



United States Department of Interior

National Park Service
Joshua Tree National Park
74485 National Park Drive
Twentynine Palms, CA 92277-3597

PROCEDURES FOR ACQUIRING A FILMING OR PHOTOGRAPHY PERMIT AT JOSHUA TREE NATIONAL PARK

1. Please review these procedures for completing the application.
The **Short** form application is for simple film/photo shoots consisting of **not more than 10 people**.
The **Long** form application is for crews of **11 or more people or any shoot requiring set construction, road shots, generators, caterers, or special activities**.
2. A Special Park Use Permit for commercial film or photography requires the following costs:
 - a. \$120 **non-refundable** application cost
 - b. \$195 processing cost (non-refundable if a permit application is processed)
 - c. In most cases a minimum of \$100 monitor cost (2 hours on-scene scouting/monitoring)
3. With most film and photo permits a security deposit will be required. The amount of the deposit, ranging from \$1,000 to \$5,000, will be based on the complexity or size of the shoot. ***This deposit must be in the form of a cashier's check or Money Order.*** The deposit will be returned after all conditions of the permit have been fulfilled and all financial responsibilities have been met. Checks should be made to the payment of: **National Park Service**.
3. As of May 15, 2006 the National Park Service (NPS) has been directed by Congress to collect a fee to provide a fair return to the United States for the use of park lands. A film crew of one or two people, with camera and tripod only, is not charged this location fee. The following NPS fee schedule applies:

| Commercial Filming / Videos | | Still Photography | |
|------------------------------------|-----------|---------------------|-----------|
| 1 - 2 people, camera & tripod only | \$0/day | | |
| 1 -10 people | \$150/day | 1-10 people | \$50/day |
| 11- 30 people | \$250/day | 11-30 people | \$150/day |
| 31-49 people | \$500/day | More than 30 people | \$250/day |
| 50 or more people | \$750/day | | |

5. An original Certificate of Insurance (min. \$1 million per occurrence) is required.
The *additional insured* must be named as follows:

United States of America
Joshua Tree National Park
Special Park Use Department
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6. The special programs ranger reviews applications on a first come first served basis and notifies the applicant if the complexity of the shoot requires any additional conditions or revisions to the normal permit process. Simple shoots will be processed generally in three to five working days. Complex shoots could take up to 120 working days.
7. In most cases, film permits will be issued by appointment only at the Special Programs Office, Park Headquarters in Twentynine Palms, California **prior to filming**.

(NPS Form 10-932)
 (OMB No. 1024-0026)
 (NEW 10/00)
 (Expires 3/31/2010)

National Park Service
Joshua Tree National Park
74485 National Park Drive
Twentynine Palms, CA 92277-3597
(760) 367-5545 office



Application for Commercial Filming/Still Photography Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** four (4) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. 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 the United States as also insured.

| | |
|----------------------|----------------------|
| Applicant: | Company: |
| Social Security #: | Tax ID #: |
| Street/Address: | Street/Address: |
| City/State/Zip Code: | City/State/Zip Code: |
| Telephone #: | Telephone #: |
| Cell phone #: | Cell phone #: |
| Fax #: | Fax #: |
| E-mail: | E-mail: |

| | |
|-------------------|--------------------|
| Project name: | Producer: |
| Location manager: | Photographer: |
| Telephone #: | Director: |
| Cell phone #: | Insurance company: |
| E-mail: | |

TYPE OF PROJECT: Stills, editorial Stills, advertising stills, other stock photo/video/film
 Feature Film /TV Movie TV Series/Pilot Documentary/Travelogue Commercial
 Music Video Infomercial Industrial Public Service Announcement
 Other, explain _____

Will there be sound recording Yes No Night work: No Yes, explain

Detailed description of on-site activities _____

Talent comprise 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:

LOCATION SCHEDULE:

| DATE | LOCATION | Start Time | End Time | Interior or Exterior | FILM PREP | STRIKE | # of cast & crew* |
|------|----------|------------|----------|----------------------|--------------------------|--------------------------|-------------------|
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

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

How will individuals with access to the site be identified? (Identification tags are recommended.)

Electrical needs, explain _____ Generator: No Yes, size _____

Lighting: None Reflectors only Yes (explain) _____

Road Use: _____ Date/time: _____

- Closure requested
- Running shots Driving shots Drive-bys Tow shots Drive-ups & Away Wet down road
- Camera/Equipment on Road Shoulder Camera/Equipment on median Other (explain)

OPERATIONAL INFORMATION:

Vehicles:

Personal Cars _____ Large Trucks _____ Other Trucks _____ Vans _____ Motor homes _____
 Semi-Tractor Trailers _____ Camera Car _____ Picture Cars _____ Dressing Rooms _____
 Other Vehicles (explain) _____

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.

Vehicles to be parked on, or need access to park property (attach additional sheets if necessary):

| MAKE | MODEL | COLOR | STATE | LICENSE PLATE # |
|------|-------|-------|-------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Base Camp location (attach diagram if necessary: _____)

CATERING INFORMATION

Catering Co. Name _____ Phone Number _____

On-site Manager _____ Food License Information: _____

Equipment: _____

SPECIAL ACTIVITIES:

Children: None Yes # of Children _____ Age Range _____

Animals: None Yes (explain)

Trainer Name: _____ Phone #: _____

Aircraft: No Yes (explain)

Special Effects: (identify)

Effects Technician Name: _____ Phone # _____

License # (if applicable) _____ Permit # (if applicable) _____

Stunts: (explain)

Coordinator _____ Phone # _____

Any other unusual or hazardous activities? explain

Are you familiar with/ have you visited the requested area? Y N

Have you obtained a permit from the National Park Service in the past? Y N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event? Y N

ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING: set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).

CONTACTS:

Person on location responsible for company's adherence to all terms & conditions of a Film Permit:

Name: _____ Title: _____ Phone: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____ Phone: _____

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

Name: _____ Title: _____ Phone: _____

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 _____

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 cashiers check or money order in the amount of \$____.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to Special Park Use office at the Park address found on the first page of this application.*

Note that this is an application only, and does not serve as permission to conduct any use of the park. 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 prior to the event for final approval by the Park Superintendent.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information 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 National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240