

NATIONAL PARK SERVICE
San Juan National Historic Site
Instructions for Special Use Permit Application

We appreciate your interest in our park. Following is a list of instructions meant to ease the application process.

1. It is important that the application be as detailed as possible concerning your proposed activity. For example, we must know specific type of event, exact time and location, equipment including vehicles, total of participants including contractors and any special needs you may have. If you are not familiar with the area, it is advisable to make a planning trip in advance. Call the number below ahead of time to check date availability.
2. The information on the application will be used by the National Park Service staff to evaluate the impact of your event on park resources and other visitors. It may require several weeks to review your request and render a decision. Requests for First Amendment permits will be processed in 2 business days.
3. A \$50 non-refundable application fee will be required, whether or not a permit is issued. If your request is approved, a \$100 administrative charge will be required to cover processing and reviewing expenses. An event supervisor may be required, at a cost of \$50/hour, depending on the scope and size of the proposed activity.
4. Payment of fees shall be completed with money order or bank draft only made to the NATIONAL PARK SERVICE.
5. If your request is approved, a certificate of insurance may be required showing you have general liability coverage in a minimum amount of \$300,000 (more for commercial photography and filming). The certificate must be written by a U.S. company and must name the US Government, National Park Service as an additional insured and include the park's address. We will need an original copy of this certificate for our files.
6. A performance deposit may also be required for your activity the amount of which will be determined from the information provided on the application. This deposit will be returned to you, upon completion of your activity, if all accrued costs have been paid, conditions have been met and park resources have not been damaged.
7. Please submit the completed application along with payment for the \$50 application fee to the Permits Coordinator at the address below. Credit cards are not accepted.

Permit Limitations – Inside the Castillos

The following limitations for events inside the Castillos were established in order to ensure the least impact to visitor services and experience and to maintain visitor safety and resource protection:

Events during operational hours – 9am to 6pm every day and 9am to 7pm on Tuesdays at Castillo San Cristóbal only

- These are restricted to one hour, with a maximum number of participants of 10 (Total party includes guests, support personnel, photographer, bride/groom...).
- Chairs, decorations, music, or any prop or work in support of the event are not allowed.
- Parking: not available in El Morro and limited spaces available on first come-first serve basis in Castillo San Cristóbal.
- The permit does not authorize the exclusive use of the area, park visitors will be allowed in the permit area.
- The permit may not be an exemption of the Entrance Fee, some participants may need to pay entrance fee if they enter the fort before and after the event.

Events after operational hours – 6:30pm to 8:30pm every day except on Tuesdays at Castillo San Cristóbal only

- These are restricted to no more than 2 hours starting at 6:30pm with a maximum number of participants of 200 (total party includes guests, support personnel, contractors, bride/groom...).
- Set up is restricted to start after Castillos are cleared.
- Music: String music only
- Illumination: required after dark for safety reasons.
- Levels open: El Morro- the 5th and 6th levels only; at San Cristóbal, the first level only
- Stage/fireworks: not authorized
- Parking at Castillo San Cristóbal: only 4 spaces available in Plaza Norzagaray and 20 or less in the visitors' parking lot
- Parking at Castillo San Felipe del Morro: None available
- Road Access at Castillo San Felipe del Morro: vehicle cargo limit of $\frac{3}{4}$ ton load capacity or lighter
- Ramp Access to Castillo San Cristóbal's main plaza: hand carts only

Other areas of the park are also available for events. Please contact permit coordinator for more information.

Events allowed in the park; cultural/educational events, wedding ceremonies, private tours, public assembly, commercial photography and filming.

Events not allowed in the park; cocktails, dinners, product launching, marketing campaigns, camping, or any other event which may pose undue risk to the resource, or may obstruct the visitors' ability to enjoy the park.

Permits will only be issued based on availability of personnel, other events scheduled, or on-going preservation projects.

Permits will not be issued for the following dates: Thanksgiving, Christmas, and New Year.

Special Park Use Permit Coordinator
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