



Fact Sheet

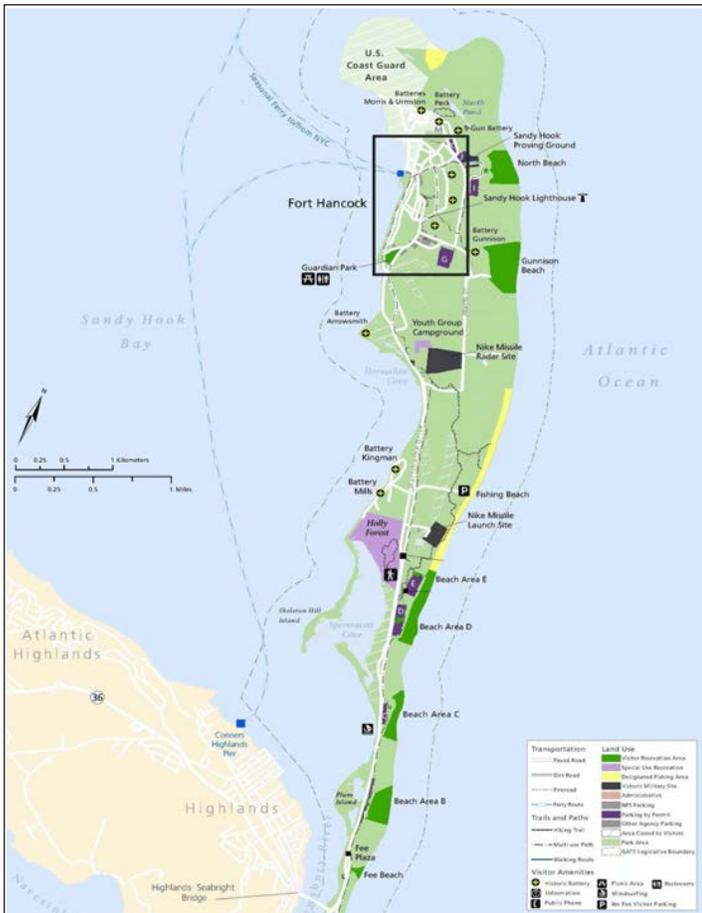
Sandy Hook Ceremony

Fort Hancock and Sandy Hook Proving Grounds National Historic Landmark



All National Park Service units require permits for certain activities in order to monitor and regulate the use of the park while conserving the scenery, natural and historic objects. By signing, the permittee agrees to the terms and conditions and establishes a written record. Gateway accommodates requests for permits when possible. However, primary consideration of all park use is given to preservation of its resources and to normal public use.

Where Can Ceremonies be Held?



Application Fee: \$50

Additional cost recovery fees may apply.

Marriage License:

Sandy Hook is located in Middletown Township, even though our address says Highlands, NJ.

Marriage licenses must be obtained at Middletown City Hall, 1 Kings Hwy, Middletown, NJ
(732) 615-2000

When Do I Need a Permit?

- **Non-Peak Season:** Oct. to April; during normal park hours.
- **Peak Season:** May to Sept.; during normal park hours; No ceremony permits are permitted on Saturdays in July and August.
- Permittee and participants may not arrive prior to 4:30 p.m. and activity may not begin prior to 5 p.m.
- All visitors are subject to parking fees prior to 5 p.m.
- All permits are subject to park closures.

Park Hours

Nov. 1 to March 31: 5 a.m. to 8 p.m.
April 1 to Oct. 31: 5 a.m. to 9 p.m.

Contact Us:

Sandy Hook Permit Office
26 Hudson Rd, Fort Hancock, NJ 07732
(732) 872-5862

Email: Gate_SAHOSpecialparkuses@nps.gov

Emergency Contact: Sandy Hook Park Dispatch
(732) 872-5900

North Beach: Located about seven miles north of the park entrance and is located north of Gunnison Beach. Guests are to park in Lot I or J.

Delta Beach: Located about one mile north of the park entrance. Guests are to park on the north side of D lot.



Fact Sheet

Ceremony continued



How Do I Get a Permit?

All permit applications take up to 10 business days to process once received with the application fee.

1. Send completed permit application to the park with non-refundable application fee using the following options.

Online Application:

- Go to www.pay.gov. Type “Sandy Hook After Hours Permits” in the *Search* box.
- When the results show up, click on the link, “Gateway NRA SH Standard Permit Fees.”
- Fill out application and submit payment online through pay.gov
- An application and receipt will be sent directly to the Permit Office.

On-site Application:

- Payment and application can be accepted at designated permit office location.
- Permit will not be processed immediately.

Email Application:

- Email applications are accepted. Payment can be received over the phone, by credit card authorization form or mailed check.
- Application will not be processed until the application fee has been received.

Mail Application:

- Print and mail application. Payments can be received over the phone, by credit card authorization form or mailed check. 26 Hudson Rd. Highlands, NJ 07732. Attn: Permit Office
- We accept credit card or bank /cashier’s check. Make checks payable to *National Park Service*. Cash is not accepted.

2. The park considers the request and determines if it is an appropriate activity. This can take up to 10 business days.
3. If it does not conflict with park programs or uses previously approved, the park approves the request and issues a permit.

Rules – Regulations – Requirements

Capacity: Limited to 100 persons

Entrance/Parking: NPS cannot guarantee entry once the capacity is reached and parking fees cannot be waived.

Prohibited Uses

- Use and distribution of birdseed, rice, bubbles/machines, balloons, banners, and glass is prohibited.
- Bringing or releasing doves, birds, butterflies or other animals is prohibited.
- Tents, arbors, altars, or other temporary structures are prohibited.
- Mobi mats may not be used for ceremonial activity. Mobi mats are available and used for public access only; they may not be used as a walking aisle for the ceremony.
- Any activity on sand dunes is prohibited.
- Consumption of alcohol in the parking areas is prohibited.
- The Beach Plaza is not available for use in connection with any ceremonial permit.
- Generator use is prohibited.
- Live non-native plants are prohibited.
- No alternations to park grounds or facilities are permitted.

Restricted Uses

- Upon written request and approval, permittee may use of a maximum of 10 chairs for use by the elderly and handicapped.
- Audio, video, or other sound generating devices, including instruments are permitted but may not be so loud as to be heard at a distance of more than 50 feet from the perimeter of area designated for the event.
- All plants and flowers must be approved by the NPS via written request. If approved, any plants or flowers must be removed from the park upon conclusion of the permitted event to avoid introduction of non-native species.

Requirements

- Permittee may be required to carry insurance with a minimum general liability limit of \$1 million per occurrence and \$3 million aggregate. Permittee must provide an certificate of insurance naming the United States of America as additionally insured.
- Consult the permit conditions for full insurance requirement and a sample insurance certificate.