



National Park Service
U.S. Department of the Interior

Colonial National Historical Park
P.O. Box 210
Yorktown, VA 23690

757-898-2409 phone
757-898-6346 fax
www.nps.gov/colo

Commercial Filming

Colonial National Historical Park is a unit of the National Park Service and administers approximately 9,000 acres in Virginia's Historic Triangle, including Historic Jamestowne, Yorktown Battlefield and the Colonial Parkway. It is the policy of the National Park Service to encourage production to the fullest extent possible consistent with the protection of the park resources and ensuring the enjoyment of those resources by the visiting public. A Photography/Filming Permit is required. The application process entails a \$75.00 nonrefundable application fee, a possible performance bond (depending on the extent of the shoot), location fees based on the size of the production, and reimbursement of all park costs in monitoring and administering the permit during production. Our basic responsibility is to protect the cultural and natural resources for which we, the National Park Service, are ultimately responsible, and to avoid conflict with the public's normal use and enjoyment of the parks.

Things We Cannot Do for You

We cannot accommodate a project if:

- Damage to resources is expected which cannot be prevented or mitigated
- Other activities are already planned or expected to occur at the same time and place, and filming or photography would be incompatible
- It involves access to areas normally limited to administrative access or closed for resource protection or safety reasons
- The level of activity within the park is already so high that we would not have staff to assign to work with you
- The project includes portrayal of activities which are not permitted within a recognized park (such as defacing a monument, etc.)
- The production company is unwilling or unable to obtain the necessary insurance
- The production company is unwilling to reimburse NPS for costs or comply with NPS requirement for posting a refundable bond.

Our permits always prohibit:

- loud noise (gunfire, explosions, playback, etc.) between 10:00 p.m. and 6:00 a.m.
- landing any aircraft
- nudity
- smoking in buildings or in vegetated areas
- harassment of wildlife or introduction of wildlife captured elsewhere

We do not close parks to the public when filming occurs. We will assign a staff member to assure that there are no conflicts among park uses. Although we allow the public to watch you work, we do NOT advertise when, where, or what filming is occurring in our parks.

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

Shoots along the Colonial Parkway may be completed only to the extent that they do not require the closure of the parkway, nor significantly interrupt traffic flow. Due to heavier volume on the Yorktown end of the parkway, filming projects are restricted to the Jamestown end, between Route 199/King's Point and Route 359/Jamestown Settlement.

Public roads through NPS sites are not included in the NPS permit. You are still required to comply with state and county regulations for encroachment, warning signage and traffic control on public roads.

The National Park Service is required to recover all costs associated with permits for filming and photography. Administrative costs including evaluation of the application and processing the permit are mandatory and non-refundable. Site use charges are estimated based on the information you provide in your application. All charges must be paid before work can begin on NPS property. Any additional costs, such as overtime, are posted as they occur. Additional charges must be paid within 7 days of the invoicing.

Permit Conditions

Following are general permit terms and conditions that will be included in all commercial filming permits. Additional specific terms and conditions will be applied depending upon the nature and extent of the filming.

1. All filming and photography permits are issued by the park Public Affairs Office, P.O. Box 210, Yorktown, VA 23690. Telephone: (757) 898-2409, Fax: (757) 898-6346, email: james_perry@nps.gov.
2. The Permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
3. The Permittee will take special care to prevent damage to park resources. The Permittee will be held liable to for any damage to park property arising out of this permit.
4. This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The Permittee agrees to carry a general liability insurance policy against claims occasioned by the action or omissions of the Permittee, its agents and employees in carrying out the activities and operations authorized by this permit. Such insurance shall be in the amount of \$1,000,000.00 unless otherwise specified. The *Certificate Holder* on the policy must read as follows: United States of America, Colonial National Historical Park, P.O. Box 210, Yorktown, VA 23690. Proof of insurance must be submitted prior to the filming date. The permit holder's signature on this permit attests to the fact that insurance is in place as stated on the Certificate on the dates the permit is approved for. If for any reason the insurance is cancelled prior to the approved permit dates, it is the responsibility of the permit holder to immediately notify the park's Public Affairs Office at 757-898-2409.

