

NPS Form 10-932  
 OMB No. 1024-0026  
 NEW 10/00  
 Expires 6/30/2013

**National Park Service**  
**New River Gorge National River**  
**Gauley River National Recreation Area**  
**Bluestone National Scenic River**  
 P. O. Box 246, Glen Jean, WV 25846  
 304-465-0508; 304-465-6517



**Application for Commercial Filming/Still Photography Permit**

Permit Tracking # \_\_-\_\_\_\_

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, a location fee, and proof of liability insurance naming the United States of America as also insured.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
E-mail:	E-mail:

Project name:	Producer:
Location manager:	Photographer:
Telephone #:	Director:
Cell phone #:	Insurance company:
E-mail:	

**TYPE OF PROJECT:**    Stills, editorial    Stills, advertising    stills, other    stock  
 photo/video/film    Feature Film /TV Movie    TV Series/Pilot    Documentary/Travelogue  
 Commercial    Music Video    Infomercial    Industrial    Public Service Announcement

Other, explain \_\_\_\_\_

Will there be sound recording    Yes    No                      Night work:    No    Yes, explain

Detailed description of on-site activities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Talent comprise anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessioner staff, etc.

**Do you intend to utilize talent?**    Yes      No

If yes, provide a full description of who they are and how they will be utilized:

---



---



---



---

**LOCATION SCHEDULE:**

DATE	LOCATION	Start Time	End Time	Interior or Exterior	Film	Strike	Prep	# of cast & crew*

**\*number in this column should include all individuals present at the location**

How will individuals with access to the site be identified? (Identification tags are recommended.)

---

Electrical needs, explain \_\_\_\_\_

Generator:    No    Yes, size \_\_\_\_\_ Lighting:    None    Reflectors only

Yes (explain)

---

Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

Road closure requested?    No      Yes

Running shots    Driving shots    Drive-bys    Tow shots    Drive-ups & Away    Wet down  
 road Camera/Equipment on Road Shoulder    Camera/Equipment on median    Other (explain)

---



---



---

**OPERATIONAL INFORMATION:**

**Vehicles:**

Personal Cars \_\_\_\_\_ Large Trucks \_\_\_\_\_ Other Trucks \_\_\_\_\_ Vans \_\_\_\_\_ Motor homes \_\_\_\_\_  
Semi-Tractor Trailers \_\_\_\_\_ Camera Car \_\_\_\_\_ Picture Cars \_\_\_\_\_ Dressing Rooms \_\_\_\_\_  
Other Vehicles (explain) \_\_\_\_\_

Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.

Vehicles to be parked on or need access to park property (attach additional sheets if necessary):

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #

Base Camp location (attach diagram if necessary): \_\_\_\_\_

**CATERING INFORMATION**

Catering Co. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

On-site Manager \_\_\_\_\_ Food License Information: \_\_\_\_\_

Equipment: \_\_\_\_\_

**SPECIAL ACTIVITIES:**

Children: None Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals: None Yes (explain)

Trainer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Aircraft: No Yes (explain)

Special Effects: (identify)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Stunts: (explain)

Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Any other unusual or hazardous activities? Explain.

Are you familiar with/ have you visited the requested area? Y N  
Have your obtained a permit from the National Park Service in the past? Y N  
(If yes, provide a list of permit dates and locations on a separate page.)  
Do you plan to advertise or issue a press release before the event? Y N

**ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING:** set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).

**CONTACTS:**

**Person on location responsible for adherence to all terms & conditions of the permit:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Person on location responsible for coordinating activities with the NPS:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Person at the company office to contact for follow up information and billing:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_

\*\*\*\*\*

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$100.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to the Program Specialist, Commercial/Special Park Uses at 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.

## NOTICES

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement):** This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. All 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.

National Park Service  
 New River Gorge National River  
 Gauley River National Recreation Area  
 Bluestone National Scenic River  
**Compliance Checklist for Special Use Permit Application**

Applicant/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed Activities: \_\_\_\_\_

Permit #: \_\_\_\_\_ - \_\_\_\_\_

Answering "Yes" to one of the following may be a red flag for NEPA or other compliance.

