



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Gateway Arch National Park
11 North Fourth Street
St. Louis, Missouri 63102-1882

SPECIAL USE PERMIT GUIDELINES FOR AFTER-HOURS PRIVATE EVENTS AT THE GATEWAY ARCH VISITOR CENTER

Special Use Permit is issued by the Superintendent to an individual, group, or organization authorizing use of National Park Service-administered resources. A compatible use is defined as an activity that is not specifically prohibited by legislation and that is in accordance with the purpose and the land classification of the area and National Park Service policies.

The Gateway Arch is available for after hour events the Tuesday after Labor Day through the Friday before Memorial Day from 7:00 pm – 11:00 pm. The Gateway Arch Visitor Center is closed Thanksgiving, Christmas, and New Year's Day. After-hour events are not permitted inside the Gateway Arch Visitor Center during the summer season due to the 8:00 p.m. closing time.

WHO MAY APPLY

Any individual, group, society, or organization that will assume responsibility for the gathering may apply for a Special Use Permit.

REQUESTING A SPECIAL USE PERMIT

Please complete the attached application for a permit to the Superintendent at the above letterhead address or via amanda_burkewilliams@nps.gov **at least 90 days prior to the date of the event.** Please include the following information in your application:

1. Name, address, phone number, and brief background of your organization/group;
2. The purpose and description of the event, including whether food and drink (alcohol) will be served;
3. Date and time guests will arrive and depart (4-hour maximum). Events may begin no earlier than 7:00 p.m., and must conclude no later than 11:00 p.m. Example: Your event would run from 7:00 pm -10:30 pm.; with all exiting the Visitor Center at that time.
4. Number of guests anticipated.

ISSUING A SPECIAL USE PERMIT

When a written request for permission to use the Gateway Arch is received, along with the required non-refundable deposit, a decision will be made to allow or deny special usage based on appropriateness, availability, timeliness, size of crowd, etc. If the use is to be permitted, a Special Use Permit outlining conditions governing the special usage, payment of the balance of the fee, and insurance requirements will be completed and sent to the requester. If a request is to be denied, a letter explaining denial will be sent to requester and the deposit will be returned.

Guidelines for after hour private events at the Gateway Arch Visitor Center (continued)

Permittee must review, sign, and return the permit for the Authorizing Official's signature. After signing by the Authorizing Official, the completed permit will be forwarded to permittee along with a letter outlining how to proceed with the planning and execution of their special activity.

PARK USAGE FEES

An application fee of \$200 is required and will reserve a date on the park calendar and should be enclosed with your written request for a Special Use Permit; the remaining balance is due seven (7) working days prior to the date of your event. Fees are not refundable unless the number of guests attending changes to the extent that a different fee is warranted. If this is the case, a request in writing must be made to the Superintendent for consideration of the adjusted fee with the new number of guests attending. No fee adjustment will be considered after the date the balance of the fee is due, i.e., seven (7) working days prior to the date of the event, or after the event has taken place. All details relative to your event must be finalized no later than seven (7) working days prior to the date of your event--no exceptions will be made. **Check must be payable to the National Park Service and include your Social Security Number or Tax Identification Number on your check.**

Scenario of costs that are due to the National Park Service

Application Fee	\$ 200
Location Fee	\$1,500
NPS Labor costs	\$4,000 (<i>labor costs vary between \$4,000-\$5,000</i>)
Tucker Theatre	Optional (The fee for showing the movie "Monument to the Dream" is \$400. The cost to use the theatre without the movie is \$300.)

This list is not meant to be all-inclusive. **The above fees are fees that are required and are due to the National Park Service; however, these costs do not include any of the *a la carte* options for your event such as the tram ride to the top of the Arch, The Arch Store, Photo Services, your caterer, tables, chairs, linen, event planner, cleaning company, audio visual needs, Tucker Theater, Virtual Reality Theater, or any other costs outside of the fees above.** (See Venue Options within the Gateway Arch section.) Any other fees for areas not listed will be determined by the Superintendent on a case-by-case basis.

GATEWAY ARCH COMPLEX

The Gateway Arch Visitor Center consists of the Entrance Lobby, Mezzanine, Museum, and Tram Lobby and can comfortably accommodate the following:

- Tram Lobby can accommodate 700 standing reception and 300 seated dinner;
- Mezzanine can accommodate 200 standing reception and 150 seated dinner;
- Entrance Lobby can accommodate and 100 standing reception.

