

WEDDING CEREMONY PERMITS

The San Juan National Historic Site issues Special Park Use Permits for wedding ceremonies that take place within park boundaries.

A copy of the permit application can be obtained at the park's internet site at: www.nps.gov/saju; fill out the Special Event form and send it with a \$50.00 money order or bank draft only to the address in the permit. **This is only an application not a permit.**

Once the permit is reviewed the permittee will be called to sign the permit at which time the permittee must bring: (1) liability insurance with the Hold Harmless Agreement; (2) and cost recovery payment. Payment must be made in the form of a money order or bank draft.

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

If the interested party has a wedding coordinator, this is the person that needs to submit the Application Form and the person signing for the permit.

The park is presently reviewing applications up to the month of March 2008.

Note: Permits will not be issued for the following dates: Thanksgiving, Christmas, New Years (or the day before).

Permit Limitations – Inside the Forts

The following limitations/conditions were established in order to maintain the least amount of impact to visitor services and maintain safety:

Wedding ceremonies during operational hours (9:00am – 5:00pm) or (9:00am – 6:00pm)

- These are restricted to one hour, with a maximum number of participants of 10 (total party includes guests, support personnel, bride/groom).
- Chairs, decorations, music, or any function in support are not allowed.
- Parking: not available.
- The permit does not authorize the exclusive use of the area, park visitors will be allowed in the area.
- The permit is not an exemption of the Entrance Fee, all participants must pay entrance fee as they enter the fort.
- The following areas are restricted to operational hours only: Castillo San Felipe del Morro and grounds, and Castillo San Cristobal

Weeding ceremonies after operational hours

- These are restricted to one hour, between the hours of 6pm to 7pm (when closing is at 5pm) or 7pm to 8pm (when closing is at 6pm) , with a maximum number of participants of 200 (total party includes guests, support personnel, bride/groom).
- Set up is restricted to start after fort closes.
- Except on Mondays or when a park event or program is scheduled.
- Music: String music only
- Illumination: authorized
- Tarps/Stage/Food/ Beverages/Alcohol/Fireworks: none authorized
- Parking for guests is not available
- Parking Fort San Cristobal: only 10 slots are available at the upper parking lot
- Parking Fort San Felipe del Morro: None available
- Permittee will be required a liability insurance (see below).

LIABILITY INSURANCE

The insurance certificate must identify the permittee/and or company by name with their business address. If the Permittee uses a different company name, the relationship between the named insured company and the Permittee's company must be identified. Personal or homeowners liability insurance are not acceptable. An original certificate will be required, and failure to provide proof of proper insurance will be reason for denial of permit.

The insurance policy must contain the following elements: (1) Risk of loss. The permittee assumes all risk of loss of his/her property; (2) Damage to government property. The permittee has a duty to protect from injury and damage the land, property, resources, historic features and other interests of the government; (3) Indemnification and liability of the government. The permittee will comply with all applicable Federal, state, and local laws and regulations, as well as all permit conditions. In addition, the permittee will indemnify, defend, and hold the U.S. Government harmless for any violations incurred under any such laws and regulations or for any costs, damages, claims, liabilities or judgments arising from acts or omissions of the permittee in connection with the use and/or occupancy provided by a permit.

The permittee will obtain a liability insurance that covers the date, times, personnel, equipment agreed in the permit. Personal or homeowners liability insurance is not acceptable. The liability must be issued in the name of the person/company , support personnel the park must be additional insured:

United States Government
U.S. National Park Service
Norzagaray Street # 501
Old San Juan, Puerto Rico 00901
(787) 729-6960/6777

Evidence of Insurance: Photographers and video or film production companies must carry General Commercial Liability Insurance issued by a United States company. The insurance certificate must identify the production company by name and their business address. If the permittee uses a different company name, the relationship between the named insured company and the permittee's company must be identified.

SAN JUAN NATIONAL HISTORIC SITE

**National Park Service
U.S. Department of the Interior
San Juan Puerto Rico
Revised June, 2007**

Amount of Insurance: Personal Liability.....	\$300,000
Minimum Commercial Liability (still photography, small film/video projects).....	\$500,000
General Commercial Liability for video or film Production Companies.....	\$1,000,000
High Risk Activities	\$ 5,000,000 or more

Hold Harmless: The Permittee, by agreeing to this condition, assumes full responsibility when he/she signs the permit.

“ This Agreement is made upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this Agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

HOMELAND SECURITY

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.