

## **IMPORTANT**

Request dates for **January through June, 2014 ONLY**

Both the booking form and the booking requirements have changed.

Please read the instructions carefully. Applications that do not include all requested information and the non-refundable \$50 application processing fee will not be considered.

### **2014 Dates Available for Booking**

JANUARY	07-12, 16-18, & 23-26.
FEBRUARY	01-02, 06-09, & 13-15.
MARCH	06-09, 13-16, 20-23, & 29-30.
APRIL	03-06, 10-13, 18-19 (Easter Wk) & 24-27.
MAY	01-04, 08-10, 15-18, 22-24, & 29-31.
JUNE	01, 05- 07, 12-14, 19-21, & 26-28.

*(Calendar dates not listed above are NOT available!)*



# United States Department of Interior



## CHAMIZAL NATIONAL MEMORIAL

800 S. San Marcial  
El Paso, Texas 79905

In reply refer to:

**A8215 (CHAM)**

Dear applicant:

Chamizal National Memorial is now accepting applications from anyone wishing to use the theater or amphitheater during the months of January through June, 2014.

All special use permit applications (NPS Form 10-930) with all other (attached) completed forms and the required application processing fees **must be submitted by mail**. Normally the application must be postmarked no later than May 15, 2013, however, **this due date has been extended this year only, to May 30, 2013**. Note: these written applications will not be accepted in person, but as mentioned above must be submitted by mail. Please make and retain a copy of your completed form for your records. **If you are requesting dates for more than one event, a separate individual application and individual fee payment for each event must be submitted, however multiple requests may be mailed singly or together.**

The following conditions are required for a scheduled performance or event request to be approved:

- A representative, member, agent, and/or consultant from the performing group must attend one regularly scheduled two-hour Special Use Permit Workshop offered at no cost by the memorial within the previous two years or one workshop and a one-hour refresher within the previous three years.

- A check in the amount of \$50.00 made out to the "National Park Service" must accompany each application. This is a non-refundable application processing fee.

Higher consideration will be given to proposals that reflect a meaningful association between the event and our mission, that contribute to visitor understanding of the memorial and that assist us in promoting the values of the National Park System.

Remember, a production mission statement or justification, and/or an educational outreach plan should be attached to the special use permit application and will be evaluated and scored by our staff. This justification will serve as the basis for selection of your production at the memorial.

In order to assist you with this requirement, we will be holding three free workshops to explain the criteria for accepting your proposal and to help you develop a workable production mission statement and/or a viable educational outreach program. Attendance at one of these workshops every two years is mandatory.

Three full workshops are scheduled. The first will be held, on Saturday, April 27, 2013 at 2:00 p.m., the second, on Wednesday, May 8, 2013 at 7:00 pm, and the third on Friday, May 10 at 7:00 p.m. Please contact Art Garica at 532-7273, ext. 115 or Kristi Harben at ext. 122 to enroll in a workshop.

Please note that certain dates have already been reserved for events that are sponsored and/or co-sponsored by the National Park Service. Attached on the cover page is a list of the remaining dates that are available in 2014. Mondays, Tuesdays, and Wednesday are normally "dark" days for the theatre personnel. Meetings, rehearsals and productions will not be conducted on those days.

If your production is selected, an additional \$50.00 fee will be required and must be received for the cost recovery of the administration and issuance of an actual permit. Prescribed fees are due thirty calendar days prior to the date of the authorized event. Authorization for the event can be revoked if the fees are not paid promptly. If the event is canceled by you or the sponsoring organization without prior notice, all paid fees may be forfeited.

***Special Note: If you plan to charge for admission to or sell any item of any kind at your event.*** The National Park Service will not use special park use permits for the public staging of special events for which a public admission fee is to be charged. Monies associated with such an event may not be collected by the permittee on park premises without the advanced completion of a Commercial Use Authorization (CUA) permit. Requirements, restrictions, mandatory liability insurance, and possible additional fees for the CUA will be explained as part of the process after your event is tentatively selected for presentation at the Memorial.

