants.
- d. No electricity is available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9 am and after 5 pm only on el Morro Road.
- h. Restrooms available.
- i. This site is handicap accessible.
- j. >20 guests=1 monitor; if drop offs or pick-ups=2-3 monitors.
- k. Entrance fees required: \$10/adult, 16 years of age and older. (if you have a recreation access to the park)
- l. One of the locations at Castillo San Felipe del Morro that has a backup location if it rains



The Virgin of the Navigators Chapel. Photo credit: Angel Cuevas NPS

## LOCATION 9: CASTILLO SAN FELIPE DE MORRO-BATERÍA DEL CARMEN BOTTOM OF THE LIGHTHOUSE



[18°28'16.0"N 66°07'24.9"W](#)  
[18.471118, -66.123586](#)

- a. Available after 5pm.
- b. Located on the fifth level under the lighthouse inside Castillo San Felipe del Morro.
- c. Fits approximately 100 participants.
- d. No electricity is available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9am and after 5pm only on el Morro Road.
- h. Restrooms are available.
- i. This site is handicap accessible.
- j. >100 guests=1 monitor; if drop offs or pick-ups=2-3 monitors.
- k. Entrance fees required \$10/adult, 16 years of age and older. (if you have a recreation access to the park



People in preparation of a wedding ceremony at Bateria Del Carmen with chairs, flower decoration and a carpet.  
Photo credit: Angel Cuevas NPS

## LOCATION 10: CASTILLO SAN FELIPE DEL MORRO-BASTIÓN DE AUSTRIA



[18°28'12.8"N 66°07'27.3"W](#)  
[18.470216, -66.124240](#)

- a. Available after 5pm.
- b. Located on the sixth level overlooking San Juan Bay, best sunset view in El Morro.
- c. Fits over 100 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available before 9am and after 5pm only on el Morro Road.
- h. Restrooms are available on the fifth level.
- i. This location is hard to reach for people in wheelchairs it is up a very steep ramp.
- j. >100 guests=1 monitor; 101-200= 2 monitors; if drop offs or pick-ups=2-3 monitors total.
- k. Entrance fees required: \$10/adult, 16 years of age and older. (if you have a recreation access to the park)

## LOCATION 11: CASTILLO SAN FELIPE DEL MORRO-FOSO SECO



[18°28'15.6"N 66°07'23.7"W](#)  
[18.471012, -66.123248](#)

- k. Available anytime.
- l. Located in the Esplanade next to the Castillo San Felipe del Morro.
- m. Fits over 100 participants.
- n. No electricity available.
- o. No water available.
- p. No parking available.
- q. Drop off and pick up for vendors and guests are available before 9 am and after 6 pm only on el Morro Road.
- r. Restrooms are available inside the fort from 9 am-6 pm or are available (9am-5:45pm with a cost of \$.25) in San Antonio bookstore.
- s. This site is not handicap accessible.
- t. >100 guests=1 monitor; 101-200= 2 monitors; if drop offs or pick-ups=2-3 monitors total.





Couple getting marry at San Felipe del Morro dry moat. Photo credit: Angel Cuevas NPS

## LOCATION 12: LA ROGATIVA



[18°27'56.1"N 66°07'10.8"W](#)

[18.465585, -66.119667](#)

- a. Available anytime.
- b. Located along the walls of Old San Juan, next to the bay and on top of San Juan Gate.
- c. Fits around 100 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available at any time.
- h. No restrooms available.
- i. This site is handicap accessible.
- j. >100 guests=1 monitor.



Wedding ceremony preparations at La Rogativa with chairs, flower decorations and decoration. Photo credit: Angel Cuevas NPS

## LOCATION 13: SAN JUAN GATE



[18°27'54.9"N 66°07'10.2"W](#)

[18.465254, -66.119506](#)

- a. Available when the Paseo del Morro is open.
- b. Located along the walls of Old San Juan, next to the bay at the Paseo del Morro.
- c. Fits around 10 participants.
- d. No electricity available.
- e. No water available.
- f. No parking available.
- g. Drop off and pick up for vendors and guests are available at any time.
- h. No restrooms available.
- i. This site is handicap accessible, but the access is over cobblestones.
- j. >10 guests=1 monitor.