

# NATIONAL PARK SERVICE NATIONAL CAPITAL REGION

## Requirements for Special Events Held on Parkland



NATIONAL PARK SERVICE  
National Capital Region

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## **Introduction**

Thank you for your interest in the National Parks in the Washington, DC area. The following information on requirements for special event permits applies to Federal parkland administered by National Park Service's National Capital Region in the District of Columbia and in Arlington, Fairfax, Loudoun, Prince William, and Stafford Counties and the City of Alexandria in Virginia and Prince Georges, Charles, Anne Arundel, and Montgomery Counties in Maryland.

Your National Parks are home to many unique and beautiful landscapes and open spaces that are frequently used venues for a variety of special activities such as cultural programs, picnics, wedding ceremonies, festivals, athletic events, and film and photography projects. Among all of these varied activities are "special events," which require a permit, and include sports events, pageants, celebrations, historical reenactments, entertainment, exhibitions, parades, fairs, festivals and similar activities by one or more persons the conduct of which has the effect, intent or propensity to draw a crowd or onlookers. This term does not include demonstrations. All special events require that you apply for and obtain a special event permit, issued only after the National Park Service determines that your proposed activity will not impair park values and resources and are consistent with Title 36 of the Code of Federal Regulations § 7.96(g)(5)(vi)<sup>1</sup>.

All special event applications must be accompanied by a \$50.00 payment to cover administrative costs in processing the application. This charge is a one time, non-refundable amount. Payment of application costs may be in the form of a check, money order, or credit card. No application will be processed unless: (1) the application processing payment is enclosed or (2) the application is for a use that has been determined to not be subject to cost recovery, such as a First Amendment activity.

The theme of your special event must be consistent with the mission of the park, whether the park is reasonably suited in terms of accessibility and size, and whether your proposed event is within our reasonable budgetary allocations. We will also consider whether the event is appropriate to the park area in which it is to be held, including consideration for possible damage and/or impairment to park property, facilities, plantings and landscape features, statues and monuments, and park values. Issuance of a permit is subject to the applicant's fulfillment of all applicable requirements.

These Special Event Requirements are intended to advise and alert applicants of various issues that we will be discussing with you as we process your application. Certain special events--that either involve extensive logistical set-up, or the erection, construction or placement of structures or equipment such as tents, stands, platforms or portable toilets, or where the sale or give-away of food is contemplated--will require us to address issues such as bonds, hold harmless agreements, insurance, and the proper and safe means to sell or give-away food. By working together with these issues early, we hope that your permitted special event will be safe, successful and enjoyable.

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<sup>1</sup> Authority: 16 USC 1, 3a, 9a; 36 CFR 1.6, 2.50, 7.96; NPS Management Policies (2006); NPS RM-53 Guidelines. The purpose of these Requirements is to set forth the National Capital Region construction of statutes and regulations regarding special events held on Federal parkland.

## **Part I. Requirements for Special Events Held on Parkland in the National Capital Region:**

### **1) Provision of Support by NPS:**

All costs of presentation of the event must be borne, in their entirety, by the Permittee. The National Park Service cannot provide logistical support items such as chairs, tents, portable toilets, and/or portable utilities and sound systems. If desired by an applicant, however, these support items may be rented from various commercial sources. If accessible park utilities (water or electricity) exist on site, these may be made available for a per-day fee for the duration of the event. The amount of the fee will be provided to the Permittee and incorporated into the bond.

Capacities of some of these existing systems are limited, and may not be sufficient to satisfy all the needs of the event. Only existing electric outlets may be used. Electrical control rooms and electrical boxes requiring modification before use during the event may not be used. Questions concerning available utilities should be directed to the park representative handling your permit, at contact number that we will provide to you.

### **2) Check-In and Out Procedures:**

It is the Permittee's responsibility to contact the NPS representative, at the park where the event is being held, at least 48 hours prior to the event, to schedule an appointment to meet on-site to discuss logistical set-up and other permit conditions. At this time, a time for a post-event site inspection should also be established.

