



## **INDEPENDENCE NATIONAL HISTORICAL PARK Commercial Filming, Photography & Sound Recording Permit Application Guidelines and Fees**

The National Park Service (NPS) is mandated to protect all resources, *"to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations"* (16 U.S.C. 1). For this purpose the Department of the Interior has developed policies to govern filming, photography and sound recordings in National Parks.

Under the guidance of the Director of the National Park Service (DO/RM-53), all NPS units have direct authority and responsibility to manage, permit and/or deny filming, photography and sound recordings in ways consistent with park management and missions. While Independence National Historical Park offers unparalleled historic and educational filming and photographic opportunities, these activities are subject to certain restrictions and considerations and require close supervision in the interest of protecting the park's rare and delicate resources, while ensuring visitor experiences are not impacted.

### **FILMING APPLICATION**

**All applications for Commercial Filming permits must be received at least two weeks in advance of requested date. No exceptions.**

**Please note that all requests to film the interior of the historic buildings must have a meaningful and accurate association with the historic resource or contribute to the public understanding and appreciation of the historic resource.**

**Commercial filming is not permitted within park buildings during regular business hours.**

**It is prohibited to charge an admission fee to participate in a commercial filming or still photography activity.**

The enclosed Filming Application must be completed **in full detail** and returned to the Special Events Coordinator. Please fill out completely with as much detail as possible to avoid processing delays. The information on the application will be used by the Special Events Coordinator to evaluate the impact of the proposed activity on park resources and visitors.

You may want to use information, maps and photos on the park's website at <http://www.nps.gov/INDE> when planning your shoot.

A completed application package consists of:

1. Completed and signed application form
2. Non-refundable processing fee
3. Location fees
4. Certificate of Insurance as outlined below

The applicant agrees to carry a general liability insurance policy against claims occasioned by the action or omissions of the applicant, their agents and employees in carrying out the requested activities and operations. Such insurance shall be in the amount of \$1,000,000.00 unless otherwise specified. The *Certificate Holder* on the policy must read as follows: *United States of America, Independence National Historical Park, 143 South Third St., Philadelphia, PA 19106.*

## COMMERCIAL FILM AND PHOTOGRAPHY NON-REFUNDABLE PROCESSING FEES

<b>Student filming/photography</b>	<b>\$25.00</b>
Involves 10 or fewer total cast and crew Requires less than one day to complete Is part of an education program and applicant has supplied description on school letterhead Does not require supervision by park staff	
<b>Category I filming/photography</b>	<b>\$75.00</b>
Exteriors only, does not require access to closed areas Does not require filming supervision by park staff Involves 10 or fewer total cast and crew Requires less than 4 hours to complete	
<b>Category II filming/photography</b>	<b>\$150.00</b>
Building interiors, publicly accessible spaces Requires supervision by park staff Does not require access to areas typically closed to the public Involves 10 or fewer total cast and crew Requires less than 4 hours to complete	
<b>Category III filming/photography</b>	<b>\$300.00</b>
Requires access to closed areas Requires supervision by park staff Involves 1-30 total cast and crew May require up to 8 hours to complete	
<b>Feature filming</b>	<b>\$1,000.00</b>
Requires project review Requires night filming Limits or alters public access Requires advance notice to the public (warning signs) Requires traffic control (intermittent closures or detours) Requires filming supervision by park staff Involves 30 or more total cast and crew Requires large vehicles, including generator trucks, trailers, grip trucks, motor homes, etc.	

## LOCATION FEES

Commercial Filming and still photography permits are subject to the following location fee schedule:

### Motion Picture/Videos

1-2 people: camera and tripod only	\$0/day
1-10 people:	\$150.00/day
11-30 people:	\$250.00/day
31-49 people:	\$500.00/day
Over 49 people:	\$750.00/day

### Still Photography

1-10 people:	\$50.00/day
11-30 people:	\$150.00/day
Over 30 people:	\$250.00/day

**National Park Service**  
**Independence National Historical Park**  
**Special Events Office**  
 143 S. 3<sup>rd</sup> St. Philadelphia, PA 19106  
 Phone: 215-597-9205 Fax: 215-597-0042  
 Email: Andrew\_McDougall@nps.gov



**Application for Special Use Permit**  
**Commercial Filming/Still Photography**

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow AT LEAST fourteen (14) days for processing. A non-refundable processing fee should accompany this application, please refer to the commercial filming fee schedule to determine the application fee. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability insurance naming United States of America as also insured.

