



WEDDINGS

Congratulations on your upcoming wedding! Petersburg National Battlefield has inspiring natural settings and historic backdrops frequently used for weddings. The National Park Service aims to accommodate private events in a manner that corresponds with its mission to, "...conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner...as will leave them unimpaired for the enjoyment of future generations."

A permit is required for all weddings. The Business Management Office is here to help ensure your event runs smoothly and without interference to the use and experience of the park by the general public, park operations and resource protection. The National Park Service maintains strict conditions for private events. Please read the park regulations and permit conditions for weddings and determine if they correspond with your event plans. There is an administrative cost and, in some cases, management costs for National Park Service staff to oversee events. To schedule your event or to request a Special Park Use permit application, call the Business Management Specialist at (804) 732-3571.

PARK REGULATIONS & CONDITIONS FOR WEDDINGS

- Access for other park visitors must not be impeded. The Special Use Permit is authorization for your private event to take place on parklands and does not grant exclusive use of an area. The area identified in the permit will remain open to the public during the event. It is recommended that you schedule your event early or late in the day if you wish to increase the privacy of your event. Wedding ceremony locations must be held at the site(s) specified on the attached map.
- No building interiors within the park are available for weddings and/or receptions. Permits will be issued only for outdoor events.
- Wedding party size (including support personnel) is limited to 75 persons.
- Available parking is limited and is not guaranteed. Car pooling or van shuttles are recommended. This will help ensure your guests arrive on schedule and at the correct location.
- A maximum of 2 hours may be scheduled. Please plan accordingly. This shall include set-up and breakdown time. No set-up will be allowed prior to the start time on your permit.

- Special Use Permits may be denied during periods of heavy use (e.g. – 4th of July, Memorial Day, Labor Day, etc).
- Decorations and equipment must be discussed prior to issuance of your permit. The use of special equipment, such as arches, chairs, or other decorations require park administrative review and are not allowed in certain areas. Please discuss your decoration plans with the Business Management Specialist.
- Special conveyances, including, but not limited to, horse drawn carriages, electric carts and hot air balloons are prohibited.
- In respect of other park visitors, amplified music is prohibited. Acoustic music will be considered. Exceptions can be made for portable tape decks or CD players if discussed in advance with the Business Management Office. Standing speakers, disk jockeys, public address systems or any other type of amplified device are prohibited.
- To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the dropping of rice, birdseed, flower petals or other natural or artificial material is not allowed. Birdseed and flower petals provide an unnatural food source for park wildlife and may introduce exotic plant species. Because of the proximity to the James and Appomattox Rivers, balloons are prohibited since they can be harmful to marine life. Releasing doves or butterflies is prohibited.
- Fires, candles, tiki torches and all other forms of open flame are prohibited.
- Affixing directional signage to existing buildings, property, signs, poles or plants is not allowed. Please respect the uncluttered views of the park. Any posted signs will be removed immediately by park personnel.
- Alcohol is prohibited in all park areas.
- Food services, including receptions, are not permitted upon park property.
- All trash associated with your private event must be bagged and removed from the Park. Please make certain that someone removes trash and decorations after your event or you will lose your performance bond of \$100.00 for site cleanup and may be billed for staff overtime required to clean the area if cleanup costs exceed \$100.00.
- Grounds maintenance and mowing of this park area is performed on a predetermined schedule and will not be completed specifically for your event.

(Revised NPS Form 10-930)
 (OMB No. 1024-0026)
 (10-2010)
 Expires 6/30/2013

National Park Service
 Petersburg National Battlefield
 1539 Hickory Hill Road
 Petersburg, VA, 23803
 804-732-3571



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. For special events, a non-refundable processing fee should be included and your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

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 personal check, cashier's check or money order in the amount of **\$50.00** made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed to the attention of **the Business Management Specialist** 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.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement): This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. This information collection is required to obtain or retain a benefit. All 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 45 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