Please supply the information requested below. Allow AT LEAST seven (7) business days for processing. A non-refundable **processing fee** of $25.00 should accompany this application along with the prescribed **location fee** (outlined on page four (4) of this application). If the application is approved, an unsigned permit will be sent to you listing specific terms and conditions for your photo shoot. Upon receipt, you must sign the proposed permit and return it to the park. Your signature and acceptance of the permit certifies your understanding and acceptance of all terms and conditions applied to it. A permit will then be issued after you have accepted the terms and conditions and it is counter signed by the park Superintendent.

***\* If you are a photographer applying for the permit, please fill out the right column below, individuals should fill out the left column.***

|  |  |
| --- | --- |
| Applicant Name | Photographer: |
|       |       |
| Social Security Number\* | Tax Identification Number\* |
|       |       |
| Street Address | Street Address |
|       |       |
| City | State | Zip Code | Country | City | State | Zip Code | Country |
|       |       |       |       |       |       |       |       |
| Telephone Number | Contact Name |
|       |       |
| Cell Phone Number | Telephone Number |
|       |       |
| Fax Number | Fax Number |
|       |       |
| Email Address | Email Address |
|       |       |
| **LOCATION SCHEDULE****Choose at least 2 (one back up if first choice is not a available) from the following 9 park locations:** 1. Magnolia Garden 2. Rose Garden 3.18th Century Garden 4.Benjamin Rush Garden (sometimes referred to as the Bishop White Garden) 5. Steps and lawn on the south side of 2nd Bank (does not include the Chestnut Street steps/entrance) 6. Dock Creek (lawn area on the south side of Carpenters' Hall between 3rd and 4th Streets.) 7. Front Steps of the First Bank 8. Washington Square (vicinity of the Tomb of the Unknown Soldier excluded) 9. Behind the Merchants’ Exchange. If you are requesting multiple locations and times, please indicate on the application.  |
| Date Requested: |       |
| Time Requested: (1 hour blocks on the hour and half hour:  |       |
| Second Choice: (If first is not available) |       |
| Location Requested: |       |
| Second Choice:(If first location is not available) |       |
| Number of people on site: |       |
| **EQUIPMENT** |
| Description of equipment, backdrops, sets, props (attach additional pages, if necessary). Please note if any of the following will be included: weapons, animals, minors, nudity. |
|  |
| Have you physically visited the requested area? | [ ]  Yes [ ]  No |
| *When answering “Yes” to any of the following questions, provide additional information using additional pages, as necessary* |
|  Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity? | [ ]  Yes [ ]  No |
|  Have you had previous permits from the National Park Service?  | [ ]  Yes [ ]  No |
|  Have you ever been denied a permit or had a permit revoked by a Federal agency? | [ ]  Yes [ ]  No |
|  Have you forfeited a bond or other security for filming on Federal lands? | [ ]  Yes [ ]  No |
|  Are there any pending Federal investigations against you which involve a commercial filming activity? | [ ]  Yes [ ]  No |
|  Do you plan to advertise or issue a press release before the event? | [ ]  Yes [ ]  No |
|  Do you anticipate any security concerns? If yes, explain (attach additional sheet). | [ ]  Yes [ ]  No |
| **CONTACTS**Person on location responsible for adherence to all terms & conditions of the permit |
| Name | Title |
|       |       |
| Telephone Number | Cell Phone Number |
|       |       |
| **The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.** |
| Printed Name | Title | Company Name |
|       |       |       |
| Signature | Date |
|  |       |

**NOTICES**

This is an application ***only***, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier’s check, money order or personal check made payable to Independence National Historical Park to Andrew McDougall/Special Use Office at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

**Customers Making Payment by Personal Check**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

**Privacy Act Statement**

**Authority:** 16 U.S.C. 1, National Park Service Organic Act; 16 U.S.C. 3, Rules and regulations of national parks, reservations, and monuments; timber; leases, 16 U.S.C. 3a, Recovery of costs associated with special use permits; and 16 U.S.C. 460i–6d, Commercial Filming.

**Purpose:** The purposes of the system are (1) to provide a park superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group or organization, rather than the public at large; and (2) to assist park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the park by visitors and that the natural and cultural resources of the park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede individual from obtaining a permit from the National Park Service.

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 31 U.S.C. 7701. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the social security number will be carried out in accordance with established regulations and published notices of system of records.

**Paperwork Reduction Act Statement**

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

**Estimated Burden Statement**

Public reporting burden for this form is estimated to average 15 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 Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.

**Additional Wedding Photography Application Information**

1. All permits are issued by the park Special Events Office, 143 South Third Street, Philadelphia, PA 19106. Telephone: (215) 597-9205, Fax: (215) 597-0042, E-mail: inde\_permits@nps.gov.

2. The park charges a **$25.00 permit application fee** to cover the costs associated with processing, scheduling and monitoring wedding photography permits. Additionally, Public Law 106-206 requires the park to **collect location fees** for filming and photography. The location fee for wedding photography permits is determined by the number of persons involved in the filming activity according to the following scale: **1 – 10 persons: $50, 11 – 30 persons: $150, and over 30 persons $250.** The completed permit application, along with a check for the application fee and location fee made out to Independence National Historical Park and should be sent to the Special Events Office at the above address. Allow a minimum of 7 business days for processing. Permits are processed on a first come first served basis. Incomplete applications and/or applications that are received without the required payment will not be processed. Permit application charges are **nonrefundable.**

3. Wedding photography applicants are limited to only one of the following 9 locations in the park: the Magnolia Garden, Rose Garden, 18th Century Garden, 18th Century Garden, Benjamin Rush Garden (sometimes referred to as the Bishop White Garden), south steps and lawn area of the Second Bank of the United States (permit does not include the north side and/or the Chestnut Street steps/visitor entrance to the building), front steps of the First Bank of the United States, the lawn area on the south side of Carpenters' Hall between 3rd and 4th Streets, Washington Square (vicinity of the Tomb of the Unknown Soldier excluded) and behind (east façade) of the Merchants’ Exchange Building (permit holder may not go behind or move the chain at the foot of the steps). A map of the approved areas is provided. Wedding photography is not permitted in any other areas of the park. Permits are limited to one hour unless additional time is specifically requested.

4. The Permittee is required to comply with all applicable federal, state, and local laws, ordinances, regulations, codes, permit requirements, and conditions as well as park regulations contained in Title 36 of the Code of Federal Regulations.

5. This permit is granted in consideration of and upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury to any person or property of any kind whatsoever, whether to the person or property of the Permittee or third parties, from any cause whatsoever arising from any activities conducted pursuant to the terms of the permit, and the Permittee hereby covenants and agrees to indemnify, defend and save and hold harmless the United States, its agents and employees from all such liabilities, judgments, expenses and costs on account of or by reason of any injuries, deaths, liabilities, claims, suits or losses however occurring or damages arising out of the same.

6. The Permittee will be held liable for any damage to park property arising out of this permit.

7. Permit may not be transferred to another party.

8. Issuance of a permit does not guarantee exclusive use of an area. The area for which the permit is issued will remain open to the public during park visiting hours. Permit activities must not interfere with park visitors.

9. The release of helium balloons within the park is prohibited.