

(NPS Form 10-930)
(OMB No. 1024-0026)

National Park Service
Independence National Historical Park
Special Events Office
143 South 3rd Street
Philadelphia, PA 19106
Phone: 215-597-9205 Fax: 215-597-0042



(NEW 10/00)
(Expires 3/31/2010)

Application/Permit for Special Events and Public Assemblies

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow at least (4) business days for processing, (2) business days for First Amendment permits. A non-refundable processing fee of \$75.00 should accompany this application unless the requested use is an exercise of a First Amendment right. Your permit may require the payment of cost recovery charges, and proof of liability insurance. Return of this form signed by the park superintendent along with applicable Terms and Conditions constitutes an approved permit. Your signature and acceptance of the permit certifies your understanding and acceptance of all terms and conditions applied to it.

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 ADDRESS: _____
Description of Proposed Activity (attach diagram if applicable): _____

Requested Location: _____

Date (s): _____

Time: _____

Event set up will begin	Event will begin	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Support Equipment (list all equipment and setup requirements, provide diagram if necessary) _____

Support Personnel (contractors, etc. including addresses and telephones) _____

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 |
| Do you plan to advertise or issue a press release? | 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 explain on separate sheet)	Y	N
Will you require electrical power for the event?	Y	N
If yes, describe power requirements. _____		

GENERAL PERMIT CONDITIONS

1. All park permits are issued by the Special Events Office, 143 South Third Street, Philadelphia, PA 19106. Telephone: (215) 597-9205, Fax: (215) 597-0042, E-mail: frank_eidmann@nps.gov

2. Special events such as public spectator attractions, ceremonies and commemorative programs are managed and regulated under 36 CFR § 2.50, DO/RM-53 and Independence National Historical Park Superintendent's Compendium. Permits issued for special events can be valid for no more than 7 days, and may not be transferred or assigned without the consent of the Superintendent. The Superintendent may disapprove a request for a special event if it is determined that:

- It will conflict with law or policy;
- It will be a derogation of the values and purposes for which the park was established;
- It is inconsistent with the park's enabling legislation;
- It has a reasonable potential to cause illness, personal injury, or property damage;
- It will unduly interfere with normal park operations, resource protection, or visitor use;
- There is a no meaningful association between the park area and the event;
- The observance does not contribute to visitor understanding of the significance of the park.;
- The event is conducted primarily for the material or financial benefit of participants, involves commercialization, advertising, or publicity by participants, or for which a separate public admission fee is to be charged, unless the event is directly related to the purposes for which a park was established.

3. A non-refundable application charge of \$75.00 is due at the time of submission of a special event permit. Checks are to be payable to Independence National Historical Park. Allow a minimum of four (4) working days for permit processing. Permits requiring more coordination will take longer to process. In addition to the application charge, the Permittee will be billed for all costs associated with the permit. The Superintendent may reduce or waive fees for projects that provide benefit to the NPS.

4. First Amendment activities such as public assemblies, meetings, gatherings, demonstrations, parades and other public expressions of views and opinions are managed and regulated under 36 CFR § 2.51, DO/RM-53 and Independence National Historical Park Superintendent's Compendium. Activities associated with the exercise of these rights will be reasonably regulated to protect legitimate government interests. Therefore, the Superintendent may regulate such aspects of First Amendment activities as the time, place and manner where they are conducted in order to protect park resources. When the requested use is a right involving access to park land for the exercise of First Amendment rights including freedom of assembly, speech, religion and press, there will no requirement for fees, cost recovery, bonding or insurance. Such permit applications will be acted upon within (2) business days.

5. In a Memorandum dated October 24, 2007, the NPS Director stated that “parks are not mere billboard venues, unattended signage is not allowed.” Consistent with this guidance, and in the interest of preserving the rights of persons engaged in personal expressive activity protected under the First Amendment of the United States Constitution, the use of message bearing signs and displays may be used in conjunction with public assemblies, vigils, rallies, demonstrations, religious activities and other forms of public expression provided that a Special Use Permit has been issued and approved by the park Superintendent. All such signs and displays are to be attended at all times. “Attended” is defined as an individual being on-site in the proximity of his or her sign or display.

6. The sale of merchandize in the parks is prohibited by 36 CFR § 5.3, except for the sale of printed matter as defined in 36 CFR § 2.52, and Special Directive 95-11. The sale or distribution of printed material is allowed

within certain park areas provided that the Superintendent so has issued a permit to do, and provided further that the printed material is not solely commercial advertising. Commercial notices or advertisements shall not be displayed, posted or distributed on park property. Printed matter will be limited to message-bearing textual printed material such as books, pamphlets, magazines and leaflets whose primary purpose is the advocacy, definition or explanation of a group's or individual's political, religious, scientific or moral beliefs. All other forms of merchandise, including posters, coffee mugs, audio tapes, DVDs, video tapes, T-shirts, hats and other clothing articles, may **not** be sold under this regulation. Permits issued for the sale or distribution of printed matter will be valid for no more than 14 consecutive days and will be exempt from the application fee requirement.

7. This permit is made upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or damage to property of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

8. With the exception of those permits issued for First Amendment events, all permit holders are required 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, Independence National Historical Park, 143 South Third St., Philadelphia, PA 19106. Proof of insurance must be submitted prior to the date of the permitted event. 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 Special Events Office at 215-597-9205.

9. The Permittee is required to comply with all applicable federal, state and local laws, ordinances, regulations, codes, permit requirements, and conditions, as well as park regulations contained in Title 36 of the Code of Federal Regulations. This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.

10. 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)].

11. 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.