In addition to the above areas, there are a la carte options that consist of:

- Museum galleries;
- Journey to the top (tram ride);
- Tucker Theater;
- The Arch Store, and
- Photo Services

Guidelines for after hour private events at the Gateway Arch Visitor Center (continued)

(NOTE: the more space used for set up, e.g., dance floor, band, etc.), the less space available for people. Access to the Gateway Arch Visitor Center area for set up is permitted at 6:00 p.m., or shortly thereafter, as soon as all visitors have cleared the Visitor Center (Caterer/rentals vehicles may arrive in Shipping and Receiving as early as 4:00 p.m. and may begin staging items in the Arch back hallways; however, nothing may be brought out into the Gateway Arch Visitor Center (Mezzanine, tram lobby area) until 5:45 p.m., or once the NPS Supervisor in charge says it is safe to do so.)

FACILITY USAGE REQUIREMENTS

LIABILITY INSURANCE

To limit exposure to liability, the permittee agrees to save, hold harmless, defend, and indemnify the United States of America. **A Certificate of General Liability Insurance in the amount of \$1 million is required. The insurer must include the NATIONAL PARK SERVICE AS AN ADDITIONAL INSURED for the period of the permit (this must be specified in writing on the Certificate of Insurance form).** Proof of insurance is required 45 days prior to the date of the event. The National Park Service reserves the right to require the posting of security either in the form of cash or bond to insure performance in accordance with the terms of the permit to cover such costs as restoration, rehabilitation, and cleanup of the area used, and other costs resulting from the special park use.

CATERING/RENTALS

As there is no exclusive catering/rental service at Gateway Arch National Park, the permittee is responsible for hiring a caterer for their event if food and beverage are served. **Absolutely, no cooking is allowed. Electric warming ovens or sternos are permitted.** All items needed for the serving of drinks and food are to be provided by the permittee. National Park Service equipment and supplies are not available for permittee's use unless specified within the permit; however, we do have a catering kitchen.

CLEANING

To ensure that the facility is ready for early morning park visitors, the permittee must arrange for an acceptable professional cleaning company to clean all areas used. **A meeting is required among the Custodial Manager, the permittee or their representative, the caterer, and the cleaning company representative to discuss event logistics, catering, and clean-up requirements. This meeting must be attended by all parties and must be scheduled prior to your event.** All event details must be finalized before this meeting, i.e., trams, theaters, store, etc.

ADDITIONAL CONSIDERATIONS & LIMITATIONS

Use of the Gateway Arch requires the scheduling of the park's maintenance, interpretive park rangers, and law enforcement staff to provide appropriate care for resources and visitors; therefore, park staff must be available to work an event before the event is permitted.

The park is closed to the consumption of alcoholic beverages unless specifically authorized by Special Use Permit. Cash bars and the selling/purchasing of drink tickets on the premises are prohibited.

No cash transactions or transactions of any kind are permitted during your event to include point of sales transactions such as Square, Cash App, etc.

Admission fees for, or any other monies associated with your event, shall not be collected on the premises.

To clear the facility at the agreed-upon time as noted on the permit, serving of all food & beverages must stop at least 30 minutes prior to that time.

Smoking is prohibited inside the Gateway Arch and Visitor Center. Guns are prohibited inside the Visitor Center.

No candles of any type are allowed, e.g., decorative, votive, or covered.

If buses are used for events at the Gateway Arch, guests may be drop off at the bus drop-off lane on Memorial Drive near the Old Cathedral parking lot, and on 4th and Market; guests may also be picked up at this location.

National Park Service Law Enforcement Rangers will be available to handle any incidents related to an after-hours event at Gateway Arch; however, rangers will not be solely dedicated to handling security for permitted activities.

If additional security is used, **ONLY** two types are authorized: (1) St. Louis City Police Officers working on a secondary detail, uniformed and armed, and (2) any licensed private security company officer, uniformed and un-armed. Notify the park 24-hour Dispatch at 314-655-1701 **only** if additional security will be used.

No formal group picnicking is permitted on the Gateway Arch grounds.

Outdoor release of helium-filled balloons within the National Park System is prohibited. These balloons inevitably fall back to earth where they create hazardous conditions for marine wildlife and create additional litter problems.

