Hot Springs National Park

Commercial Filming and Photography Guidelines

"The service...shall promote and regulate the use of ... national parks ... [its] purpose is to conserve the scenery and the natural and historic objects and the wild life 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." (16 U.S.C. 1)

It is the policy of Hot Springs National Park to allow filming and photography when and where possible, while adhering to this mandate. Therefore, primary consideration will be given to potential resource damage and to anticipated disruption of normal public use. The following guidelines are established by the superintendent of Hot Springs National Park as they relate to filming and photographic activities within the park.

Generally, permits are not required for:

- Visitors using cameras and/or recording devices for their own personal use.
- Sound technicians, and film or video news crews at breaking news events. In these cases, the superintendent will still be required to protect park resources and the rights and safety of park visitors. News media wishing access for entertainment or scheduled purposes will require a permit.
- NPS filming or photography, Department of the Interior Audiovisual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

A request for a filming or photography permit may be denied if:

- in the opinion of the superintendent or his/her designee, the filming activity requested represents a potential for harm or adverse impact on the park's natural, cultural, wilderness or recreational resources, may create health or safety risks, or disrupt visitor use and enjoyment;
- it is determined that supervisory requirements for the proposed project will place unreasonable burdens on park staff, regardless of the applicant's willingness to pay supervisory costs;
- the permittee fails to obtain insurance/bonding, or to agree to pay assessed cost recovery;
- the proposed filming or photography would conflict with the visitors' normal use of the park;
- the request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

Filming/Photography Permits – are issued for photography, filming, and associated sound recordings to ensure protection of resources, to prevent significant disruption of normal visitor

uses, or when they involve props, models, professional crews and casts or set dressings. Permits are required for access to areas normally closed to the visiting public.

Commercial filming or photography in any area of Hot Springs National Park will require a permit and location fee. This includes any concession or leased buildings in the park and the airspace of Hot Springs National Park.

Applying for a filming or photography permit - Complete the Filming and Photography application form and submit it to the Hot Springs National Park Permit Office allowing sufficient time for evaluation by the park staff before the start date for your activity in the park. Please remember to enclose your check or money order for **$100.00** to cover non-refundable application costs. Your request will be evaluated on the basis of the information in your application. Therefore you are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating your request. (Since National Park Service (NPS) cannot censor content, submission of script and story-boards is voluntary.)

Most requests can be processed within 7 working days. Requests which involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of 14 working days to process. Projects which require environmental or cultural resource evaluation must be submitted not less than 45 days before the start of proposed activities. **All costs of evaluating the request will be billed to the applicant, whether a permit is issued or not.** In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their Social Security number or Federal tax ID number when filling out the application for permit.

Conference/Site Scouting - will be scheduled with the park's permit coordinator and the potential permittee after the application has been received and reviewed. A visit to all potential filming sites in the park will usually be made at this time. By the end of the meeting, the permit coordinator should have enough information to prepare the permit if the project has been approved. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit will not be allowed. No activities on NPS property may begin until the permit has been approved by the park and agreed to by the permittee. If permittee is requesting entrance into park facilities (including concession, leased or administrative) this request must be coordinated with the NPS and Concessionaires/Lessees.

Costs and Fees – The National Park Service is required by law to recover all costs for special use permits, filming, and photography permits. All costs incurred by NPS in conjunction with the permitted filming/photography activity will be reimbursed by the permittee. A cost estimate will be calculated and provided once the park has received all applicable information. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

The applicant or permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance, or as agreed to by the superintendent. Should the applicant or permittee fail to provide such advance notification, the applicant or permittee is responsible for paying all costs

incurred by the NPS anytime during the application, permitting, or operational process, including those due to cancellation, moving, or rescheduling of the project. Such payment will include, but not be limited to, a non-refundable charge for each staff person scheduled for the affected activity. Such charge will, at a minimum, be the equivalent of two hours overtime for each employee assigned. These costs may be recovered through the posting of a bond at the time of application, or through a bill for collection presented at any point after initial contact. Any fees applicable will be determined on a case by case basis. The permittee will be advised of any such fees prior to receiving a permit.

Permit Administrative Fees and Monitoring Costs - Required by Public Law 106-206. The fee is payable when the permit is approved and prior to the beginning of filming. Monitoring costs will be associated with the permit as required. These required costs will be based on the type of complexity of the commercial event, the number of participants, and the length of the commercial event.

Special Use Permit for:	**Permit Fee Non-Refundable**	**Monitoring Cost Refundable if cancelled**
Commercial Film/Photography	**$125**	**Based on permit complexity**

Location Fees - Permit Fee does not include Location Fees which are a separate charge. See chart below for Commercial Film/Photography Location Fees.

