

UNITED STATES DEPARTMENT OF INTERIOR

NATIONAL PARK SERVICE

SPECIAL PARK USES /SPECIAL EVENTS POLICY

BLUE RIDGE PARKWAY



SPECIAL PARK USES/EVENTS POLICY

BLUE RIDGE PARKWAY

Special events are activities, such as sporting events, pageants, regattas, public spectator attractions, entertainment, ceremonies, large group camps or rendezvous, which fall under the category of privileges. Special events differ from public assemblies and public meetings in that the latter activities are rights protected by the First Amendment.

The authority for the management of special events in a National Park can be found in Title 16, U.S. Code and Title 36, Code of Federal Regulations, 2.50.

National Park Service Management Policies and Director's Order 53 Special Park Uses provide policy guidance for management of special event activities.

The decision to issue or deny a permit for a special park use flows from the appropriate compliance under the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act of 1966 (NHPA), and other applicable laws.

Before issuing a permitting document, the park will be required to obtain approval for NEPA/NHPA in all instances when the resource will be affected, and/or the use or activity is not covered under a categorical exclusion, an Environmental Assessment(EA) will need to be prepared. The applicant is responsible for paying all NPS costs if an EA is required to meet NEPA and Section 106 compliance requirements.

The following guidelines are established by the Parkway as they relate to special event activities within this unit of the National Park Service.

SPECIAL USE/EVENT PERMITS - A special park use is a short term activity that takes place in a park area and that:

- Provides a benefit to an individual, group or organization rather than the public at large;
- Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest
- Is not prohibited by law or regulation; and
- Is neither initiated, sponsored nor conducted by the NPS.

Special events may be authorized under permit by the Superintendent subject to the same criteria as other special park uses provided that:

- There is a meaningful association between the park and the event
- The event contributes to visitor understanding of the significance of the park.

Special use permits for special events will not be issued, if in the Superintendent's opinion, the special event will:

- Cause injury or damage to park resources
- Be contrary to the purposes for which the park was established, or unreasonably impair the atmosphere of peace and tranquility maintained in wilderness, natural, historic or commemorative locations within the park
- Unreasonably interfere with the interpretive, visitor service, or other program activities, or with administrative activities

- Substantially impair the operation of public facilities or services of NPS concessioners or contractors
- Present a clear and present danger to public health and safety
- Result in significant conflict with other existing uses.

Special event permits are issued by authority of the Superintendent through the Chief Ranger's Office.

Application for a special event permit should be sent to:

Staff Park Ranger
 Blue Ridge Parkway
 199 Hemphill Knob Road
 Asheville, NC 28803

along with a **\$60.00 application fee. Application fees are non-refundable.** Checks should be made payable to the National Park Service.

Additional **administrative fee of \$135.00 is payable upon issuance of a permit.**

If additional NPS supervision is required, **a charge of \$60.00 per hour/per employee will be assessed.**

A minimum of **30 business days** will normally be required for administrative review of the proposed activity, though smaller events may be reviewed less time. A permittee should allow at least 4 business days for issuance of approved permit.

All permitted special uses/event activities will be conducted in strict compliance with all Federal, State, county and municipal laws, ordinances, or regulations applicable to the area of operation covered under the agreement. Any violation of regulations or permit conditions can result in, immediate termination of the event, greater supervision/costs to permittee or **banning future permits for the event on Blue Ridge Parkway lands.**

RESOURCE DAMAGE - Special use/event activities which exhibit the potential for resource damage will be denied.

DISRUPTION OF VISITOR ACTIVITIES - National Park Service policy states that special events must not unduly disrupt normal visitor use of the park.

Special Event Requests for use of Parkway Motor Road

Participant Limits

Running Events -400 participants

Bicycle Events -750 participants

Motorcycle Events -600 participants

Other motorized vehicles will be considered on a case by case basis

Limits on numbers of participants in all special event requests will be determined on a case by case basis.

