

#### **United States Department of the Interior**

NATIONAL PARK SERVICE Manhattan Sites 26 Wall Street New York, NY 10005 African Burial Ground N.M.
Castle Clinton N.M.
Federal Hall N.M.
General Grant N.M.
Governors Island N.M.
Hamilton Grange N.M.
Theodore Roosevelt
Birthplace N.H.S.
St. Paul's
Church N.H.S.
Stonewall N.M.

National Park Service
Manhattan Sites
Special Park Use Program
Permit Instructions and Requirements

If you have any questions about an event or activity, please email masi special park use@nps.gov.

### **Application Process**

We recommend that you visit the park before submitting your application. Applications are a reviewed as a *request* and do not guarantee *approval*. For park management to consider a request, an application form with processing fee must be submitted to the office **no later than 10 business days prior to the date of your requested activity**. Your permit application will be reviewed by management and a park representative will contact you regarding park management's decision.

### Step 1: Submit appropriate application form & fee, if applicable.

A detailed, signed application form with a \$50.00 non-refundable application processing fee must be submitted to the park to begin a review of a Special Park Use activity. (*First Amendment activity requests do not require an application fee; all other applications do*). Please download and fill out the NPS Form 10-930 (exhibit B) for Special Park Use activities. For filming, still photography, and audio recording activities please fill out NPS form 10-932 (exhibit C). NPS form 10-934 (exhibit D) is required for First Amendment activities.

#### Note: a complete application form includes the following:

- 1. Appropriate application form with event & equipment details
- 2. Floor plan with layout of event
- 3. Complete run of show, including arrival, event set up, event runtime, and breakdown/wrap.

The permit application must be emailed to **masi\_special\_park\_use@nps.gov** or sent by mail to:

National Park Service c/o Special Park Use Program 26 Wall Street New York, New York 10005

#### Application fee payment:

Payment can be made via check, money order, or paid online with credit card.

- Checks and money orders can be made out to the National Park Service and sent to the above address.
- The permit coordinator will send further instructions if paying with credit card online.

#### Step 2: Park review & walk through.

After applying, the park will begin reviewing the request. If the application is approved to move forward park staff will plan a site walk through with the applicant and their technical team, to ensure all specific requests are addressed, and included in the permit.

#### Step 3: Insurance:

If your permit application is approved, a Certificate of Liability Insurance (COI) from an *Insurance Company located within the Unites States* must be submitted to the park prior to the executed permit being released to the permittee. Please refer to specifics below and <u>Exhibit A: insurance for sample.</u>

- A Certificate of Liability Insurance (COI) is required in the amount of one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) dollars aggregate.
- The United States of America must be listed as an additional insured and shows an
  endorsement signature of insured insurance company with the following: On the certificate
  of liability insurance (COI), please list the following information in the appropriate boxes on
  the form.

#### In the Description of Operations box, please list:

- a. A description of event or photo shoot.
- b. All dates requested.
- c. The National Park location (name of the site) where the event or photo shoot will take place
- d. An endorsement from the permittee's insurance company stating that Liability Insurance policy is in effect
- In the Certificate Holder Box, please list the following as additionally insured:

United States of America National Park Service 1849 C Street NW Washington, D.C 20240

#### Step 4: Cost Recovery

Special Park Use activities, and certain filming, photography, and audio recording activities will be subject to Cost recovery. This includes any cost associated with the proposed activity (administration, monitoring, electricity use, etc.) and, if applicable, <u>a location fee</u>. All cost recovery can be paid via check, money order, or paid online with credit card in the same manner as described in step 1, application fee.

#### Step 5: Permit review & signature:

After the park has received all necessary paperwork and payments and conducted a site walk through, the park will draft up a permit and send it to the permittee for review & signature. Once the permittee signs the draft permit, they need to send it back to the park. After the park representative signs the permit, a final, executed permit will be emailed to the permittee, which they will need to have on their person on the date of the event.

