Print Form

National Park Service
U.S. Department of the Interior

Golden Gate
National Recreation Area

Fort Mason, Building 204
San Francisco, CA 94123

Golden Gate National Recreation Area

Congratulations!

Thank you for your interest in your Golden Gate National Recreation Area for your upcoming ceremony. Below you will find an application form for Outdoor Ceremony special events.

If you have any questions please contact me (415) 561-4373 or james_sword@nps.gov and view the Outdoor Ceremony brochure at: www.nps.gov/goga/planyourvisit/brochure/ceremony.pdf. When you contact us we will check for any scheduling conflicts on the park event calendar and answer your questions about your options for your event within the Golden Gate National Recreation Area.

In order to secure your date you must submit the application fee (total balance is due no later than 2 months prior to ceremony unless application is made less than two months prior in which case the total due must be paid in one sum with submission of application). Payment may be made by credit card. **(Please DO NOT send personal or company checks as we do not accept them and will return them. *This slows down processing time for your application.)***

The fastest ways to secure a date for an event is to fax your application to (415) 561-4305 and to then call and dictate credit card information at (415) 561-4373.

Upon approval of your application and receipt of the total balance due, a permit will be sent to you for your signature. **After we have received your application and fees WE WILL NOT BE ABLE TO CONTACT YOU AGAIN until your permit is drafted.**

Your permit will not be valid until our office has received a signed copy of your permit. You must retain a signed copy of your permit during your event at the site of your event in the GGNRA.

Under **most** circumstances permits for the following sites require additional management fees (aside from the standard $400 ceremony permit fee):

- All Crissy Field Sites $170.00
- Sutro Heights Park $340.00
- Point Bonita Lighthouse $680.00

PLEASE MAKE SPECIAL NOTE: If we determine the need to restore the site of your event the cost to the permittee for leaving trash in the park and any NPS post event clean-up is calculated at $85.00 per hour per NPS employee for a minimum of four hours. These charges are billed without notice and a receipt will be provided to the permittee.

James Sword
Park Ranger, Event Assistant

Application for Special Use Permit

National Park Service
U.S. Department of the Interior
Golden Gate National Parks

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 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. Send payment after discussing your application with an event specialist.

Applicant Name	Organization Name
SSN	Tax ID
Street/Address	Street/Address
City/State/ZIP	City/State/ZIP
Telephone	Telephone
Cell	Cell
FAX	FAX
Email	Email

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 (list all equipment; 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?	☐ Yes	☐ No
Are you familiar with/have you visited the requested area?	☐ Yes	☐ No
Have you obtained a permit from the National Park Service in the past? (If yes, please provide a list of permit dates and locations on a separate page.)	☐ Yes	☐ No
Do you plan to advertise or issue a press release before the event?	☐ Yes	☐ No
Will you distribute printed material? 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.)	☐ Yes	☐ No
Do you intend to solicit donations or offer items for sale? (These activities may require an additional permit.)	☐ Yes	☐ No

The applicant by his/her signature certifies that all 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 $85.00 to $1000.00, **depending on your event**–please confirm the amount with your event specialist.) Payments may be made by credit card only. If you do not have a credit card, contact your event specialist prior to submitting an application. Permit charges, including staffing, are non-refundable. *This completed application should be mailed or faxed 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.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

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