



**National Park Service**  
**U.S. Department of the Interior**

Colonial National Historical Park  
P.O. Box 210  
Yorktown, VA 23690

757-856-1210 phone  
757-898-6025 fax  
[www.nps.gov/colo](http://www.nps.gov/colo)

## Information for Special Use Permits

“Special Use Permits” are required at Colonial National Historical Park for any planned activity that requires the use of any portion of the park for a specific date or time, or which is scheduled to attract a group of participants. Specific regulations for special events apply to all areas of the National Park System, and are intended to insure that the event is not in derogation of the values for which the park was created, does not impair park resources or interfere with the use of the park by the general public. To insure that those regulations are met, the park is required to carefully examine every request for a special use permit. The authorization of a Special Use Permit is a discretionary authority of the park superintendent.

### Special Events

Special events—such as sports, pageants, regattas, public spectator attractions, entertainment, ceremonies, and encampments—may be permitted by the superintendent when (1) there is a meaningful association between the park area and the event, and (2) the event will contribute to visitor understanding of the significance of the park area. The National Park Service will not permit the staging of an event in an area that is open to the public, or the closure of an area that is open to the public, when the event

- is conducted primarily for the material or financial benefit of a for-profit entity; or
- awards participants an appearance fee or prizes of more than nominal value; or
- requires in-park advertising or publicity (unless the event is co-sponsored by the Service); or
- charges a separate public admission fee

To ensure public health and safety, there are stringent regulations concerning any type of food or beverage service on National Park Service property. Any permit application for an activity that will include food or beverage service must have that information provided on the application. A copy of the specific regulations will be provided.

Some activities may also require separate permits or approval from other agencies, such as the Virginia Department of Transportation or county or municipal agencies. It is the responsibility of the permittee to obtain the necessary permits.

Some activities may also require separate permits or approval from other agencies, such as the State Highway Department or state, county, or local law enforcement agencies. The park permit will try to identify those requirements. However, it is the responsibility of the permittee to obtain the necessary permits.

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#### EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

## Costs

A nonrefundable application fee of \$150.00 must accompany all permit applications. Permittees may be responsible for payment of additional administrative costs and other management costs associated with the activity, including monitoring, equipment costs, etc. A use fee may also be required to cover utility or other costs for special use of park buildings or other facilities. An estimate of any additional costs will be provided to the applicant prior to the activity as part of the permit. Permittees may be required to obtain liability insurance, and may also be required to post a bond to cover clean-up or repair costs that could result from the activity.

Permittees will be billed for any direct costs incurred by the National Park Service because of the event. Staff time for park employees should be budgeted at \$75.00 per hour, but actual costs will be billed.

## Special Use Permits Application Process

Following are the procedures for processing a request for a special use permit at Colonial National Historical Park. The fees described are authorized by 16 USC 3a and will help to reimburse the park for costs associated with management of special park uses. To allow sufficient time for review and processing, applications should be submitted **at least 30 days prior to the event**. An application may be submitted up to one year in advance.

There is a **nonrefundable application fee of \$150.00** that must accompany all applications for a special use permit. A check or money order made payable to the National Park Service must be submitted at the time of application. Additional administrative and/or management costs may also be assessed. The applicant will be notified of any additional charges prior to the issuance of the permit.

1. At least 30 days prior to the scheduled event, the applicant completes the attached “Application for a Special Use Permit” and returns it, along with the \$150.00 application fee to:

Law Enforcement Division  
Colonial National Historical Park  
P.O. Box 210  
Yorktown, VA 23690

2. Permit application is reviewed by park management. The application fee (\$150.00) described above includes up to one hour of cumulative staff time for review of the application and preparation of the permit. Additional staff time required in the pre-permit stage will be charged to the permittee as an administrative cost.
3. If the application is approved, the applicant will receive permit conditions along with the permit form. The permittee will also be notified of any additional administrative costs and admission fees with instructions about how and when those fees must be paid. If there are additional costs associated with management of the permit (monitoring costs, event support, equipment costs, etc.), they will be estimated on the permit form and/or cover letter and billed to the permittee following the event. A performance bond, insurance certificate or copies of local government permits may also be required.

If the application is not approved, the applicant will be notified in writing with reasons for denial. The permit fee is **NOT** refundable.

4. The applicant reviews the permit and conditions. Permit questions should be addressed with the Law Enforcement Division at (757) 856-1210. If there are no questions and the applicant agrees to abide by all permit conditions as identified, the permit is signed and returned to the Law Enforcement Division at the above address, along with payment of any administrative fees identified on the permit.
5. When the permit (signed by the applicant), all necessary documents and the appropriate payments are received in the park, the Superintendent will authorize the permit. The permit and original signatures will be sent to the permittee. The event or activity may not begin until all required documents have been received by the Law Enforcement Division.