**Enter either a social security number OR a tax ID number: we do not require both.**

Applicant Name:	Applicant Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax #:
Email:	Email:
Project name:	Telephone #:
Location manager:	Cell phone #:
	Email:

**TYPE OF PROJECT:** Still photography    video/motion picture/film

**Detailed description of onsite activities:** (attach additional pages as necessary)

**LOCATION SCHEDULE:**

Each date and each location must have an individual entry – use additional pages as necessary.

DATE	LOCATION	Start Time	End Time	Interior or Exterior	Activity: Set-Up/ Film / Non-Filming /Breakdown	# of cast & crew*

\*number in this column should include all individuals present at the location

Talent comprises anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessioner staff, etc.

Do you intend to utilize talent? Yes No

If yes, provide a full description of who they are and how they will be utilized:

Description of equipment including backdrops, sets, props, etc., to be added to or constructed on park lands:

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**ELECTRICAL REQUIREMENTS:** (explain) \_\_\_\_\_

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Generator(s): No Yes, quantity \_\_\_\_\_ size \_\_\_\_\_

Lighting: None Reflectors only Yes

Explain: \_\_\_\_\_

Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

Road closure requested? No Yes

Driving shots Drive-bys Tow shots Drive-ups & Away Wet down road

Camera/Equipment on Road Shoulder Camera/Equipment on median Other (explain)

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**CAMERAS** (check all that apply)

Hand \_\_\_ Tripod\_\_\_ Dolly\_\_\_ Dolly w/track footage \_\_\_ Crane or jib arm \_\_\_ Arm footage \_\_\_

Portable crane\_\_\_ Car mount \_\_\_ Camera car, shot maker, or process trailer \_\_\_

**OPERATIONAL INFORMATION:**

**Vehicles:**

**Number of** Cars, SUVs or light pick-up trucks \_\_\_\_\_

**Number of Vehicles** greater than a 10,000 lbs. (class 3 or higher)\_\_\_\_\_

**NOTE:** Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs. There is no parking available in the park. All street parking and closures must be approved by the City of Philadelphia.

**BASE CAMP LOCATION:** (attach diagram): \_\_\_\_\_

**SPECIAL ACTIVITIES**

**INVOLVEMENT OF MINORS:**

Children: None Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

**LIVESTOCK and/or TRAINED ANIMALS:**

Number and type of animal: \_\_\_\_\_ Manner of transportation: \_\_\_\_\_

Staging/corralling needs (attach plan if necessary):\_\_\_\_\_

**AIRCRAFT:** No Yes (explain)

**NOTE:** All aircraft use over park lands should be listed. Landings must be specifically requested and approved as a condition of your permit.

**SPECIAL EFFECTS (including weapons, pyrotechnics, etc):** No Yes (identify)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

**STUNTS:** No Yes (explain)

Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Any other unusual or hazardous activities? No Yes (explain)

Have you physically visited the requested area? Y N

**When answering yes to any of the following questions, provide additional information:**

Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity Y N

Have you had previous permits from the National Park Service? Y N

Have you ever been denied a permit or had a permit revoked? Y N

Have you forfeited a bond or other security for filming on Federal lands? Y N

Are there any pending investigations against you which involve a commercial filming permit Y N

Do you plan to advertise or issue a press release about this activity? Y N

Do you anticipate any security concerns? If yes, explain. Y N

**You are encouraged to attach additional pages with information useful in evaluating your permit request including:** story boards or scripts, set construction, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, use of any building and site clean-up.

**PROJECT ADMINISTRATION:**

Are you applying for this permit on behalf of another person or company? Y N

If yes, provide a full description (including contact information) of all other individuals/companies involved with this project (attach additional sheets if needed):

**CONTACTS:**

**Person on location responsible for adherence to all terms & conditions of the permit:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person on location responsible for coordinating activities with the NPS:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person at the company office to contact for follow up information and billing:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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** \_\_\_\_\_

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**Note:** this is an application only, and does not serve as permission to conduct special activity in the park. The 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 check or money order made payable to Independence National Historical Park. Refer to the Commercial Filming Fee Schedule to determine the application fee. Credit card payments cannot be accepted. Application and administrative charges are non-refundable. This completed application should be mailed to the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent.

**Notice to Customers Making Payment by Personal Check:** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

## 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 in 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 for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement:** We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 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 Information Collection Clearance Officer, National Park Service, 1849 C Street NW (1237), Washington, D.C. 20240.

Title 18 U.S.C. Section 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.