(Revised NPS Form 10-930)  **National Park Service**

(OMB No. 1024-0026) **Boston National Historical Park**

(10-2010) **Charlestown Navy Yard**

 **Boston, Massachusetts 02129**

Expires 6/30/2013 **617-242-5629**

 **Revised Application for Special Use Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information**. You will be notified of the disposition of the application and the necessary steps to secure your final permit. For special events, a non-refundable processing fee should be included and your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

|  |  |
| --- | --- |
| Applicant Name: | Organization Name: |
| Social Security #: | Tax ID # |
| Street/Address: | Street/Address: |
| City/State/Zip Code: | City/State/Zip Code: |
| Telephone #: | Telephone #: |
| Cell phone #: | Cell phone #: |
| Fax #: | Fax#: |
| E-mail: | E-mail: |
| Description of Proposed Activity (attach diagram, attach additional pages if necessary): |
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|  |
|  |
|  |

Requested Location:

Date(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Event set up will begin:(date and time) | Event will begin:(date and time) | Event will end:(date and time) | Removal will be done:(date and time) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Maximum Number of Participants (Please provide best estimate)

Maximum Number of Vehicles (attach parking plan)

|  |
| --- |
| Support Equipment (list all equipment; attach additional pages if necessary) |
|  |
|  |
|  |
|  |
|  |

List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary)

Individual in charge of event on site (include address, telephone and cell phone numbers):

Is this an exercise of First Amendment Rights? [ ] Y [ ] N

Are you familiar with/ have you visited the requested area? [ ] Y [ ] N

Have your obtained a permit from the National Park Service in the past? [ ] Y [ ] N

 (If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event? [ ] Y [ ] N

Will you distribute printed material? [ ] Y [ ] N

Is there any reason to believe there will be attempts to disrupt, protest or

 prevent your event?(If yes, please explain on a separate page.) [ ] Y [ ] N

Do you intend to solicit donations or offer items for sale?

 (These activities may require an additional permit.) [ ] Y [ ] N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature Date ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of $\_\_\_.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable.  *This completed application should be mailed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Park address found on the first page of this application.*

**Note** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

**NOTICES**

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement):** This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. This information collection is required to obtain or retain a benefit. All applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 45 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

**Special Events Application Addendum 2011**

**Insurance Policy**

**All permittees are responsible for supplying insurance that covers the group that the permittee plans to host as follows:**

**If services are provided at , are performed by any individual or entity outside of the government, such a person or group must:**

**Procure public and employee liability insurance from a responsible company or companies with a minimum limitation of $1,000,000 per person for any one claim, and an aggregated limitation of $3,000,000 for any number of claims arising from any one incident. The policies shall name the United States of America as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due there under, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured’s sole risk. Prior to beginning the requested event, a copy of such certificate of such insurance coverage must be provided by the permitee. The permit cannot be issued unless the United States of America is listed as additionally insured.**

**List as: United States of America**

 **Department of Interior**

 **Boston National Historical Park**

 **Charlestown Navy Yard**

 **Boston, MA 02129**

**Alcohol Policy:**

**Serving of alcohol must be accompanied by a copy of certificate of insurance covering liability to serve alcohol. Alcohol is to be served by a qualified bartender. NO CASH BAR ALLOWED. Alcohol shall not be stored on park property at any time other than during the time indicated on the permit.**

**Group Policy:**

**For each group of 150 attendees, an additional fee of $48.00 per hour is required for an on duty Law Enforcement Ranger(s). The cost is to be calculated from one hour prior to guest arrival, until one hour after the event is over. This cost is to cover various duties that are associated with security during each event.**

**Note: If the original number of attendees is less than 150, but increases to more than 150, or the original number of attendees is more than 150, but decreases to less than 150, seven days notice must be given to the Special Events Office. This would allow time to scheduled or cancel the services of a Law Enforcement Ranger or Rangers.**

**Seven days notification must also be given if the time requested for the on duty ranger changes.**

**These policies and procedures are established under the title 36 Code of Federal Regulations. The Special Events Policy for the Boston National Historical Park and its sites is subject to change.**

Food will be served: [ ] Yes [ ] No

Name of Caterer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_

Alcohol will be served: [ ] Yes [ ] No

Person or Company Covering Liability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Requests: [Please refer to Rules and Conditions in the application package]\***

**Note:**

* **Please be advised that permittee may be accessed a charge for use of equipment, supplies or other special requests.**
* **Permittee is responsible for set-up, catering and clean-up.**
* **Open flame ( i.e. sterno) is not allowed in any of the buildings.**
* **Smoking is not permitted in any buildings.**
* **All areas must be left in substantially the same condition as they were found.**
* **Trash must be removed immediately as well as any additional equipment, goods or furnishings brought into the facility.**
* **If the facility is not left in substantially the same condition as it was found, the permittee may be accessed a charge for cleaning.**

**COSTS:**

**Please submit a check or money order for $50.00 with the application to cover the cost of processing the application. Make the check or money order payable to BOSTON NATIONAL HISTORICAL PARK.**

**In addition you may be accessed charges for personnel, equipment use, special requests and other costs recoverable by the park under 16 U.S.C. 3a.**

**ADDITIONAL CONDITIONS:**

**I Agree That:**

1. **My function will not interfere with normal visitor activities**
2. **I understand and will comply with all conditions in the Use Conditions Sheet. I will follow all additional conditions imposed by the National Park Service and its Agents.**

Return this application to: **Special Events Coordinator**

 **National Park Service**

 **Boston National Historical Park**

 **Charlestown Navy Yard**

 **Boston, MA 02129**

 **Phone (617) 242-5629 Fax (617) 241-5121**