If you have further questions, please email masi\_special\_park\_use@nps.gov

# Exhibit A: Insurance sample.

THE INSURANCE COMPANY NEEDS TO BE IN GOOD STANDING IN NY STATE	THIS CERTIFICATE IS ISSUED AS A MATTER OF ONLY AND CONFERS NO RIGHTS UPON THE HOLDER, THIS CERTIFICATE DOES NOT AMENIC ALTER THE COVERAGE AFFORDED BY THE POL	), EXTEND OR
	INSURERS AFFORDING COVERAGE	NAIC#
(MED	NSUREAX	
ST THE COMPANY/INDIVIDUAL WHO APPLIED	INSURER 9:	
OR THE SPECIAL PARK USE PERMIT.	INSURER C	
	instruing.	
OVERAGES	INSURER SR	
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	FREE EXTREMENDE	
GARAGE LIABILITY	AUTO ONLY - EN ACCIDENT   4	
ANYAUTO	OTHERTHAN BAACC 3	
EXCESSIONERELLA LIABILITY	EACH DOCUMENCE S	
X COURT X CLAMS INCE	AGGREGATE 4	
DEDUCTIBLE	5	
RETENTION 3		
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ANY PROPRETOR PARTNER EXECUTIVE	E.L. EACH ACCIDENT \$	
CARCERTERS BREXCLUDED:	EL DISEASE - EA EMPLOYEE \$	
OTHER TOURS DROW	DISEASE - POLICY LIMIT   \$	
CRIPTION OF OPERATIONS /LOCATIONS / VEHICLES / EXCLUSIONS AD DED BY ENDORS EN	T/ SPECIAL PIEVISIONS	
nited States of America is named herein as an ad	tional insured	
Insurance company needs to include a de vehicles, equipment, etc.	cription of permitted activity site loca	tion,
	CAMPELL ATION	
R TIFICATE HOLDER	CANCELLATION  SHOULD ANY OF THE ASSIVE DESCRIBED POLICIES BE CANCELLED SER	ORF DE 61 99 17 PM
United States of America	DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO WAIL	DAYS WESTERN
	NOTICE TO THE CENTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILU	
National Park Service	IMPOSE NO ORLIDATION OR LIABILITY OF ANY KIND UPON THE INSUR	
1849 C Street NW	REPRESENTATIVES.	The state of the
Washington, D.C 20240	AUTHORIZED REPRESENTATIVE	

## Exhibit B: 10-930 application form

NPS Form 10-930 (Rev. 07/2024) National Park Service



#### APPLICATION FOR SPECIAL USE PERMIT

NATIONAL PARK SERVICE

OMB Control No. 1024-0026

Expiration Date 07/31/2027

Federal Hall National Memorial 26 Wall St. New York, NY 10005 masi\_special\_park\_use@nps.gov, 646-476-0882

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. A non-refundable application fee of \$50 must accompany this application. You must allow sufficient time for the Park to process your request; check with the park for guidelines. You will be notified of the status 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 of America an additional insured.

\* Enter either a Social Security Number OR a tax ID number; we do not require both.

Applicant Information	Company/Organization Information
Applicant Name:	Company/Organization Name:
Social Security Number*:	Tax Identification Number*:
Street Address:	Street Address:
City:	City:
State:	State:
Zip Code:	Zip Code:
Country:	Country:
Telephone Number:	Telephone Number:
Cell Phone Number:	Contact Name:
Fax Number:	Fax Number:
Email Address:	Email Address:

Activity Details	
Description of Proposed Activity (attach diagram and/or additional pages, if necessary)	

# Exhibit C: 10-932 application form (filming, photography, audio recording)

NPS Form 10-932 (Rev. 07/2024) National Park Service OMB Control No. 1024-0026 Expiration Date 07/31/2027



# APPLICATION FOR SPECIAL USE PERMIT FILMING, STILL PHOTOGRAPHY, AND AUDIO RECORDING (Long Form)

African Burial Ground National Monument 26 Wall St. New York, NY 10005 masi\_special\_park\_use@nps.gov, 646-476-0882



Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. A non-refundable application fee of \$50.00 must accompany this application. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of location fees, cost recovery charges, and proof of liability insurance naming the United States of America an additional insured. Applications may not be submitted more than one year before the proposed activity including time required for set up.

\* Enter either a Social Security Number OR a tax ID number; we do not require both. Applicant Information Company/Organization Information Applicant Name: Company/Organization Name: Social Security Number\*: Tax Identification Number\*: Street Address: Street Address: City: City: State: State: Zip Code: Zip Code: Country: Country: Telephone Number: Telephone Number: Cell Phone Number: Contact Name: Fax Number: Fax Number: Email Address: Email Address: Project Information **Project Name Location Manager** Telephone Email Address Type of Project Still Photography Filming Audio Recording

## Exhibit D: 10-934 application form (First Amendment activities)

NPS Form 10-934 (New Form 2023) National Park Service





# APPLICATION FOR SPECIAL USE PERMIT DEMONSTRATIONS AND DISTRIBUTION OF MATERIALS

African Burial Ground National Monument 26 Wall St. New York, NY 10005 masi\_special\_park\_use@nps.gov, 646-476-0882



Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. This application is only for those First Amendment activities regulated under 36 C.F.R. § 2.51 and 36 C.F.R. § 2.52; there are no fees or insurance required with this application. The National Park Service has up to 10 calendar days to respond to a complete application; allow sufficient time for the park to process your request. Applications may not be submitted more than one year before the proposed activity including time required for set up. You will be notified of the status of the application and the necessary steps to secure your final permit.

Applicant Information	Company/Organization Information
Applicant Name:	Company/Organization Name:
Street Address:	Street Address:
City:	City:
State:	State:
Zip Code:	Zip Code:
Country:	Country:
Telephone Number:	Telephone Number:
Cell Phone Number:	Contact Name:
Fax Number:	Fax Number:
Email Address:	Email Address:

Activity Details
Description of Proposed Activity (attach diagram and/or additional pages, if necessary)