



United States Department of the Interior
CHAMIZAL NATIONAL MEMORIAL

800 South San Marcial
El Paso, Texas 79905-4123



IN REPLY REFER TO:
A8215 (CHAM)

Dear Potential Theater/Amphitheater User:

Chamizal National Memorial is now accepting applications from those wishing to book the park's theater or amphitheater during the months of July through December 2013. Although the park accepts applications on an on-going basis, December 15, 2012 will be the deadline for first preference booking. Applications received and approved after that date will be booked strictly on an availability basis. Only applications for July through December 2013 will be accepted during this scheduling period. Please refer to the following directions for completing and submitting your application.

All applications must be submitted using the attached form (NPS Form 10-930). ***If you are requesting dates for more than one event, a separate application for each individual event must be submitted.*** Reproduced copies of the form may be used. Also, complete the additional attached *cultural significance questionnaire* form and explain how your proposed event provides a meaningful association with the purpose of the National Memorial. Note: *The cultural significance questionnaire is only required for theater and amphitheater applicants; other special park use permit applicants are exempt from this single requirement only and must still submit a completed NPS Form 10-930.*

Please include two or three alternate dates that we may consider for your event in case your primary date(s) are unavailable or awarded to another applicant. **Prior to selecting your requested dates, please refer to the attached list of dates that are currently available.**

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

Applications that do not include all requested information and the \$50 administrative processing cost recovery fee payment will not be considered until all necessary documents are received. This may decrease your chances of getting your preferred booking dates.

Special Use Permit applications may be submitted by mail or in person. Please make and retain a copy of the completed form for your records.

Greater consideration will be given to proposals that reflect a meaningful association between the proposed event and the mission of Chamizal National Memorial. We look for productions that both contribute to visitor understanding of the Memorial and promote the values of the National Park Service. Remember, the *cultural significance questionnaire* form must be completed and attached to the Special Use Permit application. These will be evaluated and scored by our staff. **Your written justifications will serve as one of the primary bases for determining whether or not your production is selected to be performed at the Memorial.**

In order to assist you with the above requirements, we will schedule workshops throughout the year to assist you with the application process. First time applicants must attend one of the scheduled workshops. Returning applicants that did not attend a workshop in 2011 or 2012 should plan on attending a workshop during the 2013 calendar year because there have been some changes to operating procedures. Workshops will be conducted in the theater.

Please note that certain dates have already been reserved for events that are initiated or sponsored by the National Park Service. Attached is a list of the remaining dates that are available for July through December, 2013 booking period.

On Mondays and Tuesdays the theater is not available for booking. Wednesdays are typically reserved for park-initiated or park-sponsored education theater programs. Meetings, rehearsals, and productions will generally not be scheduled on those days.

If your production is selected, the \$50.00 fee will be applied toward the total \$100.00 special use application fee required for the issuance of a permit. Prescribed fees are due no later than sixty calendar days prior to the date of the tentatively authorized event. Authorization for the event may be revoked if the fees are not paid promptly.

Special Note: *If you plan to charge for admission to your event.*

The National Park Service does not authorize the public staging of special events for which a public admission fee is to be charged and monies associated with the event may not be collected by the permittee on park premises without the advanced completion of a Commercial Use Authorization (CUA). Requirements, restrictions, mandatory liability insurance, and possible additional fees for the CUA will be explained and processed after your event is tentatively selected for presentation at the Memorial.

Thank you for your interest in Chamizal National Memorial. We look forward to working with you.

Sincerely,

James W. Sanborn
Acting Superintendent



2013 Dates Currently AVAILABLE* for Booking

*Please note that these dates may change without notice during the booking period

July: 5-6, 11-13, 18-20, 25-27

August: 1-3, 8-10, 15-18, 22-25, 29-31

September: 5-8, 12-15, 19-22, 26-29

October: 3-6, 10-12, 17-20, 24-27, 31

November: 1-3, 7-9, 14-17, 21-24, 29-30

December: 1, 5-8, 14-15, 19-22

Please Note:

The park has set blocks of dates for NPS sponsored programs. Mondays and Tuesdays are “dark” days for the theater personnel. Wednesdays are typically reserved for park initiated or park sponsored education theater programs. Meetings, rehearsals and productions will not typically be conducted on those days.

Chamizal National Memorial Theater Capacity for User Groups

Below are the maximum capacity numbers for each area of the stage without sets or props:

Main Stage	*107 people
Stage Right	*16 people
Stage Left	*28 people

*For every 15 square feet of props, sets, or equipment it reduces the number of people by 1.

Maximum house capacity numbers = 477 regular seats plus 12 ADA spaces.

This number is reduced if orchestra pit is used (first 2 rows of seats are lost).

This number is reduced if the user group hires a photographer or videographer. The number varies with the row blocked off, usually the back, uppermost row.



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):

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)

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

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 _____

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):

1st Alternate requested performance date(s):

1st Alternate requested rehearsal date(s):

2nd Alternate requested performance date(s):

2nd 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:

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?

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.)?

THEATER WORKSHOP:

Name of person attending workshop:

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