



Other Special Park Uses At Haleakalā National Park

The Special Use Permit (SUP) authorizes activities that benefit an individual, group or organization, rather than the public at large. The park uses this permit as a management tool in order to protect park resources and the public interest.

Private ceremonies, sporting and other public events, First Amendment rights, and other activities that are not directly sponsored by the National Park Service are examples of activities requiring such a permit.

Follow the guidelines outlined here to ensure that your permit is in place in time for your event or occasion.

1. **Timeline:** For simple ceremonies/events with no chairs or set-up needed, the application and \$150 non-refundable application fee must be received no less than two weeks prior to the requested date.
 - a. For activities requiring set-up (including chairs, etc.), a minimum of four weeks is necessary in order for your application to receive environmental and cultural compliance review. Until a Special Use Permit is approved and issued, the requested date and location cannot be guaranteed.
 - b. Upon approval of an application, the park writes a permit and the Permittee will have to review and sign it confirming their intent to adhere to all permit conditions.
 - c. Once the Permittee has signed and returned the permit, the Park Superintendent will authorize the permit with his/her signature.
2. **Application:** The submission of a Special Use Permit application starts the process. The application form may be requested from our office or can be found online at:

<http://www.nps.gov/hale/planyourvisit/permits.htm>.

- a. Please fill out the application completely; incomplete applications are not considered. Provide as much detail as you can with regard to your event; you may attach additional pages.
- b. Along with your application, you must submit the non-refundable \$150 application fee (\$25 for Scattering Ashes). We will accept a check or money order made payable to: **National Park Service** or you can make a notation on the application stating that you will contact our office with your credit card information.
- c. The park does not review applications until receipt of payment.
- d. Submit applications via the postal service, UPS, email, or fax:

POSTAL SERVICE:

Haleakalā National Park
Business and Revenue Office
Post Office Box 369
Makawao, HI 96768-0369

UPS:

Haleakalā National Park
Business and Revenue Office
Mile Marker 11, Crater Road
Kula, HI 96790

Email: HALE_Commercial_Manager@nps.gov

Fax: 808-572-4438

Please note: Only UPS delivers to the park; we cannot receive packages via FedEx, Airborne Express or DHL.

3. **Fees and Charges:** Application Fee: A \$150 non-refundable application fee (\$25 for Scattering Ashes) is required. This covers the first two hours of time spent on the permit to include initial communications, site visits, compliance review, and writing of permit conditions.
 - a. Administrative Charges: Permits that require more than two hours of administrative time for review, site visits, meetings, or permit processing incur a charge at the rate of \$50 per hour.
 - b. Monitoring Charges: The Park monitors events when there is concern of impact to other visitors, cultural sites, or endangered species habitat. This charge is for actual time spent (including travel time) at the rate of \$50 per hour (in half-hour increments).
 - c. If monitoring is necessary, the park charges the Permittee up front for this.
 - d. After the permitted activity is completed, the park credits back to the Permittee for time charged but not worked.

4. **Businesses/Organizations:** Application shall be accompanied with a copy of the Business/Organization Commercial Liability Insurance Certificate (CLI) underwritten by a United States Company, or a company holding a Certificate of Authority for the State of Hawai'i, showing a minimum coverage for Commercial Liability of \$1,000,000 (\$1M) each occurrence.
 - a. The CLI shall also show a minimum coverage for Automobile Liability of \$500,000 Combined Single Limit for All Owned Autos, Hired Autos, and Non-Owned Autos.
 - b. The CLI shall show Policy Number(s). Binders are not acceptable and Policy EFF/EXP shall cover the period requested in the application.
 - c. The United States Government/Haleakalā National Park shall appear on the Certificate as Additionally Insured.
 - d. The CLI shall be signed by an Authorized Representative.

5. **Locations:** See below for a listing of approved locations.
 - a. No permits are approved for any group larger than 25 persons.
 - b. The park does not approve permits for sites within the Wilderness Area (including wilderness cabins and campgrounds) or for the Ka apahu or Alelele areas near Kīpahulu. Wilderness Area also includes Halemau' u Trail, and Keonehe` ehe` e (Sliding Sands) Trail.
 - c. Other locations may be approved pending a compliance review and can take up to 60-days to process.
 - d. No off-trail travel is authorized anywhere within park boundaries, whatsoever.
 - e. Keep in mind that these are public areas and the park will not exclude or allow you to exclude other park visitors from the site during your ceremony.

Summit Area Sites:

Pu'u'ula'ula (Red Hill)

Haleakala Visitor Center area

Pa'ka'oao (White Hill) Kalahaku Overlook

Leleiwi Overlook

Kīpahulu Area Sites:

Kuloa Point

Kuloa Loop Trail

Coastal Trail from Kuloa Point to Kīpahulu Campground

6. **Terms and Conditions:** Terms and conditions are part of your permit and are specific to the type of activity proposed. The safety of the public, park employees, and individuals involved with the special use activity will be a prime consideration at all times. You, as the Permittee, are required to agree to the terms and conditions presented before the permit can be finalized.
- a. Some examples of likely terms and conditions include:
 - i. Activity cannot interfere with normal visitor activity in any manner nor deny them access to any facility normally open to the public; expect that there will be other visitors present.
 - ii. Vehicle or foot travel off designated roadways, walkways, sidewalks, or trails is prohibited.
 - iii. All equipment and trash shall be removed by the Permittee after the activity concludes.
 - iv. The Park shall not furnish electrical power. Generators are not allowed.
 - v. Audio devices (e.g. electrified musical instruments, P.A. systems, tape players, etc.) are prohibited. Non-amplified musical instruments that do not impact the visitor experience may be considered in some locations—e.g. flute, violin, ukulele.
 - vi. Erecting of banners, signs, etc. is prohibited.
 - vii. Food service is prohibited (except at designated picnic/camping areas).
 - viii. Vehicles entering the park for special park use activities are subject to the entrance fee. Commercial vehicles are subject to standard commercial entrance fees.
 - ix. A separate Commercial Photography Permit may be required depending on the complexity of the project.
 - x. If in doubt about any proposed action, the Permittee shall consult with the Business and Revenue Program Specialist prior to initiating the action. Failure to do so will not absolve the Permittee from responsibility for their actions.

For additional information, you can contact the Business and Revenue Program Specialist at 808-572-4440 or at HALE_commercial_manager@nps.gov.