

(NPS Form 10-930)
(OMB No. 1024-0026)
(NEW 10/00)
(Expires 3/31/2010)

National Park Service
Pecos National Historical Park
P.O. Box 418 Pecos, NM 87552



(505) 757-7212
Application for Special Use Permit (Wedding)

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** four (4) business days for processing (2 business days for First Amendment requests). 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 and proof of liability insurance naming the United States as also insured.

Applicant Name:	Organization Name:
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:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location: _____
Date(s): _____

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Maximum Number of Participants _____ (Please provide best estimate)
Maximum Number of Vehicles _____ (attach parking plan)
Support Equipment (list all equipment; attach additional pages if necessary)

List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary) _____

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

- Is this an exercise of First Amendment Rights? Y N
Are you familiar with/ have you visited the requested area? Y N
Have you 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
Will you distribute printed material? Y N
Is there any reason to believe there will be attempts to disrupt,
protest or prevent your event?(If yes, please explain on a separate page.) Y N
Do you intend to solicit donations or offer items for sale?
(These activities may require an additional permit.) Y N

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.

Signature _____ Date _____

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 Special Use Permit Coordinator 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.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the 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

NOTICE: Giving false information or making false statements in connection with this permit application is a violation of 36 CFR 2.32(a)(3)(ii) and 18 USC 1001 respectively. Violations will be a basis for denial or revocation of a permit and may result in criminal prosecution.

Allow at least **4 weeks** when requesting a Special Use Permit. Staff and visitor use schedules are prepared several weeks in advance. The more advance time you allow, the better we will be able to accommodate you.

Avoid scheduling events that conflict with park scheduled special events or busy holidays, i.e. Memorial Day, 4th of July, Labor Day, Pecos Feast Day. The park is closed Christmas day and New Years Day. The visitor center staff can advise you on specific dates and times of scheduled park events.

The only area acceptable for weddings is the Pecos Church.

A \$100.00 nonrefundable application fee, made payable to “National Park Service”, must accompany this permit application when submitted to the Park for consideration.

Scheduled events usually require a minimum of one employee on duty for the entire length of the event. Dependent on the type, size and/or duration of the event, additional park employees may be required both during and after visitor hours. Monitoring costs per employee are \$50.00 per hour.

Entrance fees are charged at a rate of \$3.00 per person. Commercial vehicles, such as vans and busses, are charged at the \$3.00 per person rate. Be aware that in 2008 it is possible that the entrance fee may increase from \$3.00 per person to \$5.00 per person. The increased rate would apply at the time of the event.

Performance bond and insurance documentation may be requested prior to the event.

Upon approval of the application, the applicant will receive the permit forms with special conditions and estimated costs, if any, noted. The applicant signs the permit and returns it to the address provided. The Superintendent will sign the permit and a copy of the fully executed permit will be returned to the permittee. Payment for actual costs will be made on the day of the event.

The National Park Service reserves the right to deny requests that are incompatible with the public interest, inconsistent with the use of lands for Park purposes, in derogation of the values and purposes for which the Park was established, or would not be compatible with the conditions and guidelines in 36 Code of Federal Regulations 2.50 and 2.51, and National Park Service Director’s Order No. 53, Special Park Uses. Specifically, applications for events will not be approved if the special event will:

- Cause injury or damage to park resources; or
- Be contrary to the purposes for which the park was established, or unreasonably impair the atmosphere of peace and tranquility maintained at historic or commemorative locations within the park; or
- Unreasonably interfere with interpretive, visitor service, or program activities; or
- Present a clear and present danger to public health and safety; or
- Result in significant conflict with other existing uses

Pecos National Historical Park protects and interprets the ruins of the great 14th century Pecos Pueblo, major sites related to the Santa Fe Trail and, the Glorieta Battlefield associated with the 1862 Battle of Glorieta Pass. These guidelines exist to protect nationally significant resources.