As a matter of information to you regarding after-hours events at Gateway Arch National Park Visitor Center, the possibility exists for the cancellation of all after-hours special events due either to: (1) severe inclement weather conditions where the safety of park visitors/employees is a concern; or (2) a national or regional crisis. The Superintendent will make that decision based upon the specific situation and local conditions as changes occur. We are providing this information to you as a courtesy in case you wish to consider other alternatives.

VENUE OPTIONS WITHIN THE GATEWAY ARCH

MUSEUM GALLERIES AT THE GATEWAY ARCH

After-hours use of Gateway Arch National Park (Gateway Arch) is offered as an extension of the park's visitor services and education program. As such, the Museum Exhibits will be opened to your guests for event. The National Park Service will open and staff the museum galleries beginning at 7pm.

TRAM RIDE

The tram ride to the top of the Gateway Arch is operated by our park partner Bi-State Development during afterhours events. To arrange and to secure a contract for tram usage during your event, the permittee must contact Director of Operations at the Arch Sarah Clarke 314-982-1415 or via seclarke@gatewayarch.com.

THEATER

Tucker Theater--280-seat theater featuring the movie, "*Monument to the Dream*," a documentary on the construction of the Gateway Arch. **The fee to use the Tucker Theater for showing the movie is \$400 per screening. This is a 28-minute film that can be shown on a loop during your event.** To arrange for the movie to be shown during your event, the permittee must contact the Park Permits Office at (314) 655-1611 or via victoria_dugan@nps.gov.

AUDIO-VISUAL/CLIENT PROGRAMMING

Audio-visual needs must be provided by the permittee. We must receive your request at least thirty (30) days before your event. If the theater is used for a presentation only (movie will not be shown), a microphone and podium can be made available. **The cost to use the theater without showing the movie(s) is \$300.**

STORE

The Arch Store beneath the Gateway Arch in the Visitor Center may be opened for your event. The 2,400 square foot store offers an extensive selection of collectible gifts and publications to commemorate your group's visit to Gateway Arch National Park. The store also honors the 1960s origins of the Arch itself, featuring items such as the iconic Eero Saarinen-designed Tulip chair and table, Eames stacking cards and mid-century modern architectural books. Proceeds from sales in the stores support the education and interpretation programs of the National Park Service at the Gateway Arch and Historic Old Courthouse. To arrange and to secure a contract for the Arch Store please contact Jeremy Lydon at lydon@jnpa.com or via 314-678-1542.

PHOTO SERVICES

In conjunction with having The Arch Store open for your event, you have the option of having photographs taken of guests during your event. To arrange and to secure a contract for photo services please contact Jennifer Pena at jpena@photogenicinc.com or via 314-479-0118.

VIRTUAL REALITY THEATER

Take a seat in our Virtual Reality Theater, put on a 3D headset, and be transported to a 360° depiction of the St. Louis riverfront in the 1850s. You'll be immersed in the sights and sounds of the bustling levee and will learn the stories of some of the diverse people who crossed paths there. To arrange and to secure a contract for the Virtual Reality Theater please contact Jeremy Lydon at lydon@jnpa.com or via 314-678-1542.

ADDITIONAL OPTIONS NOT IN THE GATEWAY ARCH COMPLEX

GATEWAY ARCH RIVERBOAT

As an additional extension of the park's visitor services and education program, you may charter a Mississippi River cruise on the riverboat through Gateway Arch Riverboat. The riverboat is located just across the street from the bottom of the Gateway Arch's Grand Staircase and is available for public cruises, charter cruises, and private dinner parties. The riverboat may be used in conjunction with an after-hours event at the Gateway Arch or as a separate venue. The permittee must contact the Sales and Marketing Coordinator at 314-923-3048 or 877-982-1410 for further information or to schedule a cruise and pay the required fee. Fees are based on a variety of different cruise packages. Additional information can be found at www.gatewayarch.com

HELICOPTER TOURS

Experience the Gateway Arch from a whole new perspective as you soar high above the Mississippi River and St. Louis. Reservations are not required. Purchase tickets at the helicopter pad, located on the riverfront below the Arch.

These guidelines and fees are subject to change without notice. For additional information, please contact Amanda Burke in the Park Permits Office at 314-655-1611 or via amanda_burkewilliams@nps.gov.

Revised January 2025