### **3) Risk Management:**

The items listed below are general guidelines for all events. Based on the size and scope of your particular event, additional guidance will be provided to you during the planning stages. This includes:

- All pathways and roadways must remain open and unobstructed
- No open fires (cooking or otherwise) are permitted on parkland.
- Except when being driven on established public vehicular roadways: Logistical equipment and vehicles, including gas and electric carts, must not exceed 5-mph. All trucks with a GVW of over 7500 pounds, and equipment such as bucket trucks, platform lifts, forklifts, and cranes, must be accompanied by a walking spotter when moving or operating in an area accessible to the public.
- Propane may be permitted for purposes of cooking and/or heating, however, restrictions on the number and size of propane cylinders present on parkland will apply.
- For set-up and take down construction, work cannot exceed 10 hours per day. A request of a waiver for an extended day beyond the ten-hour period must be submitted in writing to the Superintendent for approval. The Permittee will be responsible for paying all personnel overtime charges related to the assignment of National Park Service employees and/or National Park Service contractors for monitoring set-up and take down construction.
- For events with significant equipment use during set-up and tear-down, the Permittee may be required to submit a risk management plan. *See the attached submittal timeline.*

### **4) Resource Protection:**

Existing natural and cultural resources, and landscape features, must be protected from damage or injury. Based on the size and scope of your event a number of additional conditions may apply, however, the following specific items should be noted for all activities:

- Stakes for tents, staging, towers, signs, or other structures can not be driven more than eighteen (18) inches into the ground, and must avoid all underground pipes and fixtures.
- In lieu of stakes, water filled ballast tanks must be used on any park hardscape surfaces, which include plazas and other areas comprised of asphalt, concrete, granite, wood, etc.
- No digging or trenching is permitted.
- No attachments may be made to existing landscape features, or pass through or be affixed to existing trees or other vegetation.
- No set-up of structures, or parking or operation of equipment, is permitted within any tree canopy (root zone) area. On the National Mall, set-up is permitted only within the center grass panels. As a condition of the permit, the Permittee may be required to install tree-protection fencing.
- In an effort to reduce impact to turf areas, the organizer/Permittee may be required to provide and install temporary equipment roadways, pedestrian walkways and/or tent flooring fabricated from commercially-available interlocking plastic composite materials, or other protective material if approved in advance by the NPS. Plywood is not considered to be effective for use as temporary walkway or equipment roadway and will not be approved. Based upon the specific layout of your event, your designated NPS representative can provide further guidance during your scheduled logistical meeting.
- Helium-filled balloons: Helium-filled balloons pose a danger to the health and safety of wildlife and create a litter problem. Therefore, no releases of helium-filled balloons into the atmosphere within a park will be authorized, except for research or planning purposes specifically authorized by permit. (NPS Management Policies 8.6.2.2)
- Glass containers: No glass containers are permitted on parkland.

#### 5) **Site Plan:**

If tents, stages, or any other type of structure are to be placed on parkland, stakes driven, or any other ground-disturbing activity conducted, a complete site plan must be submitted to the Superintendent at least thirty (30) days in advance of the opening day of the proposed special event. For large-scale events requiring major set-up, submittals must be provided a minimum of forty-five (45) days in advance. The site plan, drawn to a scale of 1 inch equals no more than 50 feet (please note that more complex set-ups may require more precise drawings), will clearly display all structures, including food, beverage and first-aid tents, sound and lighting towers, generators and cable runs, and security or crowd-control fencing. Large-scale structures, such as tents and towers, may require the submission of engineered drawings stamped by a structural engineer licensed in the United States. The site plan should be made available as soon as possible to allow for adjustments to site plan due to existing park conditions (utility lines, plantings, landscape features, etc.) and a more accurate estimate of the required bond. No construction or site work may begin without prior official approval. Please note that the Permittee assumes responsibility for assuring that the actual set-up accurately reflects that which has been submitted on the final site plan.

#### 6) **First Aid:**

Additionally, first-aid and emergency response systems should be organized by the Permittee. This includes any first aid tents, CPR/AED certified personnel, and necessary equipment. Events with larger crowds expected may need to collaborate with local EMT units for ambulance services and professional EMS staff on-site. It is recommended that you consider the guidelines of the District of Columbia Department of Fire & Emergency Medical Services (D. C. Fire &

EMS). The following guidelines, established according to the number of people anticipated at an event, will ensure that appropriate medical coverage is provided throughout the event:

1-1,999

You may rely on 911

2,000 – 9,999

You should have a fixed First Aid site with certified/licensed personnel, who will remain on site throughout the event.

10,000 – 20,000

You should have one fixed First Aid site with certified/licensed personnel who will remain on site throughout the event and a Basic Life Support Ambulance (licensed in the District of Columbia) who will transport patients to an appropriate medical facility.

