



The National Park Service aims to accommodate private events in a manner that corresponds with the its mission to, "...conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner...as will leave them unimpaired for the enjoyment of future generations."

The National Park Service maintains strict conditions for private events. Please read the park regulations and permit conditions to determine if they correspond with your event plans. There is an administrative cost and, in some cases, management costs for National Park Service staff to oversee events. To request a Special Park Use permit please complete the application below. If you have questions contact the park's Permit Coordinator at (804) 732-3571 or [PETE\\_permits@nps.gov](mailto:PETE_permits@nps.gov).

## **PARK REGULATIONS & PERMIT CONDITIONS FOR SPECIAL PARK USES**

Special events are activities, including but not limited to pageants, public spectator attractions, entertainment, ceremonies and sporting events. Special events differ from public assemblies and public meetings in that the latter activities are rights protected by the First Amendment.

The authority for the management of special events in a National Park can be found in Title 16, U.S. Code and Title 36, Code of Federal Regulations, 2.50.

National Park Service Management Policies and Director's Order 53 Special Park Uses provide policy guidance for management of special event activities.

The decision to issue or deny a permit for a special park use flows from the appropriate compliance under the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act of 1966 (NHPA), and other applicable laws.

Before issuing a permitting document, the park will be required to obtain approval for NEPA/NHPA in all instances when the resource will be affected, and/or the use or activity is not covered under a categorical exclusion, an Environmental Assessment (EA) will need to be prepared. The applicant is responsible for paying all NPS costs if an EA is required to meet NEPA and Section 106 compliance requirements.

The following guidelines are established by Petersburg National Battlefield (PETE) as they relate to special event activities within this unit of the National Park Service.

**SPECIAL USE/EVENT PERMITS** - A special park use is a short term activity that takes place in a park area and that:

- Provides a benefit to an individual, group or organization rather than the public at large;
- Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest
- Is not prohibited by law or regulation; and
- Is not initiated, sponsored nor conducted by the NPS.

Special use permits for events may be authorized by the Superintendent subject to the same criteria as other special park uses provided that:

- There is a meaningful association between the park and the event
- The event contributes to visitor understanding of the significance of the park.

Special use permits for special events will not be issued, if in the Superintendent's opinion, the special event will:

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

Special event permits are issued by authority of the Superintendent through the Superintendent's Office. Application for a special event permit should be sent to:

PETE\_permits@nps.gov

or

Business Management Specialist  
Petersburg National Battlefield  
1539 Hickory Hill Rd  
Petersburg, VA 23803

A minimum of 30 business days will normally be required for administrative review of the proposed activity, though smaller events may be reviewed in less time. A permittee should allow at least 4 business days for issuance of approved permit.

All permitted special uses/event activities will be conducted in strict compliance with all Federal, State, county and municipal laws, ordinances, or regulations applicable to the area of operation covered under the agreement. Any violation of regulations or permit conditions can result in immediate termination of the event, greater supervision/costs to permittee or banning of the event on park lands.

### **SPECIAL EVENT REQUESTS FOR THE USE OF THE PARK TOUR ROAD**

Bicycling and running participants will ride/run in the multipurpose lane of the park tour road. Events with more than 50 participants may be limited to traveling in one direction, so that they do not impede park visitors. Under no circumstances will the park tour road be closed to visitor traffic for an event. Escorting of event participants by support vehicles will generally not be allowed. All support vehicles shall not impede the flow of normal or emergency traffic, but shall travel at the speed of other vehicular traffic.

**NATIONAL PARK SERVICE SUPERVISION AND COSTS** - Special use/event activities authorized by permit may be supervised by an NPS employee to assure full compliance with all terms of the permit.

The level and type of supervision will be determined by the group size and complexity of the activity.

In activities involving few people and where there is little possibility of resource damage or interference with other visitor's park experience, these activities will be spot checked to assure compliance.

When additional NPS supervision is required, a charge of up to \$55 per hour/per ranger will be assessed and are due upon issuance of the permit. If necessary, additional charges will be billed to the permittee at the conclusion of the event.

**RESOURCE DAMAGE** - Special use/event activities which exhibit the potential for resource damage will be denied.

**DISRUPTION OF VISITOR ACTIVITIES** - National Park Service policy states that special events must not unduly disrupt normal visitor use of the park. A Special Use Permit authorizes the permittee to conduct special activities at described locations within the park but does not reserve the locations or give the permittee a right to exclude anyone from using a park area. The permittee may not interfere with other park visitors or normal visitor activity or use an area in such a way that denies other visitor uses.

Special Use Permits may be denied during periods of heavy use (e.g. 4<sup>th</sup> of July, Memorial Day, Labor Day, etc.)

**BOND REQUIREMENT** - After review of the permit application, the permittee may be required to post a bond or cash deposit to assure the area is left in its original condition. Bonds will only be required if the activity has a reasonable potential to impact Petersburg National Battlefield resources or facilities.

**GENERAL LIABILITY INSURANCE** - General liability insurance may be required in order to protect the U.S. Government from claims or litigation connected with injury or damage resulting from the actions of the permittee or his/her agents or employees. If required, the permittee must obtain general liability insurance with a certificate of insurance naming Petersburg National Battlefield as an additional insured. This certificate of insurance must be provided to the park prior to permit issuance.

General liability insurance amounts will be determined on a case by case basis.

Insurance requirements may be waived if, in the opinion of the Superintendent, there is little or no possibility of injury or damage to persons or property resulting from the proposed activity.

**SALE OF FOOD OR MERCHANDISE:** - The sale of food or merchandise on Petersburg National Battlefield lands in connection with a special event is prohibited. Engaging in or soliciting any business in the park is prohibited.

**SIGNAGE:** The posting of signs in the park and the use of temporary chalk or paint on roadways/walkways is prohibited.

**GENERATOR USE:** The use of generators is prohibited unless specified in the permit.

**AMPLIFIER AND AUDIO DEVICES:** The use of amplifiers is prohibited. The use of audio devices is prohibited unless specified in the permit.

**GROUND DISTURBANCE:** Disturbance of ground within the park is prohibited. The use of stakes to secure shade structures or the like will not be permitted at any time.

**Additional terms and conditions specific to an event will accompany the final permit to ensure the protection of resources and visitor experience and that park operations are uninterrupted.**

(Revised NPS Form 10-930)  
 (OMB No. 1024-0026)  
 (10-2010)  
 Expires 6/30/2013

National Park Service  
 Petersburg National Battlefield  
 1539 Hickory Hill Road  
 Petersburg, VA, 23803  
 804-732-3571



### Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. For special events, your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

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, map or additional pages if necessary):

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Requested Location: \_\_\_\_\_

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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?  Y  N  
(These activities may require an additional permit.)

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 \_\_\_\_\_

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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 personal check, cashier's check or money order in the amount of **\$N/A** made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be emailed to the Permit Coordinator at **PETE\_permits@nps.gov**.*

**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 prepared. The permit must be signed by the responsible person and returned to the park prior to the event.

## 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. This information collection is required to obtain or retain a benefit. 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 45 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