



## **Special Use Permit - Weddings**

If you are interested in holding your marriage ceremony at Buffalo National River, the following information will be helpful in making your plans. A Special Use Permit is required to hold a wedding within Buffalo National River. Until a Special Use Permit is approved and issued, the requested date and location cannot be guaranteed. Follow the guidelines outlined below to ensure that your permit is in place in time for your special occasion.

### **Permit Application Procedure**

Requests for a permit application may be made in person at park headquarters, via telephone, email or letter. The application form may be downloaded from the park website. A completed application and the non-refundable application fee are required before an application can be processed. Park contact information is:

Special Park Use Coordinator  
Buffalo National River  
402 N. Walnut St., Suite 136  
Harrison, AR 72601

Telephone: 870-365-2702  
FAX: 870-365-2701  
Website: [www.nps.gov/buff/](http://www.nps.gov/buff/)  
Email: [buff\\_information@nps.gov](mailto:buff_information@nps.gov)

The information on the application will be used by NPS staff to evaluate the impact of the proposed activity on park resources and visitors. Allow at least four business days for processing. Requests which involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of 15 working days to process. Projects which require environmental or cultural resource evaluation must be submitted not less than 30 days before the start of proposed activities. Applications are processed in the order in which they are received.

Applications will be returned to the applicant if submitted incomplete, cannot be approved as submitted, or are received without payment or without a social security or Federal Tax Identification Number.

### **Location**

Please indicate the specific location on the application. The Special Use Permit does not allow your ceremony to restrict other park visitors from your chosen location nor does it guarantee you a specific site. If you desire a pavilion or group site you will need to make reservations at [www.recreation.gov](http://www.recreation.gov) or call (877) 444-6777. If you are interested in reserving facilities operated by our concessioner at Buffalo Point, please contact Buffalo Point Concessions at 870-449-6206.

### **Cost Recovery**

The authority for the National Park Service to recover and retain costs associated with managing special park uses is found at 16 U.S.C. 3a. Charges established for a special park use under this authority are intended to recover costs associated with managing that activity and not to generate revenue beyond actual cost. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

<b>Special Use Permit for:</b>	<b>Application Fee</b>	<b>Administrative Fee</b>	<b>Total</b>
25 persons or less	\$50	\$50	\$100
26 persons or more	\$50	\$100	\$150

**Application Cost** Must be submitted at the time of the initial application. This is a non-refundable payment.

**Administration Cost** Payable when the permit is approved and prior to beginning the event. This is a non-refundable payment.

**Monitoring Cost** If the event requires NPS supervision for resource protection or the health or safety of visitors, the cost will be estimated and payable when the permit is approved and prior to beginning the event. The scope and complexity of the permit activity will determine the level and type of supervision. The fee includes employee travel time to and from the event location.

**Permit**

If your application is approved, a Special Use Permit will be prepared and mailed to you for signature. Upon receipt, please review, sign and return the permit to our office for the Superintendent’s signature. After the Superintendent signs the permit, a copy of the permit will be forwarded to you. *The approved, signed permit copy must be in your possession at the time of the event.*

**Terms & Conditions** To maintain park natural and cultural resources and quality visitor experiences the following conditions and requirements apply to Special Use Permits for weddings:

1. The permittee and participants will not disturb, adversely effect, alter, damage or remove any natural/cultural resources, archeological or historic artifacts. Digging, scraping, chiseling or defacing natural features is prohibited.
2. Structures, including arches, tents and portable pavilions may not be erected.
3. Historical buildings or other structures may be used as backdrop only. Buildings cannot be used for attachments (such as banners or flowers) or be incorporated into the ceremony as a stage.
4. Access to the area must be kept open to the public and weddings cannot interfere with normal visitor activity in any manner. The park will not exclude nor allow permittee to exclude other park visitors from the site during the wedding ceremony.
5. All vehicles (including motorcycles) for the wedding party must be parked in designated parking areas. Carpooling is recommended; parking may be limited in some areas. Handicapped parking restrictions will be enforced.
6. Erecting of banners, signs, etc. is prohibited.
7. Electrical power will not be furnished nor will generators be allowed.

8. The use of a portable, battery operated sound system is acceptable as long as they meet the standards listed in 36 CFR 2.12(a)(1) and do not interfere with the use of the area by other individuals. No public address systems are allowed.
9. Throwing or scattering of rice, bird seed, flowers, confetti, streamers or other similar materials is prohibited. In addition, the release of balloons, animals including birds, butterflies or other living things is prohibited.
10. Buffalo National River Park Rangers strictly enforce all laws relating to excessive drinking. Permittee and guests must comply with all applicable federal, state, county and Park Service regulations.
11. Permittee will assume all responsibility for cleanup of the site after the ceremony. Please remove any chairs, discarded flowers, paper, trash or other items. The Bride/Groom vehicle may not be decorated with cans, paper, streamers or any other item that may be left behind in the park.
12. Violation of the terms and conditions of the permit may result in the immediate revocation of the permit.

Other stipulations may be added depending on the specific nature of your request.