Sincerely,

Jerome T. Flood  
Interim Superintendent

## **NPS MISSION STATEMENT**

The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the country and the world.

## **CHAMIZAL PURPOSE**

The purpose of the Chamizal National Memorial is to commemorate the harmonious settlement of a long-standing boundary dispute between the United States of America and Mexico concerning the area known as the Chamizal.

## **CHAMIZAL SIGNIFICANCE**

Chamizal National Memorial commemorates the peaceful settlement between the presidents of the United States and Mexico of a century-long dispute that affected many people in the El Paso, Texas/Ciudad Juarez, Chihuahua, and metropolitan area. The memorial uses the performing and visual arts to foster the exchange and understanding of multi-cultural traditions.

## **CHAMIZAL MISSION STATEMENT**

The Chamizal National Memorial commemorates the harmonious settlement of a long standing border dispute between the United States and Mexico. Using the arts in an educational context, the memorial will foster cultural understanding and international goodwill and friendship.



# Application for Special Use Permit

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

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 of \$50 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):

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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 you are requesting (list all equipment; i.e. – platforms/ fog machine/ dance floor/ power tools, etc. that you are requesting from the NPS; attach additional pages if necessary)

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List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary) \_\_\_\_\_

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Individual in charge of event on site (include address, telephone and cell phone numbers): \_\_\_\_\_

Is this an exercise of First Amendment Rights?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Are you familiar with/ have you visited the requested area?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Have you obtained a permit from the National Park Service in the past? (If yes, provide a list of permit dates and locations on a separate page.)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Do you plan to advertise or issue a press release before the event?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Will you distribute printed material?	<input type="checkbox"/> Y	<input type="checkbox"/> 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.)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Do you intend to solicit donations or offer items for sale? (These activities may require an additional permit.)	<input type="checkbox"/> Y	<input type="checkbox"/> N

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 \_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the amount of \$50.00 made payable to the **National Park Service**. Application and administrative charges are **non-refundable**. *This completed application should be mailed or hand-delivered to 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.



Chamizal National Memorial was authorized in 1966 to commemorate the peaceful settlement of a long-standing boundary dispute with Mexico. The dispute could not have been settled without friendship and goodwill between Mexico and the United States.

Today, the Memorial serves as a cultural center where people from our borderland community, as well as other cultures, come together to share in common experiences and interests such as visual and performing arts.

Every program presented at Chamizal National Memorial should remain true to the original mission of the park's creation by promoting cultural awareness, mutual understanding, friendship without borders, and the realization that together as a bi-national community we can peacefully resolve any dispute that rises between us.

Keeping this in mind, please answer the following questions as they relate to the program you are proposing to present at Chamizal National Memorial. How closely your program matches our mission will determine whether or not you are given booking dates.



Chamizal National Memorial fue autorizado en 1966 para conmemorar la resolución pacífica de una larga disputa fronteriza con México. La resolución de la disputa no fue posible sin la amistad y buena voluntad entre México y Estados Unidos.

Hoy día el memorial sirve como un centro cultural donde la población fronteriza y de otras culturas pueden reunirse para compartir intereses y experiencias comunes talles como las artes interpretativas y visuales.

Cada programa presentado en Chamizal National Memorial debe de guardar el valor original de la misión usada para la creación del memorial. Esto se puede cumplir por aumentar el nivel de conciencia sobre la cultura, el mutuo acuerdo, la amistad sin fronteras, y la realización de que juntos como una comunidad binacional podemos pacíficamente resolver cualquier disputa que pueda surgir entre nosotros.

Guardando esto en mente, por favor conteste las siguientes preguntas relacionándolas al programa que usted propone presentar en Chamizal National Memorial. La determinación para que se le apruebe una fecha de reservación será basada en que tan relacionado sea su programa a nuestra misión.

# Cultural Significance Questionnaire

*Attach additional pages as needed*

1. What is your purpose for performing this program?  
¿Cuál es su propósito en presentar este programa?
  
2. What are the cultural traditions you are drawing from for this program?  
¿Cuales son las tradiciones culturales que utiliza para este programa?
  
