



United States Department of the Interior

National Park Service
Chamizal National Memorial
800 S. San Marcial
El Paso, Texas 79905
(915) 532-7273



In reply refer to:

A8215 (CHAM)

Dear Potential Theater User:

Chamizal National Memorial is now accepting applications from those wishing to book the park's theater during the months of January through June 2010. Although the park accepts applications on an on-going basis, June 15th will be the deadline for first preference booking. Applications received and approved after that date will be booked on a space available basis. Please refer to the following directions for completing and submitting your application.

1. All applications must be submitted using the attached form (NPS Form 10-930). ***If you are requesting dates for more than one event, an application for each event must be submitted.*** Reproduced copies of the form may be used. Also, complete the attached *cultural significance questionnaire* form and explain how your proposed event provides a meaningful association with the purpose of the memorial. *Note: The cultural significance questionnaire is only requested from theater applicants.*
2. Please include two or three "alternate" dates that we may consider for your event in case your primary date(s) are unavailable or awarded to another applicant.
3. Applications that do not include all requested information and the administrative processing fee payment will not be considered until all necessary documents are received. This may decrease your chances of getting your preferred booking dates.
4. Special Use Permit applications may be submitted by mail or in person. Please address all applications to the attention of Connie Gergas.
5. Please make and retain a copy of the completed form for your records.

Greater consideration will be given to proposals that reflect a meaningful association between the proposed event and the mission of Chamizal National Memorial. We look for productions that both contribute to visitor understanding of the memorial, and promote the values of the National Park Service. Remember, the *cultural significance questionnaire* form must be completed and attached to the Special Use Permit application. These will be evaluated and scored by our staff. **Your written justifications will serve as the primary basis for determining whether or not your production is selected to perform at the Memorial.**



In order to assist you with the above requirements, in May and June we will be holding workshops to explain the criteria for accepting your proposal and to help you develop an effective cultural significance statement. **Due to recent changes, attendance at one of these workshops is mandatory for consideration in 2010.**

Five full workshops are scheduled. The first will be held, on Wednesday, May 6, 2009 at 6:00 p.m., Saturday, May 9, 2009 at 2 p.m., Wednesday, May 13, 2009 at 2 p.m., Saturday, May 16, 2009 at 6 p.m.; and Saturday June 20, 2009 at 2 p.m. Please contact Michael Groomer at ext. 124 to enroll in a workshop.

Special Use Permit applications for the January through June 2010 booking period should be received by June 15, 2009 for first booking preference. Applications submitted after that date will be accepted and reviewed on an on-going space available basis. Only applications for January through June, 2010 will be accepted during this announced early scheduling period. Letters accepting or denying your applications for booking dates will be sent to you by the end of July 2009.

Please note that certain dates have already been reserved for events that are initiated or sponsored by the National Park Service. Attached is a list of the remaining dates that are available for January through June 2010.

Mondays and Tuesdays are “dark” days for the theater personnel. Wednesdays are reserved for park initiated or park sponsored education theater programs. Meetings, rehearsals and productions will not be conducted on those days.

A check in the amount of \$50.00 made out to “National Park Service” must accompany each application. ***This administrative processing fee is non-refundable.***

If your production is selected, the \$50.00 fee will be credited towards the \$100.00 special use fee required for the issuance of an actual permit. Prescribed fees are due sixty calendar days prior to the date of the authorized event. Authorization for the event will be revoked if the fees are not paid promptly.

Special Note: *If you plan to charge for admission to your event.*

The National Park Service will not permit the public staging of special events for which a public admission fee is to be charged, and monies associated with the event may not be collected by the permittee on park premises without the prior obtaining of a Commercial Use Authorization (CUA). Requirements, restrictions and possible fees for the CUA will be explained as part of the process after your event is selected for presentation at the memorial.

Sincerely,

Catherine F. Light
Superintendent

Enclosures





IMPORTANT

Requests for dates January - June, 2010 ONLY

Both the booking form and the booking requirements have changed. Please read the instructions carefully. Forms that do not include all requested information and a processing fee will not be considered or given booking dates until all documents are received.

Please Note

Due to recent changes, all potential theater users for 2010 must attend a 1 ½-hour booking workshop this year regardless of when you last attended. *Attendance at a workshop is mandatory for consideration in 2010.*

Workshop schedule:

Wed, May 6	6:00 – 7:30 pm
Sat, May 9	2:00 – 3:30 pm
Wed, May 13	6:00 – 7:30 pm
Sat, May 16	2:00 – 3:30 pm
Sat, June 20	2:00 – 3:30 pm

Sign up for a workshop by calling Michael at (915) 532-7273 ext. 124.





2010 Dates Available for Booking

JAN	14-16, 21-24, 28-31
FEB	4-7, 11-13, 18-21, 25-28
MAR	11-14, 18-21, 25-28
APR	1-4, 8-11, 15-18, 22-25, 29-30
MAY	1-2, 6-9, 20-23, 27-29
JUN	3-6, 10-12, 17-19, 24-26

Please Note:

Mondays and Tuesdays are “dark” days for the theater personnel. Wednesdays are reserved for park initiated or park sponsored education theater programs. Meetings, rehearsals and productions will not be conducted on those days.





National Park Service
 U.S. Department of the Interior
 Chamizal National Memorial

800 S. San Marcial
 El Paso, TX 79905

915 532-7273 phone
 www.nps.gov/cham

Application for Special Use Permit

(NPS Form 10-930)
 (OMB No. 1024-0026)
 (NEW 10/00)
 (Expires 3/31/2010)

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** four (4) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States as also insured.

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):

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 you 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? Y N
(These activities may require an additional permit.)

