

NATIONAL PARK SERVICE
SAN JUAN NATIONAL HISTORIC SITE
501 Norzagaray Street
Old San Juan, Puerto Rico 00901
Application for Photography/Filming Permit

Please supply the information requested below. This information is required to evaluate your permit request. **Attach additional sheets, if necessary.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application. There may be additional fees charged, including a location fee, and you will be required to provide proof of liability insurance.

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 #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Insurance company:
Cell phone #:	

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 Public Service Announcement Infomercial Industrial
 Other, explain _____

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

SUMMARY OF SCENE(S): **FORMAT FOR EACH SCENE**

DATE(S): _____

LOCATION: _____

EXTRAS: _____ **SPECIAL EFFECTS:** _____ **CONSTRUCTION:** _____

PRE TIME: _____ **ART:** _____

SHOOTING SCHEDULE BY LOCATION:

DATE	LOCATION	Start Time	End Time	Interior or Exterior	FILM	PREP	STRIKE	# of cast & crew
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Set dressing or other structures proposed: No Yes, explain

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).

Electrical needs, explain _____ Generator: No Yes, size _____

Lighting: None Reflectors only Yes (explain)

Road: _____ Date/time: _____ Closure requested

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: see attachment

Number of Personnel and Vehicles:

Total Cast & Crew _____ Personal Cars _____ Large Trucks _____ Other Trucks _____ Vans

Camera Car _____ Picture Cars _____ Motor homes _____ Dressing Rooms

Other Vehicles (explain)

Base Camp location:

Catering Co. Name _____ Phone # _____

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

Person on location responsible for company's adherence to all terms & conditions of a Film Permit:

Name: _____ Title: _____ Phone: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____ 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 \$____.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed to Park address information.*

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

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 60 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 (org. code 2460), Washington, D.C.

ATTACHMENT

OPERATIONAL INFORMATION – SUPPORT EQUIPMENT

STAR TRAILER 30 FT		
MAKE UP TRAILER 32 FT		
MAKE UP TRAILER 18FT		
OFFICE TRAILER 35 FT		
SCHOOL TRAILER 30 FT		
TWO ROOM TRAILER 30 FT		
WARDROBE TRAILER 30FT		
WARDROBE TRAILER 34FT		
GENERATOR 12FT		
GENERATOR 18FT		
CATERING TRUCKS		
BATHROOM UNITS 27 FT		
CONSTRUCTION CONTAINER 20 FT		
SOLID WASTE CONTAINER		
SFX		
GRIP TRAILER		
GRIP TRAILER 29FT		
ELECTRIC TRAILER 29FT		
CAM EQPT 22FT		
VIDEO AND SOUND EQPT 14FT		
PROPS EQUIP 14FT		
SET DRESSING EQPT 24FT		
CRAFT SERVICES SUPPORT 12FT		
STORAGE AREAS INSIDE FORT		

**San Juan National Historic Site
Filming and Photography Permit Conditions**

CONDITIONS OF THIS PERMIT

1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. 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.
3. Benefit - No Member of Congress shall be admitted to any share or part of this permit or to any benefit that may arise therefrom: but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit.
4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. 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)].
7. Permittee will comply with applicable public health and sanitation standards and codes.

OTHER

8. All filming and photography permits are issued by the park's Special Park Use Coordinator telephone: (787) 729-6960/6777 , Fax (787) 289-7972, E-mail: madeline_yordan@nps.gov.
9. The Permittee agrees to carry a general liability insurance policy against claims occasioned by the action or omissions of the Permittee, its agents and employees in carrying out the activities and operations authorized by this permit. Proof of insurance must be submitted prior to the filming date.
10. Fees

LOCATION FEES

All commercial filming permits and still photography permits are statutorily subject to cost recovery and a location fee. No waivers are allowed. The location fee is calculated per day and must be based on the following schedule and is determined by the type of activity

(commercial filming versus still photography) and the number of people on park lands associated with the permitted activity. There is no deviation from the schedule.

Commercial Filming/Videos		Still Photography	
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		

APPLICATION FEE

A non-refundable application charge of \$50.00 is due at the time of submission of the permit.

COST RECOVERY: The authority to collect cost recovery for all other special use permits remains 16 U.S.C. 3a. This includes: salaries and benefits for NPS employees monitoring the permit (regular, overtime, night differential, holiday pay, hazardous pay), travel, per diem, MI&E, transportation, supplies and materials.

11. Filming activities requiring the provision of park electrical power will be monitored by a park electrician at cost to the Permittee.

12. Filming activities conducted in areas containing items in the park's museum collections will be staffed by a representative of the park's Curatorial department at cost to the Permittee.

13. Filming of park building interiors requires a permit whenever the filming, videotaping, sound recording or still photography involves the use of tripods, auxiliary lighting, talent, models, sets or props . Interior filming permits will only be granted when the activity has a meaningful and accurate association with and contributes to the public understanding and appreciation of the historic resource. Permits will be scheduled only during times the buildings are closed to the public.

14. Filming of park exteriors requires a permit whenever the filming, videotaping, sound recording or still photography involves products or service advertisement and/or the use of tripods, lighting, talent, models, sets or props. Such permits do not guarantee exclusive use of an area of the park.

15. The NPS will not censor the content of any project, nor require finished film products for review, files, or documentation purposes.

16. Filming permits will be denied if, in the opinion of the Superintendent, the filming activity: Will unduly interfere or conflict with visitors' use and enjoyment of the park; poses a threat to park resources; places unreasonable burdens on park staff; portrays or depicts activities that are not permitted within a recognized park area.

17. On-Camera appearance by National Park Service employees are allowed under the following conditions: the employee is selected and/or approved by park management, and is depicted performing his or her normal duties, or serving as a subject matter expert; the employees' appearance supports NPS goals and has a beneficial effect for the Service; the role is not scripted; the employee is paid by the park as part of his or her regular working hours.

18. Use of the NPS Arrowhead in titles, credits or other deliberate disclosures requires the permission of the NPS Director. Incidental filming of the symbol, which may include the shoulder patch of a uniformed employee, an NPS vehicle, or a sign is NOT prohibited.

19. A credit line is specifically prohibited in instances involving product or commercial advertisement, in films promoting an industry and in films designed to influence Congressional initiatives.

20. Government property (including the uniform) will not be used, loaned or rented to a film company or diverted from its normal use for filming purposes except when the filming activity is done to facilitate or supplement an official NPS function and is approved by the superintendent.

21. Smoking, eating and drinking is prohibited in park buildings.

22. The use of any device or prop that utilizes an open flame is prohibited.

23. In response to the events of September 11, 2001, the National Park Service developed a National Emergency response Plan. In accordance with this plan the Director of the National Park Service determines the National Response Level for the Service and the System's Threat Condition(s). If the department of the Homeland Security changes the Homeland Security Advisory System threat level, regional and park managers are to immediately assume that the National Park System is also at a corresponding threat condition and act accordingly. One of the protective measures is the cancellation of all permits and the closure of park areas and/or the entire facility. If this is the case, the permittee will be informed of the cancellation of the permit without a prior warning. The permittee is also advised that all fees paid will be returned to the permittee.