20,000 – 30,000

You should have one fixed First Aid site with certified/licensed personnel who will remain on site throughout the event, a licensed Basic Life Support Ambulance and a Licensed Advanced Life Support Unit (D. C. Fire & EMS has the only certificate of need to provide on-scene paramedic services in the District of Columbia).

30,000 – 50,000

You should have two fixed First Aid sites with certified/licensed personnel who will remain on site throughout the event, two Basic Life Support Units and one Advanced Life Support Unit (both licensed in the District of Columbia).

50,000 – 60,000

You should have two fixed First Aid sites with certified/licensed personnel who will remain on site throughout the event, two Basic Life Support Units and two Advanced Life Support Units (both licensed in the District of Columbia).

Events exceeding 60,000 participants are required to also have emergency medical services personnel from D. C. Fire & EMS as well as the Department of Health on site for the appropriate provision of first aid and/or emergency medical services.

To ensure requirements for the provision of first aid and/or emergency medical services are met, please contact:

Department of Fire & Emergency Medical Services  
Emergency Medical Services-Special Events Coordinator  
(202) 673-3310

7) **Comfort Facilities:**

If attendance is expected to exceed the capacity of nearby NPS public comfort facilities, or if none exist in or near the requested park area, the Permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance. The general guideline is a minimum of one (1) portable toilet per three hundred (300) people, of which at least twenty

percent (20%) must be handicapped accessible. If portable toilets are determined necessary, a copy of the Permittees contract for their provision must be submitted to the Superintendent at least fourteen (14) days in advance of the opening day of the event.

#### 8) **Use of Generators:**

The Permittee may provide a generator and/or battery or solar operated equipment for electrical power. Generally, all generator re-fueling must take place off of parkland. For larger events, on-site refueling may be permitted, but will only be allowed between the hours of 5:00 am and 8:00 am on dates agreed upon in advance, in writing, by the Permittee and the National Park Service Ranger assigned to your event. No storage of fuels is allowed on National Park Service property.

At a minimum, the following materials must be placed on the ground underneath the generator to protect the underlying surfaces from potential weight and vibration damage and fluid leakage:

- ¾" plywood, or other material as agreed to in advance by the National Park Service
  - Plastic fuel impermeable tarp on the plywood
  - Absorbent material on top of tarp
  - Drip pan under fueling nozzle
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- The Permittee will be responsible for any damage to park resources resulting from the refueling.
  - Load-in of the generators must be coordinated with the National Park Service Ranger assigned to your activity.
  - To reduce the potential for accidental contact, generators must be enclosed with a perimeter security fence at least three (3) feet in height.
  - The spillage of deleterious substances such as engine oil, gasoline, etc. is prohibited. In the event of such an occurrence, the District of Columbia Fire Department, must be called immediately, by dialing the 911 emergency number, followed by a call to United States Park Police dispatch at (202) 619-7310. Corrective action will be taken in accordance with applicable Environmental Protection Agency (EPA) Hazardous Material Guidelines.
  - To help eliminate potential safety hazards, mats and/or high-visibility cable and cord protection devices must cover all extension cords and speaker wiring. When used for crossing of roadways or pathways, these devices must meet applicable ADA Standards. All wiring and connectors must be in good condition, of sufficient gauge to accommodate the electrical load of the equipment and must be properly grounded.

#### 9) **Delivery of Materials and Parking:**

Vehicles may not be driven on turf, or parked on any turf areas, without prior approval of the Superintendent, or other authorized NPS official. Permission may be granted to allow a limited number of vehicles to transport materials and equipment too heavy to hand-carry. No vehicles shall be driven on the turf within 48 hours following substantial rainfall, or if ground is determined by the NPS to be too soft to allow vehicular travel without incurring damage.

The Permittee shall be responsible for contacting the Division of Maintenance, at a contact number that we will provide, prior to beginning any set-up on parkland.

Parking: Parking is usually limited to areas open to the general public. In some cases a limited number of parking permits for vehicles required for logistical support may be obtained from the Division of Park Programs. Requests for parking passes should be addressed during planning meetings, or through the Park Ranger handling your event application.

**10) Transportation:**

Consistent with long-standing NPS policy, event organizers must address the requirements which their events may impose on public transportation systems and, when events involve very large numbers of visitors or unusual times, ensure that these needs have been coordinated with the Washington Metropolitan Area Transit Authority. This may involve organizers meeting with METRO representatives separately or during your NPS planning meeting. For further guidance, organizers may contact Mr. Clement Nedd at METRO directly by calling (202) 962-1258.