Commercial Filming/Video Fee	**Still Photography Fees**		
1 - 2 people (Camera & Tripod Only) No Location Fee Cost	1-2 People (Camera & Tripod Only) No Location Fee Cost		
1 – 10 People	$150/day	1-10 People	$50/day
11-30 People	$250/day	11-30 People	$150/day
31-49 People	$500/day	Over 30 People	$250/day
Over 50 People	$750/day		

Insurance and Bonding – General liability insurance must be carried by the permittee naming the United States of America, Department of the Interior, National Park Service, and Hot Springs National Park as an **additional insured**. The short-term policies must show coverage on "occurrence" basis. Required commercial liability for video or film production companies is generally one million dollars ($1,000,000), but will vary according to project scope, risk to park resources and other relevant circumstances. Additional amounts may be required for high-risk activities. **All insurance certificates must be issued by an insurance company operating in the United States.** The park must receive the original insurance certificate no later than one week before the scheduled activity.

Performance Bonds -Certain activities may trigger the need for the permittee to post a refundable performance (damage) bond. The amount of the bond will be equivalent to the estimated cost to NPS for clean up, repair or rehabilitation of resources or facilities that could potentially be impacted by the permit activities. At the conclusion of the permit, the bond will be returned to the permittee after costs of clean up, repair or rehabilitation are deducted.

Sharing the Park - A filming or photography permit does not allow the permittee to restrict park visitors from any location; therefore sites which attract a large number of visitors such as the Fordyce Bathhouse Visitor Center should be avoided. Normal visitor use patterns will not be interrupted for longer than five minutes, (or whatever is appropriate) and only as specified in the approved permit. Film/photography permit activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities. Visitors will be allowed to watch filming.

For more complex permit operations, or for activities which require coordination with other visitor uses, and for those which are perceived to have the potential to impact park resources without proper supervision and care, at least one employee of the National Park Service will be assigned to the film/photography crew. The permittee will be responsible for reimbursing the park for NPS monitoring. These costs will be included in the estimate of site use charges. Any additional costs will be recovered at the conclusion of the permit.

Restrictions and Conditions - These will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis: 1) use of children or animals, 2) discharge of blank ammunition and all black powder weapons, 3) mechanical or pyrotechnic special effects, 4) stunts, 5) amplified music or sound, 6) placing of large set dressings, 7) filming photography in-side interiors of government administrative work areas, 8) film equipment or activities on road-ways, 9) access to closed areas or access to areas during non-visitor use hours. The permit will specify the number of people and the exact types of equipment allowed. Activities not specified in the permit will not be allowed by the NPS monitor on duty.

Closures - Permit activities may be restricted based on weather or seasonal conditions (fire danger, standing water after rain, nesting season, etc.). Additional closures, use limits, and/or restricted activities are listed in the Superintendent's Compendium (available on the park's website at www.nps.gov/hosp).

Prohibited Activities - Activities having the potential to damage or significantly impact or alter park resources are prohibited. The following are also prohibited: 1) altering, damaging or removing vegetation, 2) vehicle use off established roads and parking areas, 3) use of insecticides, herbicides and pesticides, 4) loud noises (60 decibels or higher) between 10:00 p.m. and 6:00 a.m., 5) smoking in buildings or in vegetated areas, 6) use of fragile vegetation areas, except on trails or already disturbed areas (as determined by NPS), 7) writing on or discoloring any natural feature or structure 8) attaching materials to any historic structure or vegetation.

Photographic licenses such as, but not limited to, the superimposing of pictures which depict activities in conflict with the mission and goals of park management are prohibited.

Harassment of wildlife is prohibited by law. Filming of wildlife is permitted as long as there is NO disturbance, feeding, teasing, or manipulation of resident or free-roaming animals. Wildlife captured elsewhere may NOT be used in any in-park filming, whether trained or not.

Aerial Filming – Aerial filming must comply with all applicable provisions of Federal Aviation Administration regulations.

Termination of Permit - All filming or photography permits issued by the National Park Service are "revocable" on 24 hours notice or WITHOUT NOTICE if the terms of the permit are violated. Deliberate infractions of the terms of the filming permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution. Permits will be revoked if damage to resources or facilities is threatened, of if there is a clear danger to public health or safety.

Recap of Fees/Costs

- **Application Fee** **$100 Non-refundable**
- **Permit Fee** **$125 Non-refundable**
- **Location Fee** **To Be Determined based on complexity (pg. 3)**
- **Monitoring Costs** **To Be Determined based on complexity**
- **Liability Insurance** **Minimum $1,000,000 policy**
- **Performance Bond** **To Be Determined on complexity**

Please submit the completed application and the $100.00 application fee to the Permit Office at the address below. The application and fee can be sent overnight express, if desired. If additional information is required, please do not hesitate to contact the park at 501/623-2824.

Permits Office
Hot Springs National Park
101 Reserve Street
Hot Springs, Arkansas 71901