

News/Filming/Recording Guidelines for the John Brown 150th Commemoration October 2009

Harpers Ferry National Historical Park wishes to extend every consideration to those wishing to film, tape, or photograph the John Brown Sesquicentennial. The Park reserves the right to reject requests that are not compatible with its mission, would interfere with the visitor's experience, create safety issues or put undue burden on Park property or staff. Preference is given to documentary, news, and educational projects.

Fees

A \$50.00 permit fee is charged for commercial filming and photography. Filming and photography requests with crews up to 2 people are not subject to location fees, however crews of 3 or more people are assessed location fees at the following rates.

<u>Filming</u>	<u>Still Photography</u>
3-10 people \$150/day	3-10 people \$50.00/day
11-30 people \$250/day	11-30 people \$150.00/day

Additional cost recovery charges may be assessed if filming is requested beyond the scheduled hours of the event or if special consideration for filming is requested.

To assure protection of the parks' cultural, historic and natural resources, all commercial photography/filming and recording requests involving the use of NPS lands must be approved through a permitting process initiated through the Park Superintendent or his/her representative.

Tools for management and enforcement of the permitting system can be found in Director's Order #53, RM-53 Special Park Uses, National Park Service Management Policies and Title 36, Part 5.5 and Title 43, Part 5 of the Code of Federal Regulations.

The Superintendent or his/her designated representative has the authority to determine when a permit for filming will be issued.

Here is a link to our film permit:

<http://data2.itc.nps.gov/parks/hafe/ppdocuments/10-931-filming-short-form.pdf>

Specific Guidelines

Filming activity must not disrupt normal visitor use and enjoyment of the park.

Film crews, photographers and news media must display identification and credentials at all times while in the park.

Please review the attached schedule of events and identify which events you intend to film or cover.

Identify specific interviews, if any, you wish to film, so they can be scheduled as time permits.

Written releases from presenters, speakers and performers must be obtained prior to the event by the organization conducting the filming, videotaping, photography or recording. These forms must be presented prior to filming.

A copy of the completed permit/agreement must be carried on-site at all times during filming activities and must be presented upon request to any authorized park personnel.

Photographers and technicians are to take full responsibility for all of their equipment. The park will not store equipment for you.

You are responsible for your electrical needs. Generators that interfere with presentations are not permitted.

An unloading area for equipment will be established, however due to parking limitations, media parking will be located with regular visitor parking. Please be prepared to unload your equipment and then move your vehicle or carry your equipment to the site.

Please review all guidelines closely. We understand the ever-changing demands of the news media and appreciate your coverage of this event. If possible, please notify the person below ahead of time if you plan to cover this event.

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