Fort Smith National Historic Site

Weddings

Standard Operating Procedure No. 9.15

Approved by: Lisa Conard Frost **Date:** 8/14/14
Superintendent

This policy and operating procedure will remain in effect until superseded or rescinded. The document will be reviewed as necessary to ensure that it is consistent with applicable statutes, regulations, National Park Service policy, and other pertinent guidance; the annual review also will ensure the document's accuracy, completeness, and relevance. The **Administrative Officer** is the responsible person for reviewing and drafting revisions to this policy and operating procedure.

Revised: 08-13-2014

Introduction: Wedding ceremonies are permitted at Fort Smith National Historic Site through the Special Use Permit process. The park considers wedding requests and makes determinations based on current park policy and other factors that include the location of the proposed ceremony, the impact of the event on the park's resources (historical, natural, and personnel), and how the event will impact the recreational enjoyment of other park visitors.

The following list outlines the park's policy guidelines under which wedding permits are generally approved. For questions regarding the application process, weddings in the park, and Special Use Permits in general, please contact the park's *Special Park Use Coordinator* at (479) 226-3719.

Fort Smith National Historic Site Wedding Guidelines:

Weddings on the grounds will generally be permitted under the following conditions:

1. A complete permit application package has been submitted with $50 non-refundable application fee made payable to "NPS".
2. All approved ceremonies will require a non-refundable monitoring fee of $50 for the first hour and $12.50 for each additional quarter hour (or portion thereof) to cover the cost of NPS staff assigned to monitor the event. Time is calculated from the beginning of event set-up through the end of event tear-down and clean-up. *Additional hour monitoring fee charges will be billed following the event.*
3. Ceremonies conducted during normal hours of operation may not restrict visitation or block visitor access to areas of the park where ceremonies are taking place. *Wedding permits do not grant exclusive use of any particular park area.*
4. Ceremonies may only be conducted in the designated area (see map) of Belle Point and may not be conducted under the gazebo.
5. Tents and shade structures may not be staked into the ground. *The use of weights or water barrels is recommended for visitor safety.*
6. Motorized vehicles may not be driven on sidewalks for the purpose of transporting tents, tables, chairs, wedding guests, or other wedding related items.
7. The park has designated a route for transporting chairs and/or visitors requiring special assistance to reach the designated wedding area. Please speak to the Special Park Use Coordinator if you feel you will need special consideration for your event.
8. Music may not be provided through the use of the park's electricity or gasoline powered generators. *Battery operated boom box stereos, laptop computers/MP3 players/iPads with portable speakers, and acoustic instruments are all acceptable. Volume levels must not interfere with normal business operations or other park visitors' experiences.*
9. The use of rice, confetti or any other material that will leave litter on the grounds is prohibited. *Bird seed will be allowed.*
10. Helium-filled balloons may not be released into the atmosphere.
11. Receptions will not be held on park grounds, with the exception of receptions held in the park's historic Frisco Train Depot. *Additional permit fees may apply.*
12. Alcohol will be permitted by special request as part of the permit process but must be requested on Special Use Permit application.
13. Length of the ceremony must not exceed 2 hours.

Instructions: A <u>*Special Use Permit*</u> is required for weddings and special events held in the park. All wedding permit applicants must submit the following in order for their application to be considered:
1) A completed and signed application, 2) $50 Application fee *(non-refundable),* check or money order made payable to "NPS", 3) Signed copy of this page. When approved you will receive a Bill of Collection in the amount of $50 to cover the first hour of NPS staff monitoring. (See #2).

I have read and understand the park's wedding permit guidelines.
Please include a signed copy of this page with your permit application.

Signature Date

The approved wedding ceremony area at Fort Smith National Historic Site is located on historic Belle Point overlooking the scenic Arkansas and Poteau Rivers. Before submitting your application, please make an appointment to meet with the park's *Special Park Use Coordinator,* visit the area, and discuss logistics.