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 _____

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 cashier's check, or money order in the amount of \$50.00 made payable to the **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 or hand-delivered to **ATTN: Connie Gergas** 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.





Chamizal National Memorial was established in 1966 to commemorate the peaceful settlement of a long-standing boundary dispute with Mexico. The dispute could not have been settled without friendship and goodwill between Mexico and the United States.

Today the memorial serves as a cultural center where people from our borderland community, as well as other cultures, come together to share in common experiences and interests such as visual and performing arts.

Every program presented at Chamizal National Memorial should remain true to the original mission of the park's creation by promoting cultural awareness, mutual understanding, friendship without borders, and the realization that together as a bi-national community we can peacefully resolve any dispute that rises between us.

Keeping this in mind, please answer the following questions as they relate to the program you are proposing to present at Chamizal National Memorial. How closely your program matches our mission will determine whether or not you are given booking dates.



Chamizal National Memorial fue establecido en 1966 para conmemorar la resolución pacífica de una larga disputa fronteriza con México. La resolución de la disputa no fue posible sin la amistad y buena voluntad entre México y Estados Unidos.

Hoy día el memorial sirve como un centro cultural donde la población fronteriza y de otras culturas pueden reunirse para compartir intereses y experiencias comunes talles como las artes interpretativas y visuales.

Cada programa presentado en Chamizal National Memorial debe de guardar el valor original de la misión usada para la creación del memorial. Esto se puede cumplir por aumentar el nivel de conciencia sobre la cultura, el mutuo acuerdo, la amistad sin fronteras, y la realización de que juntos como una comunidad binacional podemos pacíficamente resolver cualquier disputa que pueda surgir entre nosotros.

Guardando esto en mente, por favor conteste las siguientes preguntas relacionándolas al programa que usted propone presentar en Chamizal National Memorial. La determinación para que se le apruebe una fecha de reservación será basada en que tan relacionado sea su programa a nuestra misión.

Cultural Significance Questionnaire

Attach additional pages as needed

1. What is your purpose for performing this program?
¿Cuál es su propósito en presentar este programa?

2. What are the cultural traditions you are drawing from for this program?
¿Cuales son las tradiciones culturales que utiliza para este programa?

3. What do you want your audience to take away from this program?
¿Qué desea que su público entienda/suponga de este programa?

- 4(a). Not everyone is familiar with your program (or art form), what information would be helpful for people to know before attending?
¿No todos están familiarizados con su programa (o forma de arte), cual información sería importante saber antes de asistir?

- 4(b). How do costumes play a significant role in your program?
¿Qué papel importante desempeña el vestuario en su programa?

- 4(c). Are the musical instruments used in your program culturally or historically significant?
¿Tienen algún significado cultural o histórico los instrumentos utilizados en el programa?

5. How have you adapted your performance to fit the significance and mission of Chamizal National Memorial?
¿De cuál manera ha adaptado su presentación al significado y la misión de Chamizal National Memorial?

6. What is the cultural or historical significance of your art form?
¿Cuál es la importancia cultural o histórica de su forma de arte?



Proposed Event/Theater Presentation Information

Please return with your application

Name of event or presentation:

Running time of event/presentation:

First choice requested performance date(s):

First choice requested rehearsal date(s):

Alternate requested performance date(s):

Alternate requested rehearsal date(s):

Alternate requested performance date(s):

Alternate requested rehearsal date(s):

Performance start time(s):* (Please see Important Note below.)

Rehearsal start time(s)/ length:* (Please see Important Note below.)

Description of event for publicity:

CONTACT AND OTHER INFORMATION FOR PUBLICITY:

Ticket price (s):

Publicity phone number (s):

E-mail address(es):

Website address:



Do you or your organization plan on any kind of catered reception for public or just cast?

Do you or your organization wish to sell any event related product in the lobby?

Is there any other part of the park you are requesting to use other than theater facilities; (i.e., administration break room, lobby office, grounds for picnics, etc.)?

THEATER WORKSHOP:

Name of person attending workshop:

Date of workshop attendance: _____

*** Important Note:**

The park closes daily at 10 p.m. All park visitors, theater users, and audience members must be out of the park by 10 p.m. Scheduling events that keep people in the park beyond 10 p.m. will result in you paying the overtime charges for each park staff member that must remain on duty to clear the theater and parking lot of visitors *associated with your presentation* so that the gates can be locked. Overtime will be charged for both theater staff and law enforcement staff.

To avoid paying overtime charges for performances that run late, schedule your shows to begin earlier. Take into consideration that your cast members will need time to take after show photos with family and friends, change clothes and pack up personal belongings, and the vacate the park. **You must be out of the park by 10 p.m. or you will be charged overtime fees. Please schedule accordingly.**

Información Importante:

El parque cierra a las 10 p.m. diario. Todos los visitantes, los presentadores igual que miembros de la audiencia, deben de salir del estacionamiento no mas tardar 10 p.m. Programando eventos que demora la salida del publico después de las 10 p.m. resultara en que se le cobre cargos de sobre tiempo por cada personal del parque que se requiere trabajar hasta que la última persona asociada con su presentación salga del teatro y el estacionamiento y se puedan cerrar las barreras al parque. Se le cobrará el costo de sobre tiempo para ambos el personal de teatro y de seguridad.

Para evitar el pago del costo de sobre tiempo por presentaciones que corren en demora, le sugerimos que programe el inicio de sus eventos lo más temprano posible. Tome en cuenta que después del espectáculo sus actores requieren tiempo para tomar fotos con sus familias y amistades, cambiarse de ropa y recoger sus pertenencias y luego situarse en sus autos para salir del estacionamiento. **Es necesario salir del parque para las 10 p.m. o se le cobrará cargos de sobre tiempo. Favor de programar con esto en cuenta.**



Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the 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 30 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

