



National Park Service ASSATEAGUE ISLAND NATIONAL SEASHORE Application for Special Use Permit



Please supply the information requested below. Use additional sheets if necessary. Allow at least four (4) business days for processing. **A \$100.00 non-refundable processing fee is required to 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. (Note: there may be additional fees charged, and you may be required to provide proof of liability insurance.)

Applicant Name: _____

Organization Name (if applicable): _____ Tax ID #: _____

Address/Street: _____

City/State/Zip Code: _____ Telephone number: _____

Description of Proposed Activities: _____

Requested Location (please be specific): _____

Date (s): _____

Set-up will begin at: _____

Event will begin at: _____

Removal will be completed by: _____

Maximum Number of Participants: _____ (please provide best estimate)

Maximum Number of Vehicles: _____ (please provide best estimate)

Support Equipment (generators, amplification, etc.): _____

Support Personnel (contractors, etc.): _____

Individual (if other than applicant) in charge of event on site: _____

Please answer the following questions (circle Y for Yes - N for No)

A. Is this an exercise of First Amendment Rights? Y N

B. Are you familiar with/ have you visited the requested area? Y N

*C. Do you plan to advertise or issue a press release? Y N

D. Will you distribute printed material? Y N

E. 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

F. Have you or your organization ever applied for or been issued a Special Use Permit for an event at Assateague Island National Seashore? Y N
If so, please give the date of your last permit: _____

*Note: ALL press releases and advertisements must be cleared with the National Park Service before release.

Office Use Only: ___ Special Activity ___ Film Permit ___ Wedding

- Please include a list of all principal speakers, if any; a complete time schedule and a list and/or description of all activities planned for the event, and the proposed route of any march or parade planned.
- List, on separate sheet of paper, all props, platforms, stages, sound equipment, electrical wiring, decorations, tools, catering equipment, tables, chairs, tents, and/or other items to be provided or used during the event.
- List, on a separate sheet of paper, all contractors, suppliers, groups, or individuals providing support services for the event such as caterers, musical groups, sound technicians, electricians, etc. Please include name, address, phone number and services provided.
- The service of any non-package food and/or item requiring refrigeration must be approved by the Public Health Service in advance of the event date. Approval documentation must be submitted in advance of the event and attached to the permit.
- If your event will involve the setting up of booths, tents, etc., please provide a diagram showing the location of each booth, or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed, please provide an itemized list of all such items for each booth or area.
- Are any other organizations co-sponsoring this event? If so, please provide a list showing the name, address, phone number, and a contact person for each.
- Please note any other concerns or requests that the National Park Service should be advised of:

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 _____

Note: This is an application only, and does not serve as permission to conduct a special event or any other use of Assateague Island National Seashore. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event. This information is being collected to allow the park manager to make a valued judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed.

Upon approval of the application, the applicant will receive the permit forms with any special conditions noted. The applicant signs upon their agreement and returns the permit to the park Superintendent. The Superintendent (or designee) will sign the permit and the fully executed permit is then returned to the permittee.

The National Park Service reserves the right to deny requests that are not compatible with the conditions and guidelines as published in 36 Code of Federal Regulations 2.50 and 2.51.

At least one copy of the fully executed, signed, and approved permit must be with the person in charge of the event, at the scene of the event, throughout the entire duration of the event.

Return this permit to:
National Park Service
Assateague Island National Seashore
7206 National Seashore Lane
Berlin, MD 21811
Attn: Chief Ranger Ted Morlock
Phone (410) 641-1443 x223 Fax (410) 641-1099