



Special Event Procedures

Permits are required of activities that provide a benefit to an individual, group, or organization, rather than the public at large and that require some degree of management from the National Park Service in order to protect park resources and the public interest. Some examples of special events that require permits are sporting events, festivals, concerts, weddings, cultural programs, and group gatherings for social or community events. The Herbert Hoover National Historic Site offers a variety of unique venues for festivals, concerts, and community events. Our most popular venues are the Village Green and the Picnic Shelter Area.

Event Scheduling: The Office of the Chief Ranger maintains a calendar of special events held in the park. All new requests for event dates are issued on a first-come, first-served basis up to one year in advance. The NPS issues a number of Special Use Permits on an annual basis, such as West Branch Hometown Days, West Branch Chamber of Commerce Concert Series, and Hooverfest. The NPS will not issue Special Use permits for sites already affected by annual events.

Event Planning: The first step towards obtaining a special use permit is contacting the Office of the Chief Ranger to discuss your event plans, date availability, and National Park Service regulations. Allow at least 5 business days for processing your application.

Permit Application: The permit requires that you include either a tax ID number (if an organization) or social security number (if an individual). This number is required by federal code 31 USC 7701(c) from a person or organization doing business with the federal government. This number will be used by the federal government to collect and report delinquent debt.

Administrative and Management Costs: The National Park Service is required by law to recover the cost of providing goods, resources or services to support or facilitate special park uses. Administrative costs are determined by the type of permit sought by the applicant. Large events, which create significant impact on park resources or require additional NPS personnel for public safety or traffic control, may also incur additional management costs. There is a \$50.00 non-refundable processing fee to process all special use permits. This fee must accompany all applications and can be in the form of a cashier's check, money order, or personal check made payable to the National Park Service.

Certificate of Insurance: The National Park Service requires a Certificate of Insurance, listing the United States as "*additionally insured*" for the date(s) of the event or activity. This liability coverage includes operations, personal injury, product liability, property damage and loss, and other necessary categories to be listed in the permit (range: \$1,000,000 to \$5,000,000).

Security Deposit: For high impact events, permittees must post a bond payment (a cashier's check) made payable to the National Park Service. The bond amount is based upon projected number of attendees and level and scope of event activities. The deposit is refundable unless it must be used (in whole or part) for site cleanup, trash removal, or property damage.