



# United States Department of the Interior

NATIONAL PARK SERVICE  
Golden Gate National Recreation Area  
Building 201 Fort Mason,  
San Francisco, California 94123

Congratulations!

Thank you for your interest in your Golden Gate National Recreation Area and the Fort Mason Chapel for your upcoming ceremony. Below you will find an application form for Fort Mason Chapel Ceremony special events.

If you have any questions please phone me at (415) 561-4374 or write to me at [james\\_marks@nps.gov](mailto:james_marks@nps.gov) and you may also view the Chapel Ceremony brochure at <http://www.nps.gov/goga/planyourvisit/brochure/chapel.pdf>

When you contact us we will check for any scheduling conflicts on the park event calendar and answer your questions about your options for your event within in the Golden Gate National Recreation Area.

In order to secure your date you must submit the \$740.00 application fee. (total balance due, usually \$1165.00, along with the requisite insurance certificate, is due no later than 2 months prior to ceremony unless application is made less than two months prior to the ceremony, in which case the total due must be paid in one sum with the submission of the application.) Payments can be made by credit card (**Please DO NOT send personal or company checks as we do not accept them and we will return them, thus lengthening the processing time for your application.**)

The fastest ways to secure a date for an event is to fax your application to (415) 561-4305 and to then call and dictate credit card information at (415) 561-4374. Upon approval of your application and receipt of the total balance due and the requisite insurance certificate, a permit will be sent to you for your signature.

**After we have received your application and fees WE WILL NOT BE ABLE TO CONTACT YOU AGAIN until your permit is drafted. At which time we will send you your permit via email, fax or postal mail for your signature. Your permit will not become valid** until our office has received a signed copy of you permit. You must retain a signed copy of your permit during your event at the site of your event in the GGNRA.

**PLEASE MAKE SPECIAL NOTE:** If we determine the need to restore the site of your event the cost to the permittee for leaving trash in the park and any NPS post event clean-up is calculated at \$85.00 per hour per NPS employee for a minimum of four hours. These charges are billed without notice and a receipt will be provided to the permittee.

*James G. Marks*  
Park Ranger, Event Assistant

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

**National Park Service**  
**Golden Gate National Recreation Area**  
**Office of Special Park Uses**  
**Building 201 Fort Mason**  
**San Francisco, CA 94123**  
**Phone (415) 561-4374 Fax: (415) 561-4305**  
**james\_marks@nps.gov**



**Application for Special Use Permit (Ceremony, Chapel)**

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.

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Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

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Street/Address: \_\_\_\_\_

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City/State/Zip Code: \_\_\_\_\_

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Cell phone #: \_\_\_\_\_

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Telephone #: \_\_\_\_\_

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E-mail: \_\_\_\_\_

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Fax #: \_\_\_\_\_

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Social Security or Tax ID Number: \_\_\_\_\_

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Description of Proposed Activity (attach diagram, attach additional pages if necessary):

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Requested Location: \_\_\_\_\_

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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)

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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 \_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. **Application and administrative charges are non-refundable.** *This completed application should be sent to James Marks at the Park address found on the first page of this application. (Please note the fax number above as well. Faxed applications are acceptable and may be the fastest way to secure your date on the special event calendar.*

**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.

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**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