<b>Natural Resources</b>	<b>Yes</b>	<b>No</b>
Do you have to dig holes, install posts or disturb the ground surface in any way?	_____	_____
Do you have to cut vegetation?	_____	_____
Will any part of your activity, including spectators or media, occur outside designated roads, trails or recreational sites?	_____	_____
Do you need to take vehicles onto any roads that are gated or otherwise not currently open to motor vehicles?	_____	_____
Do you need to use any vehicles or equipment larger than a pick-up truck?	_____	_____
 <b>Cultural Resources</b>		
Do you have to dig holes, install posts or disturb the ground surface in any way?	_____	_____
Do you need to go inside any building that isn't presently open to the public?	_____	_____
 <b>Socioeconomic</b>		
Are you requesting other visitors be excluded from the area while you're using it?	_____	_____
Do you have to close a lane, stop traffic, even momentarily, or other control traffic?	_____	_____
Will there be media coverage of any sort?	_____	_____
Do you have to put up any signs, temporary paper or otherwise?	_____	_____
Do you have any contracted services, such as catering?	_____	_____
Will your group or your contractor be selling anything?	_____	_____

**Remarks:**

---



---



---

## Film Permit Information

### **When is a filming permit required?**

Filming and commercial activities – whether commercial or noncommercial – will be allowed provided that activities do not cause unacceptable impacts to park resources or public use. All commercial filming requires a permit. Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. It does not include news coverage or visitor use.

Still photography activities, whether commercial or noncommercial, require a permit when: (a) the activity takes place at location(s) where or when members of the public are generally not allowed; or (b) the activity uses model(s), sets(s), or prop(s) that are not a part of the location's natural or cultural resources or administrative facilities; or (c) the park would incur additional administrative costs to monitor the activity; or (d) the park needs to provide management and oversight to (1) avoid impairment or incompatible use of the resources and values of the park, or (2) limit resource damage, or (3) minimize health or safety risks to the visiting public.

News coverage does not require a permit, for either filming or still photography, but is subject to time, place, and manner restrictions, if warranted, to maintain order and ensure the safety of the public and the media, and to protect natural and cultural resources.

All commercial filming and still photography activities requiring a permit are subject to cost recovery charges and a location fee. No waivers are allowed. Cost recovery charges for all commercial and still photography permits will include costs incurred in receiving the request/application, reviewing the application, writing the permit, monitoring the activity, providing protection services, restoring park areas, or otherwise supporting the filming or photography activities. This application/administrative cost recovery charge is \$100.00. Location fees are determined by the type of activity (commercial filming versus still photography), and the number of people on park lands associated with the permitted activity. Location fees are calculated per day and are based on the following schedule:

	<u>Commercial/Filming/Videos</u>	<u>Still Photography</u>
1-2 people with camera and tripod <u>only</u> , working in areas open to the public	\$-0-	\$-0-
3 – 10 people	\$150.00/day	3 – 10 people \$50.00/day
11 – 30 people	\$250.00/day	11 – 30 people \$150.00/day
31 – 49 people	\$500.00/day	Over 30 people \$250.00/day
Over 50 people	\$750.00/day	

Liability insurance will be required with the United States of America named as Additional Insured. In some circumstances, posting of a bond may be required.

The NPS will encourage and may actively assist filming and photography activities that promote public understanding and appreciation of the park or the national park system. NPS employees, while on duty or in uniform, will not be employed by filming permittees. Identifiable NPS equipment, uniforms, or insignia must not be portrayed in any way that would imply NPS endorsement of a product or service.

If you are uncertain whether your project requires a permit or not, contact the park's Program Specialist at 304-465-6517 for additional information. If you already know that your project does not require a permit, please call the office to check the permit schedule in order to avoid conflicts with other activities. If your project does require a permit, please contact the Program Specialist as far in advance as possible to request and complete a film permit application. Please note that, after the park receives your completed Application for Commercial Filming/Still Photography Permit, the park requires **at least ten (10) business days** for reviewing and processing the request. Go to [www.nps.gov/neri/](http://www.nps.gov/neri/) to print the Application for Photography/Filming Permit form.