

# Pea Ridge National Military Park

National Park Service  
U.S. Department of Interior



## Special Use Permit Commercial Filming or Still Photography

It is the policy of the National Park Service to allow commercial photography, still photography, filming and sound recordings to the fullest extent possible while providing for the protection of park resources and ensuring the enjoyment of those resources by park visitors. To this end regulations have been developed which governs filming, photography and sound recordings in National Parks. Under these guidelines Park units have the authority and responsibility to manage, permit and/or deny filming, photography and sound recordings in ways consistent with park management and mission.

**Permit Required** A permit is required for any filming or photography when the activity:

- Involves the use of a model(s), actor(s), set(s), or prop(s) that are not part of the location's natural or cultural resources or administrative facilities.
- Takes place at location(s) where or when members of the public are generally not allowed.
- Requires access to the park after normal working hours.
- Incurs additional administrative costs to the Park to monitor the activity.
- Indicates potential for resource damage, including wildlife, or undue disruption of visitor activities.

For purposes of definition, "filming" or "film-making" is commercial still photography, motion picture photography, videotaping or sound recording. Documentaries, travelogues, feature stories and similar types of filming require a permit, if the elements listed above exist.

**Permit Not Required** A permit is not required for:

- Visitors using a camera and/or a recording device for his/her own personal use.
- Sound technicians, and film or video news crews at breaking news events.
- NPS filming or photography, Department of the Interior Audio visual Center filming or filming/photography done pursuant to a cooperative agreement or contract.
- **News coverage**, 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 protect natural and cultural resources.

**Still photography activities require a permit only when:**

- the activity takes place at location where or when members of the public are generally not allowed
- the activity uses model sets, or props that are not a part of the location's natural or cultural resources or administrative facilities
- the park would incur additional administrative costs to monitor the activity

**Permit Application Procedure** - Requests for a permit application may be made in person at park visitor center, via telephone, email or letter. A completed application and the non-refundable application fee are required before an application can be processed. Park contact information is:

Pea Ridge National Military Park  
15930 E. Highway 62  
Garfield, Arkansas 72732  
Attn: Special Park Uses

Telephone: 479-451-8122  
FAX: 479-451-0219  
Website: [www.nps.gov/peri/](http://www.nps.gov/peri/)  
Email: [peri\\_ranger\\_activites@nps.gov](mailto:peri_ranger_activites@nps.gov)

The information on the application will be used by NPS staff to evaluate the impact of the proposed activity on park resources and visitors. Please allow sufficient time for the park to process your request. All applications must be received a minimum of **6 weeks** before your event start date.

Applications will be returned to the applicant if submitted incomplete, cannot be approved as submitted, or are received without payment or without a social security or Federal Tax Identification Number. Applications will not be considered if complete package is not received by the minimum days required for processing.

**Cost Recovery**- The authority for the National Park Service to recover and retain costs associated with managing special park uses is found at 54 U.S.C. 103104 and 54 U.S.C 100905. Charges established for a special park use under this authority are intended to recover costs associated with managing that activity and not to generate revenue beyond actual cost. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

**Application Cost** – A \$75.00 Application fee must be submitted at the time of the initial application. This is a non-refundable payment, and covers the basic cost associated with reviewing of the application

**Administration Cost** – This is a non- refundable payment, prior to final review of the application. Covers the additional costs associated with approving of permit, such as but not limited to environmental, cultural or other compliance processes, meetings, travel, clerical, public health inspections and certifications, and other factors not typical with basic permits.

Applicants will be given timely notification if additional administrative cost will be required and an estimate or actual cost.

**Monitoring Cost-** If the event requires NPS supervision for resource protection or the health or safety of visitors, the cost will be estimated and payable when the permit is approved and prior to beginning filming. The scope and complexity of the permit activity will determine the level and type of supervision of which the rates are based.

**Commercial Film/Still Photography Location Fees:** Required by Public Law 106-206. The fee is payable when the permit is approved and prior to the beginning of filming.

Commercial Filming/Videos Fees		Still Photography Fees	
1 - 2 people (camera & tripod only)	\$0/day		
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		

**Performance Bond** Certain activities may trigger the need for the permittee to post a refundable 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.

**Insurance** Liability insurance protects the government from negligent actions by the permittee. Insurance in an amount sufficient to protect the interests of the United States may be required as a condition of the permit. A high risk activity will always require insurance. If insurance is required, proof of liability insurance issued by a United States company must be submitted prior to permit approval:

- The insurance certificate must identify the production company by name and their business address.
- The **“United States Government”** will be named as additionally insured on the insurance certificate. Certificates naming the U.S. Government as “certificate holder” only are not acceptable.
- Short term policies must show coverage on “occurrence” basis.
- Failure to provide proof of proper insurance is reason for denial of the permit.

**Permit Application Denial** A permit application may be denied if there is a potential that:

- Resource damage would occur that cannot be mitigated or restored under the terms and conditions of a permit;
- Unreasonable disruption of or conflict with the public's use and enjoyment of the site;
- The activity poses health or safety risks to the public;
- The activity would result in the impairment of park resources or values;
- The requested activity will violate any other applicable Federal, State, or local law or regulation.

**Restrictions and Conditions** will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis:

- Use of children or animals;
- Discharge of blank ammunition and all black powder weapons;
- Mechanical or pyrotechnic special effects;
- Stunts;
- Amplified music or sound;
- Placing of large set dressings;
- Filming photography inside interiors of government administrative work areas;
- Film equipment or activities on roadways;
- Access to closed areas or access to areas during non-visitor use hours;
- The permit does not include authority to film or photography individuals. Model releases are the responsibility of the permittee.

**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.

**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, or if there is a clear danger to public health or safety.