Conditions affecting all Special Events/Activities at
Pecos National Historical Park

1. The permittee agrees that this permit is made 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, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the permittee in connection herewith, and the permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
2. Liability insurance may be required for some events. If so, that requirement will be noted on the permit. All liability policies are to name the United States as a "co-insured" OR "additional insured", and shall specify that the insurance company shall have no right of subrogation against the United States and shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the National Park Service prior to the commencement of any activities authorized under this agreement.
3. A bond (cash, check, money order) in an amount determined necessary to cover clean-up, property damage, and other costs that may be incurred by the National Park Service may be required to be posted seven (7) calendar days before the proposed date of the event.
4. Damages - The permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.
5. Good order and proper decorum shall be maintained by those persons conducting and participating in this event/activity, and public safety and general welfare will not be endangered.
6. The area must be left in the same condition as prior to this event. All decorations, litter, trash, vehicles, equipment, etc., will be removed from park property by the permittee after the completion of the event, unless other deadlines are specifically listed in the permit.
7. The permittee's activities must not unduly interfere with the operation of public use facilities, or interfere with interpretive, visitor services or other programs within the Park. **No area shall be closed to the general public. Exclusive use of an area is not permitted.**
8. The permittee shall designate one person to coordinate all activities with the Park's representatives, and if necessary they will meet before the event to go over all pertinent matters.
9. Failure of the permittee to comply with all state and local substantive laws and other ordinances and with any law or regulation of the Secretary of Interior governing the park, or with the conditions imposed by this permit will be grounds for revocation of this permit.
10. The National Park Service reserves the right to immediately rescind this permit at any time should the permittee fail to comply with any of the conditions or agreements stated in this permit, or if it should become necessary in the interest of public safety and general welfare.

11. The group will comply with any instructions from an official representative of the Park.
12. All law enforcement functions on park property are the responsibility of National Park Service Rangers.
13. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
14. The permittee shall exercise this privilege subject to the supervision of the Superintendent of Pecos National Historical Park, and shall comply with the regulations of this permit. The conditions set forth in this permit have been extracted from the Code of Federal Regulations, Title 36, Sections 1.6, 2.50, 2.51 and 2.52. A copy of the regulation can be obtained on request from the Superintendent's office.
15. At least one copy of the fully executed, signed and approved permit must be with the person in charge of the event at the scene of the wedding.
16. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
17. This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
18. Do not offer personal gratuity of any nature to any NPS employee.
19. Permittee will comply with applicable public health and sanitation standards and codes.
20. The number of participants and guests for the event will be limited to the pre-agreed number set by the representative of the Park Service and the permittee. A limit of 200 participants will be allowed for weddings held at the Pecos Church ruins.
21. Unless otherwise permitted under permit conditions:
 - a) Do not disturb, alter, touch or move historical or cultural features, artifacts or other objects found in the park. Do not cut, clear or remove vegetation.
 - b) Stay on designated trails, paths, walkways or floor structures. Do not stand on walls at any time, place or attach anything to walls.
 - c) Protect walls and other features with protective mats before placing electrical cable(s) on them.
 - d) Do not take or consume food or drink, or smoke in the Mission, Convento or Pueblo Complex.
 - e) Fires – ground or otherwise are not allowed in the park.
 - f) Drive and/or park on established roads and parking lots only. Load and unload only from established roads and parking lots.
22. Government equipment may not be loaned, rented or diverted from normal use for purposes of the permit.

23. The park's entrance gate is locked at 6:00 p.m. during the summer hours (approximately Memorial Day through Labor Day), 5:00 p.m. during the remaining portion of the year and opened at 8:00 a.m. Entry and/or exit from/to the park will be coordinated with an NPS employee. Some delays may be experienced entering or leaving the park after normal park hours. The ruins trail will be closed at dusk to all foot traffic.

24. Rattlesnakes live in the park. If one is encountered, leave it alone and call an NPS employee.

25. At the first incidence of lightning or at the direction of an NPS employee, stop all activity and seek safe cover. Disconnect any electrical connections from the NPS system.

26. Other conditions may apply depending on permit details.