7. The Permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR § 2.32(4)].
8. All commercial filming requires a permit. Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience.
9. Filming activities requiring the provision of park electrical power will be monitored by a park electrician at cost to the Permittee.
10. Filming in historic building interiors will only be granted when the activity has a meaningful and accurate association with and contributes to the public understanding and appreciation of the historic resource. Generally, permits will be scheduled during times the buildings are closed to the public.
11. Filming permits will be denied if, in the opinion of the Superintendent, the filming activity:
 - Will unduly interfere or conflict with visitors' use and enjoyment of the park.
 - Poses a threat to park resources.
 - Places unreasonable burdens on park staff.
 - Portrays or depicts activities that are not permitted within a recognized park area.
12. The NPS will not censor the content of any project, nor require finished film products for review.
13. Filming activities conducted in areas containing items in the park's museum collections will be staffed by a representative of the park's curatorial department at cost to the Permittee.
14. Use of the NPS Arrowhead in titles, credits or other deliberate disclosures requires the permission of the NPS Director. Incidental filming of the symbol, which may include the shoulder patch of a uniformed employee, an NPS vehicle, or a sign, is NOT prohibited
15. A credit line is specifically prohibited in instances involving product or commercial advertisement, in films promoting an industry and in films designed to influence Congressional initiatives.
16. Government property (including the uniform) will not be used, loaned or rented to a film company or diverted from its normal use for filming purposes except when the filming activity is done to facilitate or supplement an official NPS function and is approved by the Superintendent.
17. Smoking, eating and drinking is prohibited in park buildings.
18. The use of any device or prop that emits smoke, mist or gas is prohibited in building interiors. The use of any device that utilizes an open flame is prohibited.
19. Parking on park property is prohibited. All loading and unloading must be done from the

curb.

20. Access to secure areas of the park requires crew and equipment to process through security screening. If this takes place before or after visitor hours additional costs may apply
21. On-camera appearance by National Park Service employees are allowed under the following conditions:
 - The employee is selected and/or approved by park management, and is depicted performing his or her normal duties, or serving as a subject matter expert.
 - The employees' appearance supports NPS goals and has a beneficial effect for the Service.
 - The role is not scripted.
 - The park pays the employee as part of his or her regular working hours.
22. The Virginia Film Office is available to provide free assistance for filming and video projects including locating resources and site surveys. The Film Office should be notified of all projects occurring in the state. For further information they can be contacted at: 901 E. Byrd Street, Richmond, VA 23219. Telephone: (804) 545-5530, e-mail: vafilm@virginia.org

Still Photography

Still photography activity requires a permit when: The activity takes place at location(s) where or when members of the public are generally not allowed; or, the activity uses models, sets or props that are not part of the location's natural landscape, or when the park incurs additional administrative costs to monitor the activity. The decision to require a permit for still photography is based on the activity itself as opposed to the eventual use of the image.

Fees

- (a) Application Fee: A non-refundable application charge of \$75.00 is due at the time of submission of the permit to cover staff time to review the permit application.
- (b) Monitoring Fees: In addition to the application charge, the Permittee will be billed for all costs incurred by the park associated with the permit. Staffing costs should be budgeted at the rate of \$75.00 per hour, and will be billed actual expense incurred to the government. The Public Affairs Office will provide the permit applicant with an estimate of the costs upon request.
- (c) Location Fees: Commercial filming and still photography permits are subject to the following location fee schedule:

Motion Picture/Videos
1 – 2 people, camera & tripod only: \$0/day
1 – 10 people: \$150/day
11 – 30 people: \$250/day
31 – 49 people: \$500/day
Over 49 people: \$750/day

Still Photography
1 – 10 people: \$50/day
11 – 30 people: \$150/day
Over 30 people: \$250/day