

IMPORTANT

Request dates for **January through June, 2015 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.

2015 Dates Available for Booking

January 2-4, 8-11, 15-17, 22-25, & 29-31.

February 1, 5-8, 12-14, & 26-28.

March 1, 5-8, & 25-29.

April 2-4*, 11-12, 16-19, 23-26, & 30.

May 1-3, 7-9, 14-17, 21-23, & 28-31.

June 4-7, 11-13, 18-20, & 25-27.

Dates not listed specifically above are NOT available!

*April 1-4, 2015 is Easter Holy Week.



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, 2015.

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**. The application **must be postmarked no later than May 15, 2014**. Please make and retain a copy of your completed forms for your records. Note: These written applications will not be accepted in person and may not be delivered by hand. **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 in the same envelope.**

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, free, two-hour long workshops are scheduled: (1) Wednesday, April, 23, 2014 at 7:00 p.m. (2) Wednesday May 07, 2014 at 7:00 p.m. and (3) Saturday, May 10, 2014 at 2:00 p.m. Please contact Kristi Harben at 532-7273 extension #122 or Art Garcia at extension #115 to enroll in any one of these workshops.

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 the list of the remaining dates that are available to you in 2015. Mondays, Tuesdays, and Wednesday are "dark" days for the NPS theatre personnel so rehearsals and productions will not be conducted for you on those days of the week.

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, sell any item of any kind, or collect any money 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 different permit known as 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 using this same application procedure.

Sincerely,

Fernando Sanchez
Superintendent

**National Park Service
Chamizal National Memorial
800 S. San Marcial, El Paso, TX 79905
(915) 532-7273**



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$ 50.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status 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 of America as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Company/Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax#:
Email:	Email:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location(s):

DATE(S)

Set up begins: (date and time)	Activity begins: (date and time)	Activity ends: (date and time)	Removal completed (date and time)

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of vehicles: (attach parking plan)

_____ Cars _____ Vans/lt.trucks _____ Utl.vans/trucks _____ Buses/oversized vehicles

Support equipment (list all equipment; attach additional pages if necessary)

List support personnel including addresses and telephones; attach additional pages if necessary

Individual in charge of activity on-site (include cell phone number) and authorized to make decisions related to the permitted activity:

Is this an exercise of First Amendment Rights? Y N

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? (These activities may require an additional permit.) Y N

You are encouraged to attach additional pages with information useful in evaluating your permit request including: staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

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 statements have been given.

Signature _____ Date _____

Printed Name _____ Title _____

Note: This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a credit card payment, cashier's check, money order or personal check made payable to **National Park Service** to "Special Park Use Coordinator" at the Memorial address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

Notice to Customers Making Payment by Personal Check: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection 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 other aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW. (1237), Washington, D.C. 20240

Title 18 U.S.C. Section 1001 makes it a crime for any person to knowingly and willfully make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

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.



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?

*** Important Note:**

The memorial grounds close daily at 10 p.m. All park visitors, theater users, and audience members must be out of the memorial by that time. Scheduling events that keep people in the memorial beyond 10 p.m. will result in you paying the overtime charges for all memorial 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 all staff including theater, maintenance, and law enforcement personnel and can also include administrative billing costs.

To avoid paying these overtime charges avoid performances that run late, we recommend you schedule your shows to begin earlier and end by 9:30 pm on Thursdays through Saturdays and by 8:30 on Sundays. Take into consideration that your cast members will need adequate time to take after-show photos with family and friends, change clothes and pack up personal belongings, and to vacate the memorial. **Please plan to 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 tarde de 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.**

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