Time of Day Limits:

Sunrise to Sunset + 30 minutes

Duration:

Multi-day – 2 day limit w/only one day on weekend day

Distance:

Any single day: Size > 125 limit of 30 miles

Size < 125 limit of 65 miles

Location:

No event back to back or same time in one district

Large events on weekends around areas; Peaks of Otter, Mabry Mill, Cone Estate or Linn Cove Viaduct will generally not be approved

Large events on weekends in the three corridor areas in the park, i.e. Roanoke, Boone/Blowing Rock or Asheville areas will not be approved

Starting/Stopping events within park area will generally not be approved.

Time of Year:

No October Events

No events on Holidays or Holiday weekends

Limited number of weekend events during months of June, July, August & September—weekday events will be considered

BOND REQUIREMENT - After review of the permit application, the permittee may be required to post a bond or cash deposit to assure the area is left in its original condition. Bonds will only be required if the activity has a reasonable potential to impact Parkway resources or facilities.

GENERAL LIABILITY INSURANCE - General liability insurance is required in order to protect the U.S. Government from claims or litigation connected with injury or damage resulting from the actions of the permittee or his/her agents or employees. Permittee must obtain general liability insurance with a certificate of insurance naming the Blue Ridge Parkway as an additional insured. This certificate of insurance must be provided to the park prior to permit issuance.

General liability insurance amounts are:

- 1) Special events - \$1,000,000
- 2) Other special park uses - will be determined on a case by case basis.

Insurance requirements may be waived if, in the opinion of the Superintendent, there is little or no possibility of injury or damage to persons or property resulting from the proposed activity.

SALE OF FOOD OR MERCHANDISE - The sale of food or merchandise on Blue Ridge Parkway lands in connection with a special event is prohibited. Engaging in or soliciting any business in the park is prohibited.

NATIONAL PARK SERVICE SUPERVISION AND COSTS - Special use/event activities authorized by permit will be supervised by an NPS employee to assure full compliance with all terms of the permit.

The level and type of supervision will be determined by the group size and complexity of the activity.

In activities involving few people and where there is little possibility of resource damage or interference with other visitor's park experience, these activities will be spot checked to assure compliance. The cost of this supervision is included in the administrative permit fee.

Wedding ceremony requests should be directed to the local area ranger office. District Ranger office numbers are as follows:

**Waynesboro, VA to Roanoke, VA -
Roanoke, VA to NC/VA State Line -
NC/VA State Line to Grandfather Mountain -
Grandfather Mountain to Cherokee, NC –**

**Ridge District Ranger – 540-377-2377
Plateau District Ranger- 540-745-9681
Highlands District Ranger 336-372-8867
Pisgah District Ranger 828-350-3822**

Special use/event activities requests reviewed and issued at the district level by the District Ranger the permit fee is \$ 135.00. Permit fees are non-refundable.

For all permits issued at district level, the District Ranger shall obtain the permittee's name, address and social security number and necessary information for issuance a permit. The permit fee will be collected by the District Ranger prior to the date of the event. District Ranger will submit payment to Park Headquarters Finance Office. **PERMIT FEES ARE NON-REFUNDABLE.** General liability insurance will not be required. Restrictions on times, dates and locations for weddings and receptions exists in all developed areas in the park and shall be determined by the District Ranger.

DONATIONS - Donations of money, equipment and/or services to the park are accepted. Donations will be deposited and allocated according to NPS policy.

(NPS Form 10-930)
 (OMB No. 1024-0026)
 (NEW 10/00)
 (Expires 3/31/2010)

National Park Service
Blue Ridge Parkway
199 Hemphill Knob Road
Asheville, NC 28803



828-271-4779x246
Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** four (4) business days for processing. A non-refundable processing fee should 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. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States as also insured.

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 cashiers check or money order in the amount of \$____.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to _____ 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.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

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