**11) Signs and Advertising:**

NPS regulations generally prohibit Federal parkland from being used for business solicitation or for the advertisement or promotion of commercial brands, products, and services. As such, no commercial notices and advertisements shall be placed, posted, or distributed at the event. Further, no structures representing commercial products, or models or replications of commercial products or merchandise may be displayed.

Further, consistent with long-standing NPS policy now under Public Law 108-108, Title I, § 145, special event permits will expressly prohibit the erection, placement, or use of structures and signs bearing commercial advertising. However, a permit may be issued that authorizes the recognition of sponsors of special events, if the NPS determines that the size and form of the recognition is consistent with the special nature and sanctity of the National Mall or any other requested park area, and if the lettering or design identifying the sponsor is no larger than one-third the size of the lettering or design identifying the special event. Further, to the maximum extent practicable for such special events, public use of and access to the National Mall and other parkland is not to be restricted.

The Permittee shall submit a sign plan for NPS review and approval. Any request seeking NPS approval for sponsor recognition must be submitted to the NPS at least thirty (30) days prior to the proposed event, and be depicted on the sign plan. If approved by the NPS, sponsor recognition will be authorized within the terms of the special event permit. Authorized sponsor recognition must be in keeping with NPS policy, regulations, and law, and be appropriate to the scale and theme of the special event. Further, the overall size, number, and design of any signs or banners shall be appropriate to the park setting and the lettering or design identifying the sponsor must be no larger than one-third the size of the lettering or design identifying the special event. Signs and banners may not be affixed to existing trees or other NPS facilities or structures.

Soliciting personal information such as names, addresses, telephone numbers, zip codes, etc., or any other such information which may be used for future solicitation or marketing purposes, is strictly prohibited.

The distribution or give-away of a commercial product may be allowed, if it is something that may be consumed at the event site such as pre-packaged juices or popcorn.



Organizers are expected to share information regarding the NPS restrictions governing the scope of the sponsor's participation in the event, and permissible means of recognition of the contribution. To avoid confusion, a separate meeting between the National Park Service and representatives of any corporate or commercial sponsors involved in events may be necessary. This meeting will detail any requirements and restrictions governing the scope of the sponsor's participation in the event, and permissible means of recognition of the contribution to the event. The permit will include the sign plan as approved by the Superintendent.

**12) On-Site Supervision and Security:**

At any permitted special event, an authorized NPS official(s) may be assigned for on-site supervision each day of the event. In addition, United States Park Police officers may also be assigned to provide for public safety. All reasonable instructions given by authorized NPS or United States Park Police personnel must be obeyed promptly. Failure to comply with all the terms and conditions of the Special Event Permit may constitute grounds for revocation of the permit and immediate termination of the event, or citation against the violator.

Continual Presence: Beginning with event set-up, and continuing throughout the permit term until tear-down is completed, the Permittee is responsible for ensuring that no equipment or materials are left unattended at any time, including overnight. This can be accomplished by providing qualified persons from the Permittees organization, by contracting with a commercial security firm, or by making prior arrangements with the United States Park Police for their services. Please note that only the United States Park Police are authorized to carry firearms on Parkland; all other security personnel must be unarmed.

**13) Cost Recovery:**

In the event that the NPS determines that it is necessary, a Permittee shall provide funds (in the form of a certified check or money order made payable to the National Park Service, irrevocable letter of credit, or cash) to cover costs incurred when NPS employees are required to work for event monitoring, for any needed site restoration following the event, and any other costs resulting from the special event. The Superintendent will determine the appropriate cost recovery amount, but in any event, the minimum amount will be \$1,000 per day for the duration of the event and may increase, depending on the size and scope of the event. Cost recovery funds must be furnished to the Superintendent at least fourteen (14) days in advance of the opening date of the event.

There may be additional charges assessed by the United States Park Police for officers assigned to the event to provide for public safety. These charges are not covered by the NPS cost recovery funds, and are payable directly to the United States Park Police following the Permittees' receipt of a letter from the United States Park Police Special Forces Branch.