3. What do you want your audience to take away from this program?  
¿Qué desea que su público entienda/suponga de este programa?
  
- 4(a). Not everyone is familiar with your program (or art form), what information would be helpful for people to know before attending?  
¿No todos están familiarizados con su programa (o forma de arte), cual información sería importante saber antes de asistir?
  
- 4(b). How do costumes play a significant role in your program?  
¿Qué papel importante desempeña el vestuario en su programa?
  
- 4(c). Are the musical instruments used in your program culturally or historically significant?  
¿Tienen algún significado cultural o histórico los instrumentos utilizados en el programa?
  
5. How have you adapted your performance to fit the significance and mission of Chamizal National Memorial?  
¿De cuál manera ha adaptado su presentación al significado y la misión de Chamizal National Memorial?
  
6. What is the cultural or historical significance of your art form?  
¿Cuál es la importancia cultural o histórica de su forma de arte?

# Proposed Event/Theater Presentation Information

*Please return with your application*

Name of event or presentation:

Running time of event/presentation:

First choice requested performance date(s):

First choice requested rehearsal date(s):

1<sup>st</sup> Alternate requested performance date(s):

1<sup>st</sup> Alternate requested rehearsal date(s):

2<sup>nd</sup> Alternate requested performance date(s):

2<sup>nd</sup> Alternate requested rehearsal date(s):

Performance start time(s):\* (Please see Important Note below.)

Rehearsal start time(s)/ length:\* (Please see Important Note below.)

Description of event for publicity:

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## CONTACT AND OTHER INFORMATION FOR PUBLICITY:

Ticket price (s):

Publicity phone number (s):

E-mail address(es):

Website address:

Do you or your organization plan on any kind of catered reception for public or just cast?

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***Do you or your organization wish to sell any event-related product in the lobby? If so, please describe items and proposed cost.*** \_\_\_\_\_

Is there any other part of the park you are requesting to use other than theater facilities; (i.e., administration break room, lobby office, grounds for picnics, etc.)?

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**THEATER WORKSHOP:**

Name of person attending workshop:

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Date of workshop attendance: \_\_\_\_\_

**\* Important Note:**

The park closes daily at 10 p.m. All park visitors, theater users, and audience members must be out of the park by 10 p.m. Scheduling events that keep people in the park beyond 10 p.m. will result in you paying the overtime charges for all park staff members who must remain on duty to clear the theater and parking lot of visitors *associated with your presentation*. Overtime will be charged for theater, maintenance, and law enforcement staff as well as administrative billing costs.

To avoid paying overtime charges for performances that run late, schedule your shows to begin earlier, and end by 9:30 pm on Thursdays thru Saturdays, and by 8:30 on Sundays. Take into consideration that your cast members will need time to take after-show photos with family and friends, change clothes and pack up personal belongings, and to vacate the park. **You must be out of the park by 10 p.m. or you will be charged overtime cost recovery fees. Please schedule accordingly.**

**\*Información Importante:**

El parque cierra a las 10 p.m. diario. Todos los visitantes, los presentadores igual que miembros de la audiencia, deben de salir del estacionamiento no mas tardar 10 p.m. Programando eventos que demora la salida del publico después de las 10 p.m. resultara en que se le cobre cargos de sobre tiempo por cada personal del parque que se requiere trabajar hasta que la última persona asociada con su presentación salga del teatro y el estacionamiento y se puedan cerrar las barreras al parque. Se le cobrará el costo de sobre tiempo para ambos el personal de teatro y de seguridad.

Para evitar el pago del costo de sobre tiempo por presentaciones que corren en demora, le sugerimos que programe el inicio de sus eventos lo más temprano posible. Tome en cuenta que después del espectáculo sus actores requieren tiempo para tomar fotos con sus familias y amistades, cambiarse de ropa y recoger sus pertenencias y luego situarse en sus autos para salir

del estacionamiento. **Es necesario salir del parque para las 10 p.m. o se le cobrará cargos de sobre tiempo. Favor de programar con esto en cuenta.**

**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