



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 Manhattan Sites Special Park Use Program Permit Application Instructions and Requirements**

Below are the instructions and requirements for obtaining permission for the use of federal space for Special Events.

#### **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.

#### **Amplified Sound**

The National Park Service will not approve permits for amplified sound without an amplified sound permit issued from the New York City Police Department. It is prudent to check with the New York City Police Department to see if an amplified sound permit can be obtained before submitting an application with the National Park Service.

#### **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](mailto:masi_special_park_use@nps.gov)

#### **Application**

For Special Events, First Amendment, Public Assembly requests; please use NPS Form 10-930 (Rev. 08/2021)

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 30 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.

#### **Instructions**

You will need to submit a detailed and signed application a \$50.00 non-refundable application processing fee (**Except for non-low impact filming requests**) 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 must be emailed to [masi\\_special\\_park\\_use@nps.gov](mailto:masi_special_park_use@nps.gov) or sent by mail with the non-refundable fee. The \$50.00 non-refundable fee must be mailed to the address below:

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

**NOTE: Applications must be submitted no later than 30 business days before the event.**

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

If your application is approved; a permit with permit conditions will be issued, and your signature will be required on the permit. You will return the signed permit so that the park may sign the permit and then send you the final executed copy.

**Insurance**

If your permit application is approved, you must provide a Certificate of Liability Insurance (COI) from an *Insurance Company located within the United 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 or photo shoot
- all dates requested
- the National Park location (name of the site) where the event or photo shoot will take place
- 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  
1849 C Street NW  
Washington, D.C 20240

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.

### **Mask Wearing Requirements**

COVID-19 Mask Usage All individuals over the age of two who are not yet fully vaccinated must wear masks, except when actively eating or drinking, in the following locations:

1. All common areas and shared workspaces in buildings owned, rented or leased by the National Park Service, including, but not limited to, park visitor centers, administrative offices, lodges, gift shops and restaurants.
2. The following outdoor areas, when others are present, where the superintendent has determined that physical distancing (staying at least six feet apart) cannot reasonably be maintained: Manhattan Sites, National Parks and adjacent areas on federal grounds.

Masks must cover the nose and mouth and fit snugly around the nose and chin with no large gaps around the sides of the face. Masks not designed to be protective, masks with ventilation valves, and face shields do not meet the requirement.

If you have any questions, please email [masi\\_special\\_park\\_use@nps.gov](mailto:masi_special_park_use@nps.gov)