Computation of Cost and Return of Cost Recovery Funds: All cost recovery monies received in the form of certified check, money order, an irrevocable letter of credit, or

cash, will be deposited to the United States Treasury within three (3) business days of receipt. A damage assessment will be made immediately following the close of the event. Accounting of charges incurred as a result of the event will be completed by the park within thirty (30) days following the close of the event. Any costs accruing to the National Park Service will be itemized and deducted from the cost recovery funds. Any remaining balance will be returned to the Permittee/sponsor, through electronic mail. If necessary, a Bill for Collection for costs in excess of the original cost recovery funds provided will be issued to the Permittee. In the case of an irrevocable letter of credit, accountable charges will be billed within thirty (30) days, and a release issued. Also at this time, an itemized accounting of charges will be sent to the Permittee.

Prior to the release of a Permittee's cost recovery fund balance, a close-out walk through with the Permittee will be scheduled to determine any unbudgeted National Park Service and resource damage costs to be drawn from the established bond. This walk-through must be completed before set-up for any other permitted groups activities begins.

**14) Liability Insurance and Hold Harmless Agreement:**

Depending on the size and scope of the proposed event, and the filing status of the applicant or organization, the following will apply as conditions of the permit:

Non-governmental/Commercial/ or Private entities (Hold Harmless Agreement)

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.

Non-governmental/Commercial/ or Private entities (Liability Insurance Requirement)

Permittee/sponsor shall procure public and employee liability insurance from a responsible company or companies with a minimum limitation of One Million Dollars (\$1,000,000) per person for any one claim, and an aggregated limitation of Three Million Dollars (\$3,000,000) for any number of claims arising from any one incident<sup>2</sup>. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk

- Pay the United States the full value for all negative impacts to the lands or other property of the United States caused by the said person or organization, its representatives, or employees.

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<sup>2</sup> Small scale events and activities which don't involve significant set-up or the potential for negative impacts to park resources or values may be relieved of this requirement.

- Indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any omission or activity of the said person or organization, its representatives, or employees.

#### State/Local Government Indemnification

The Permittee shall indemnify, save, and hold harmless and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of or from any omission or activity of the Permittee, or its employees to the extent allowable under law.

#### State/Local Government Subcontractors (Liability Insurance Requirement)

To the extent that work undertaken on National Park Service property is performed by other than the Permittees employees, the Permittee shall require such person or corporation to:

- Procure public and employee liability insurance from a responsible company or companies with a minimum limitation of One Million Dollars (\$1,000,000) per person for any one claim, and an aggregated limitation of Three Million Dollars (\$3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk
- Pay the United States the full value for all negative impacts to the lands or other property of the United States caused by the said person or organization, its representatives, or employees.
- Indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any omission or activity of the said person or organization, its representatives, or employees.

The Permittee/sponsor must furnish documented evidence of the above insurance coverage to the Superintendent at least fourteen (14) days in advance of the opening date of the event. Proof of liability coverage shall be in the form of a certificate, policy rider or binder and shall include the United States Government as an additional named insured. If the special event occurs on parkland like the National Mall, which is administered by National Mall & Memorial Parks, the certificate holder will be identified as:

Superintendent  
National Park Service  
National Mall & Memorial Parks  
900 Ohio Drive, S.W.  
Washington, D.C. 20024-2000

If the special event occurs on parkland administered by another park, then the certificate holder shall be identified by listing that park's Superintendent and address, which will be provided by us to you.

15) **Display of Cultural Arts and Crafts:**

Arts and crafts, and their respective traditional methods of manufacture, may be displayed as part of a special event, but the item may neither be sold nor its price displayed. Displaying unapproved arts and crafts is also prohibited.

16) **Alcoholic beverages:**

The possession and consumption of alcoholic beverages is generally prohibited, except as authorized by an official permit issued by the Superintendent, or in Superintendent-designated park areas located adjacent to concession facilities authorized to sell alcohol. This does not apply to containers of alcoholic beverages properly stored in compliance of 36 CFR 4.14.

17) **Sale of Food and Culturally Expressive Food:**

A) **Sales of Food by the NPS Concessioner**

Sale of food or merchandise must be provided only within the framework of the Concessions Policy Act (Public Law 105-391) and any Concession Contracts issued under the Act. Under the authority of this Act, the National Park Service has entered into contracts with professional concessioners that currently provide food, souvenir and merchandise services to visitors on parklands in the National Capital Region. Arrangements necessary to the event that require the sale of foods or beverages must be provided by these contracted concessioners.

For events requiring these concessioner services for food provision, the Permittee and concessioner must work cooperatively to incorporate additional temporary food service locations into the final site plan. The final site plan, when submitted, shall include a document signed by both the Permittee and concessioner indicating mutual agreement as to the size and location of all temporary food service facilities.

