

# Pea Ridge National Military Park

National Park Service  
U.S. Department of Interior



## Special Events

**General Information** - The Special Use Permit (SUP) program authorizes activities that provide benefit to an individual, group or organization, rather than the public at large; and that require written authorization and some degree of management control in order to protect park resources and the public interest. Examples include special events, commercial photography and filming, weddings, paranormal investigations, public assembly, training events, and First Amendment activities.

Special Use Permits are granted for specific period of time and specific locations. Certain fees, bonding and insurance requirements may apply. Permit activities may be restricted based on time of year, weather or seasonal conditions and during times of high visitor use.

**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 the event. The scope and complexity of the permit activity will determine the level and type of supervision of which the rates are based.

**Performance Bond-** Certain activities may prompt 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. Insurance could be waived for a lower risk activity such as a commemorative ceremony.

If insurance is required:

- The insurance certificate must identify the group, not the applicant.
- The “United States Government” must be named as additionally insured on the insurance certificate. Certificates naming the U.S. Government as “certificate holder” only are not acceptable.
- Failure to provide proof of proper insurance is reason for denial of the permit.

**Termination of Permit-** Permits are “revocable” on 24 hours notice or with noticed if the terms of the permit are violated. Deliberate infractions of the terms of the 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.

**Permit Conditions-** To maintain park natural and cultural resources and quality visitor experiences, permit conditions will be included in the approved permit. Please read the conditions before you apply.