12. Eating and drinking is prohibited in park buildings, unless authorized in the special permit conditions. Smoking is prohibited in all park buildings.

13. The use of any device or prop that utilizes smoke, gas or an open flame is prohibited within the historic buildings in the park. With the exception of candles used in conjunction with outdoor vigils, lighting or maintaining a fire on park property is prohibited. Candles used in conjunction with vigils must be contained in fireproof receptacles.

14. Parking on park property is prohibited. All loading and unloading must be done from the curb. Permittees setting up on Block 2 of Independence Mall (block within the boundaries of 5th and 6th Streets and Arch and Market Streets) may load and unload onto the site from Fifth Street at the driveway entrance.

No motorized vehicles of any sort are permitted off of the 5th St. driveway. Permittees requiring vehicle access to the site for loading and unloading must request and receive authorization to do so on the Permit Application.

15. The permit is only for use of the specific area and time period designated on the permit. Issuance of a permit does not guarantee exclusive use of an area or building. The area for which the permit is issued will remain open to the public during park visiting hours. Permit activities must not interfere with park visitors or interpretive programs.

16. Public address systems and sound amplification equipment shall not be allowed unless prior permission has been requested and approved on the application/permit. If approved, audio amplification must not interfere with visitor activities.

17. The consumption of alcoholic beverages or the possession of a receptacle containing an alcoholic beverage which is open, or whose seal is broken, is prohibited unless prior permission has been requested and approved on the application/permit.

18. Solicitation of donations is prohibited unless specifically authorized by the permit. Consideration for such authorization will only be extended to those entities properly qualifying as and providing proof of 501 (c) (3) status under the Internal Revenue Service guidelines. The donor may not receive anything in exchange for making a donation. For example, the donor may not receive merchandise, gain entry into an event, or be allowed participation in an activity in exchange for required donation.

19. If an event requires electrical power, prior special arrangements must be made. The Permittee must supply cables or extension cords as well as matting to cover them. All electrical connections must be inspected and approved by park personnel before the power will be turned on. Power may be turned off at any time at the discretion of the National Park Service. Permittees may supply their own electricity through the use of a generator with prior written permission of the park Superintendent. Generators must be grounded, accompanied by a 10 pound ABC type fire extinguisher and are subject to inspection by the park electrician.

20. Wedding ceremonies conducted in the park require a permit approved by the park Superintendent. Wedding ceremonies may only be conducted in the Magnolia Garden or the Rose Garden. Such ceremonies are limited in duration to two hours. Total guests cannot exceed 35, with a maximum of 20 chairs. Food, beverages, tents, live music or the use of amplified sound systems are not permitted.

21. Sale of food items must comply with NPS Director's Order #83 (relevant portions provided as attachment), Philadelphia City and Pennsylvania State regulations pertaining to the operation of a temporary food installation and the U.S. Public Health Service Food Code.

22. Permittees must provide the NPS with a complete list of equipment they plan to use on site. The NPS must give prior approval for the use and setup of the equipment. No equipment (tents, stages, etc.) which could cause undue damage to the landscape will be permitted. The approved permit provided to the Permittee will include a site plan indicating where the approved event is to take place, and where equipment is to be setup. Equipment may not be left on site unattended. The Permittee is responsible for the security of all equipment. Under certain circumstances and with advance approval of the National Park Service (NPS) the Permittee may be allowed to hire private unarmed security guards to guard the equipment used on site.

23. No tent is allowed on the site for more than 48 hours without the Superintendent's prior approval. No tent flooring is permitted. Tents must be installed by use of weighted ballast rather than ground penetrating devices. Tent material and installation must comply with National Fire Protection Association (NFPA) Standard 102.

24. Staging material and installation must comply with NFPA Standard 102.

25. The number of persons permitted on the Block for any one event will be determined by the scope of the setup, the nature of the event and other permitted activities scheduled at the time.

26. Nothing is to be tied to, strung from, leaned against or cause damage to the building, light poles, trees or shrubbery.

27. Height restrictions: The landscaping design plan for Block 1 (block within the boundaries of 5th and 6th Streets and Market and Chestnut Streets) and Block 2 (block within the boundaries of 5th and 6th Streets and Arch and Market Streets) of Independence Mall was principled around the intent of maintaining an unobstructed viewshed between the National Constitution Center and Independence Hall. In support of this plan a height restriction of 15' is imposed on any temporary structure or display on Independence Mall. The superintendent may grant exceptions to temporary structures or displays that are situated off the center axis which do not obstruct the viewshed.

28. Commercial notices or advertisements may not be displayed, posted or distributed on park property. Commercial and corporate sponsors for events may be recognized with text, logos or both, but the text and logos must appear in conjunction with the event's promotional material and may not be larger than one third the size of the event promotion's text and logo. All such communication materials (banners, flyers, signs, posters, etc) must be submitted to the park's Special Events Coordinator for approval in advance of the event. Communication materials that exist largely for the recognition of sponsors are not permitted.

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above. I further agree to abide by all terms and conditions ascribed to this permit.

Signature: _____ **Print Name:** _____ **Date:** _____

Approved By: _____ **Date:** _____
Signature of Park Representative Title

APPROVED LOCATION (site plan attached): _____

Information provided will be used to determine whether a permit will be approved. Completed application must be accompanied by an application fee if applicable, in the form of a check or money order in the amount of \$75.00 made payable to **Independence National Historical Park**. Application fees are non-refundable. This completed application should be mailed to the park address found on the first page of this application.

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

FEES: Application Fee: \$ _____ **Paid** _____ **Exempt** _____ **Waived** _____

Cost Recovery: Applied _____ **Exempt** _____ **Waived** _____