B) **Presentation of Culture through Food**

There is one exception that allows the sale of culturally-expressive foods at activities conducted pursuant to a special event permit, but only if the sale of such foods directly supports the theme of the event, and if the conditions under which the foods are prepared and handled conforms to strictly enforced Public Health standards and requirements.

As related to special events, culturally-expressive foods are defined as those that illustrate or represent the common heritage, cultural traditions, and ideologies of a specific group, geographic region, society or nationality. Foods and beverages classified as culturally-expressive must be prepared using traditional recipes, ingredients and methods of preparation characteristic of the culture represented. Commercially prepared pre-packaged foods and beverages do not meet the test of being traditional, and are therefore prohibited. Further, since the purpose of the event is to develop appreciation for the particular culture's traditions and lifestyle, it is inappropriate to introduce items that do not support the cultural theme of the event. For example: Asian foods may not be provided for a Latin-American cultural event, nor may Latin-American foods be provided for an event depicting the Asian cultural heritage.

The interpretation should include the history and relevance of the dish, how it is prepared, including both ingredients and techniques, the availability of the ingredients in the local area, how this affects the dish, and any other information that will help the visitor understand why this is food is being served as part of the Culturally Expressive Food portion of your event.

To protect the health of the general public, any foods prepared off-site must be prepared in an establishment with current state or local Public Health Service certification. **Each on-site food vending booth or operation must be supervised by at least one state or local Public Health Service-approved, certified food handling supervisor, at all times during the preparation and sale of the food items.** Documentation of the on-site supervisor's Public Health or local regulatory agency food-handling certification is required.

Fully Completed menus, including lists of ingredients, **must be submitted at least seventy (70) days in advance of the event. Food service applications submitted less than seventy (70) days before the event will not be accepted.** Documentation of the appropriate Public Health, or local regulatory agency licenses, is required, and must accompany the menus and lists of ingredients described above.

#### 18) **Sales of Other Items:**

No items may be sold or offered for sale except for books, newspapers, leaflets, pamphlets, buttons and bumper stickers, which contain a message related to your event. No other merchandise may be sold or offered for sale.

Items *not* permitted for sale include T-shirts, posters, patches, jewelry, hats, license plates, coffee and drink mugs, flags, records, compact disks and tapes, photographs, and decals. (This list is not inclusive, but is representative of those items most often erroneously sought to be sold.)

A stand or structure used for the sale of such permitted items may not exceed one table per site, which may be no larger than 2 ½ feet by 8 feet or 4 feet by 4 feet. The dimensions of the sales site may not exceed 6 feet wide by 15 feet long by 6 feet high.

#### 19) **Media:**

News coverage of the event is allowed without additional permits unless significant additional equipment set-up, which is not depicted on the Permittees site plan, is involved. Arrangements for press and broadcast media coverage of the event must be made at least seven (7) days before the opening day of the event. Commercial taping or filming requires a permit from the Superintendent. Contact the Division of Park Programs at (202) 619-7225 for information on obtaining an application for filming or photography.

**20) General Timelines and Submittals:**

If you have questions or need additional information, please contact the Division of Park Programs at (202) 619-7225 prior to submitting any of the documentation listed below.

**At least seventy (70) days before opening day of special event: if applicable:**

**Application for Temporary Cultural Food Service Vending Permit (Appendix D)**

- Proposed Temporary Cultural Food Menu
- Documentation of food handling qualifications
- Written interpretive component explaining cultural significance of menu items

**At least thirty (30) days (forty-five (45) days for large events) before opening day of special event:**

- Site plan (if applicable)
- Sign plan (if applicable)
- Risk Management Plan (outlining equipment set-up, equipment operation, materials storage and handling, fire protection, property and personnel protection).

**At least (14) days before opening day special event:**

- Portable toilet contract (if applicable)
- Evidence of liability Insurance coverage
- Cost recovery funds
- W-9 form
- Electronic mail form

**At least seven (7) days before beginning of set-up of special event:**

- Application for permits for media/photographic coverage (if applicable)
- Contact park representative regarding utility location marking and/or for-fee use of existing park-owned utilities.
- Contact utility company for marking and/or use of non-park owned utilities.

**At least forty-eight (48) hours prior to set-up:**

- Contact park representative to set up pre-event and post-event walk-through.

**Prior to beginning set-up:**

- In case of significant rainfall or inclement weather conditions, contact designated park representative to determine site conditions and accessibility.