IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Manhattan Sites
26 Wall Street
New York, NY 10005

African Burial Ground N.M.
Castle Clinton N.M.
Federal Hall N.M.
General Grant N.M
Governors Island N.M.
Hamilton Grange N.M.
Theodore Roosevelt Birthplace N.H.S.
St. Paul's Church N.H.S.
Stonewall N.M.

National Park Service Special Park Use Program
General Grant National Memorial
Permit Application Instructions and Requirements

Below are the instructions and requirements for obtaining permission for the use of federal space for Special Events, First Amendment, Public Assembly or Still Photography.

It is the policy of General Grant National Memorial ("the park") to allow special events, filming and photography as appropriate and as staffing and management resources permits, while adhering to the National Park Service mandate "to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." (54 U.S.C. 10010 1) In order to manage special events, filming, and photography, a permit issued by the superintendent is required.

Changes to Commercial Filming Permits on Park Land

The following types of filming activities may occur in areas open to the public without a permit and without advance notice to the NPS:

- Outdoor filming activities [outside of areas managed as wilderness] involving five persons or less and equipment that will be carried at all times, except for small tripods used to hold cameras.

The organizer of any other type of filming activity must provide written notice to the Superintendent at least 10 days prior to the start of the proposed activity. Based upon the information provided, the Superintendent may require the organizer to apply for and obtain a permit if necessary to:

- maintain public health and safety;
- protect environmental or scenic values;
- protect natural or cultural resources;
- allow for equitable allocation and use of facilities; or
- avoid conflict among visitor use activities.

If the Superintendent determines that the terms and conditions of a permit could not mitigate the concerns identified above in an acceptable manner, the Superintendent may deny a filming request without issuing a permit. The Superintendent will provide the basis for denial in writing upon request.

The NPS will consider requests and process permit applications in a timely manner. Processing times will vary depending on the complexity of the proposed activity. If the organizer provides the required 10 day advance notice to the NPS and has not received a written response from the NPS that a permit is required prior to the first day of production, the proposed filming activities may occur without a permit.

The following are prohibited:

1. Engaging in a filming activity without providing advance notice to the Superintendent when required.
2. Engaging in a filming activity without a permit if [the activity takes place in areas managed as wilderness or if the Superintendent has notified the organizer in writing that a permit is required.
3. Violating a term and condition of a permit issued under this action.

Violating a term or condition of a permit issued under to this action may also result in the suspension and revocation of the permit by the Superintendent.

Still Photography

Still photography requires a permit when the activity takes place where or when, members of the public are not allowed, or when the activity uses models, sets or props that are not part of the natural or cultural resources of the park.

Generally, permits are not required for visitors using cameras for their own personal use during public access periods. Sound technicians, and film or video news crews at breaking news events do not require a film permit. However, breaking news events are subject to restrictions and conditions necessary to protect park resources and public health and safety, and to prevent impairment or derogation of park resources. "Breaking news" is defined as an event that cannot be covered at any other time or place.

Special Events

A special event is a short-term activity that takes place in a park area and:

- Provides a benefit to an individual, group, or organization rather than the public at large;
- Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest; Is not prohibited by law or regulation.
- Is not initiated, sponsored, or conducted by the NPS Application Process

We recommend that you visit the park before submitting your application. If you have any questions about an event or activity, please email **masi_special_park_use@nps.gov**

Applications

For Special Events, First Amendment, Public Assembly requests; please use NPS Form 10-930 (Rev. 08/2019)

Please **NOTE** that your application is only a **request** not an APPROVAL of your requested activity. You must allow sufficient time for the park to process your request. In order for park management to consider your request you must submit the application and the processing fee to the office no later than ten business days prior to the date of your requested activity.

For larger scale activities, the permit application processing time may take up to ten business days. Your permit application will be reviewed by management and a park representative will contact you regarding park management's decision.

Instructions

You will need to submit a completed filled-out signed application, a safety plan and a $50.00

non-refundable application processing fee **(Except for commercial filming requests)** in the form of a check or money order made out to the **National Park Service**. Please note that credit cards are not accepted as a form of payment.

The permit application and $50.00 non-refundable fee must be sent by mail or brought in-person to:

General Grant National Memorial
National Park Service
Attention: Business Management Program
26 Wall Street, New York, NY 10005

NOTE: The non-refundable $50.00 application processing fee must accompany the completed signed application. Please allow at least up ten business days for the application process. Faxes or email permit applications will **NOT** be accepted.

Mask Wearing Requirements

Face masks are required on NPS- administered lands where physical distancing cannot be maintained and in all NPS buildings and facilities.

Safety Plan

A safety plan based on New York Forward requirements found at www.forward.ny.gov is required as part of the application package. By entering your region and business type into New York Forward you will be directed to complete a business safety plan to outline how you plan to prevent the spread of COVID-19 during your activity while on government property.

First Amendment Activities

Please note that the permit application processing fee is **NOT** required if the requested activity is an exercise of your First Amendment right. Please allow at least two business days for the application process.

First Amendment Activity with Sound Amplification

If your request for the first amendment activity has the component of sound amplification; then a $50.00 processing fee is required with the application and you must obtain a New York Police Department sound permit and submit a copy of the sound permit.

Requirements (after receiving approval of your permit application activity from the park representative)

If your application is approved; permit conditions will be sent to you for review and a walk through will be required prior to the release of the permit. A permit will be issued and your signature will be required on the permit.

Location Fees

Public Law 106-206 54 U.S.C. 100905) requires the National Park Service to collect location fees for still photography. If your application is approved, photography location fee must be paid in advance.

Still Photography

- 1 - 10 people $50/day
- 11 - 30 people $150/day

- Over 30 people $250/day

Insurance

If your permit application is approved, you must provide a Certificate of Liability Insurance (COI) from an *Insurance Company located within the Unites States.* A Certificate of Liability Insurance (COI) is required in the amount of one million ($1,000,000) dollars per occurrence and two million ($2,000,000) dollars aggregate**. No insurance is required for commercial filming)**

The following must be on the Certificate of Liability:

The United States of America must be listed as an **additional insured and shows an endorsement signature of insured insurance company with the following:**

On the certificate of liability insurance (COI), please list the following information in the appropriate boxes on the form:

In the Description of Operations box, please list:

The Certificate holder is listed as an additional insured:

The United States of America, the Department of Interior, National Park Service along with:

- a description of event or photo shoot
- all dates requested
- the National Park location (name of the site) where the event or photo shoot will take place
- an Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect

In the Certificate Holder Box, please list:

United States of
America National Park
Service
26 Wall Street
New York, New York 10005

The certificate of liability insurance (COI) must be submitted prior to the executed permit being release to the permittee.

Recovery Cost

Your activity requires the National Park Service staff to monitor your activity while you are on federal property. The National Park Service staff is on site to ensure you; your staff, your vendors etc. follow the permit conditions. The National Park Service staff is on site to protect the historic, cultural and natural resources of the memorials, monuments and historic sites. The actual cost of overtime for the National Park Service employees shall be billed to the permittee through a Bill of Collection.

If you have any questions, please email **masi_special_park_use@nps.gov**