IN REPLY REFER TO:

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 Special Park Use Program
Castle Clinton National Monument
Permit Application Instructions and Requirements

Below are the instructions and requirements for obtaining permission for the use of federal space for Special Events, First Amendment, Public Assembly, Still Photography or Commercial Filming.

It is the policy of Castle Clinton National Monument ("the park") to allow special events, filming and photography as appropriate and as staffing and management resources permits, while adhering to the National Park Service mandate "to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (54 U.S.C. 10010 1) In order to manage special events, filming, and photography, a permit issued by the superintendent is required.

Permits are required for the following activities occurring on National Park Service property:

Filming/Still Photography

Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. Still photography requires a permit when the activity takes place where or when, members of the public are not allowed, or when the activity uses models, sets or props that are not part of the natural or cultural resources of the park.

Generally, permits are not required for visitors using cameras for their own personal use during public access periods. Sound technicians, and film or video news crews at breaking news events do not require a film permit. However, breaking news events are subject to restrictions and conditions necessary to protect park resources and public health and safety, and to prevent impairment or derogation of park resources. "Breaking news" is defined as an event that cannot be covered at any other time or place.

Special Events

A special event is a short-term activity that takes place in a park area and:

- 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;
- Is not initiated, sponsored, or conducted by the NPS.

Application Process
We recommend that you visit the park before submitting your application. If you have any questions about an event or activity, please email **masi_special_park_use@nps.gov**

Applications

For Special Events, First Amendment, Public Assembly requests; please use NPS Form 10-930 (Rev. 06/2016)

For Commercial Film or Photography, please use NPS Form 10-932 (Rev. 06/2016)

Please **NOTE** that your application is only a **request** not an APPROVAL of your requested activity. You must allow sufficient time for the park to process your request. In order for park management to consider your request you must submit the application and the processing fee to the office no later than ten business days prior to the date of your requested activity.

For larger scale activities, the permit application processing time may take up to ten business days. Your permit application will be reviewed by management and a park representative will contact you regarding park management's decision.

Instructions
You will need to submit a completed filled-out signed application, along with a $50.00 non-refundable application processing fee in the form of a check or money order made out to the **National Park Service**. Please note that credit cards are not accepted as a form of payment.

The permit application and $50.00 non-refundable fee must be sent by mail or brought in-person to:

Castle Clinton National Monument
National Park Service
Attention: Business Management Program
26 Wall Street, New York, NY 10005

NOTE: The non-refundable $50.00 application processing fee must accompany the completed signed application. Please allow at least up to ten business days for the application process. Faxes or email permit applications will **NOT** be accepted.

First Amendment Activities
Please note that the permit application processing fee is **NOT** required if the requested activity is an exercise of your First Amendment right. Please allow at least two business days for the application process.

First Amendment Activity with Sound Amplification
If your request for the first amendment activity has the component of sound amplification; then a $50.00 processing fee is required with the application and you must obtain a New York Police Department sound permit and submit a copy of the sound permit.

Requirements (after receiving approval of your permit application activity from the park representative)

If your application is approved; permit conditions will be sent to you for review and a walk through will be required prior to the release of the permit. A permit will be issued and your signature will be required on the permit.

Location Fees

For Commercial Film and/or Still Photography the National Park Service is required to collect location fees. Public Law 106-206 54 U.S.C. 100905) requires the National Park Service to collect location fees for commercial filming and still photography. If your application is approved, the film or photography location fee must be paid in advance.

Commercial Filming/Videos

- 1 – 2 people, camera and tripod only $0/day
- 1 - 10 people $150/day
- 11 - 30 people $250/day
- 31 - 49 people $500/day
- Over 50 people $750/day

Still Photography

- 1 - 10 people $50/day
- 11 - 30 people $150/day
- Over 30 people $250/day

Insurance

If your permit application is approved, you must provide a Certificate of Liability Insurance (COI) from an *Insurance Company located within the Unites States.* 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 following must be on the Certificate of Liability:

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:

The Certificate holder is listed as an additional insured:

The United States of America, the Department of Interior, National Park Service along with:

- a description of event, filming or photo shoot,
- all dates requested,

- the National Park location (name of the site) where the event, filming or photo shoot will take place and:
- An Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect.

In the Certificate Holder Box, please list:
United States of America
National Park Service
26 Wall Street
New York, New York 10005

The certificate of liability insurance (COI) must be submitted prior to the executed permit being release to the permittee.

Recovery Cost
Your activity requires the National Park Service staff to monitor your activity while you are on federal property. The National Park Service staff is on site to ensure you; your staff, your vendors etc. follow the permit conditions. The National Park Service staff is on site to protect the historic, cultural and natural resources of the memorials, monuments and historic sites. The actual cost of overtime for the National Park Service employees shall be billed to the permittee through a Bill of Collection.

If you have any questions, please email **masi_special_park_use@nps.gov**