

MAMMOTH CAVE NATIONAL PARK Commercial Filming, Photography, and Sound Recording Permit Guidelines

Mammoth Cave National Park was set aside in 1941 to protect and preserve the caves, karst landforms, and scenic river valleys that lie within its boundary. The National Park Service is mandated by Congress to:

“...promote and regulate the use of...national parks...conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such 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 Interior developed RM-53, to govern filming, photography and sound recordings in national parks.

It is the policy of the National Park Service (NPS) to allow filming, photography, and sound recording when and where possible, while adhering to this mandate. Therefore, when reviewing permit applications, the primary concerns of the NPS are potential impacts to park resources and disruption of visitor use.

Mammoth Cave National Park is recognized worldwide as an area set aside and administered with preservation at the core. In order to preserve and protect resources and to assure the enjoyment of those resources by the public, the following guidelines are established by the Superintendent of Mammoth Cave National Park as they relate to filming, photography and sound recording activities within the park boundary.

Generally, permits are not required for:

- visitors using cameras and/or recording devices for their own personal use.
- sound technicians, and film or video crews at breaking news events. In these cases, the Superintendent will still be required to protect park resources and the rights and safety of park visitors. News media wishing access for entertainment or scheduled purposes may require a permit.
- NPS filming or photography, Department of the Interior Audiovisual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

A request for a filming, photography, or sound recording permit may be denied if:

- in the opinion of the superintendent or his/her designee, the activity requested represents a potential for harm or impact on the park's natural, cultural, or recreational resources, may create health or safety risks, or disrupt visitor use and enjoyment;
- it is determined that supervisory requirements for the proposed project will place unreasonable burdens on park staff, regardless of the applicant's willingness to pay supervisory costs;

- the permittee fails to obtain insurance/bonding, or does not agree to pay assessed cost recovery;
- the proposed activity would conflict with the visitor's normal use of the park;
- the request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

Permits are required for photography, filming, and sound recording:

- to ensure protection of resources, to prevent significant disruption of normal visitor uses;
- when they involve props, models, professional crews and casts or set dressings;
- for access to areas normally closed to the visiting public.

How to apply for a permit

To apply for a permit, complete a Mammoth Cave National Park filming application form and submit it to the Film Permit Coordinator (contact information on last page of these guidelines) postmarked 30 days prior to the start date of the proposed activity to be conducted in the park. Include the non-refundable application fee in the form of a check or money order for \$210.00 payable to the National Park Service.

Requests will be evaluated on the basis of the information in the application. Therefore, applicants are encouraged to attach maps, diagrams, script pages, or storyboards to assist the park staff in evaluating your request. (Since the NPS cannot censor content, submission of script and storyboards is voluntary.) If there is no contact from an applicant for 30 days, the file will be closed. Any future contact with that applicant will require reinitiating the permitting process.

Applications are handled in the order they are received. Priority will not be given to urgent requests nor will the park reply by express mail. Requests which involve multiple locations, complex logistics, environmental compliance, or coordination with multiple NPS divisions or visitor activities will require a minimum of 30 days to process.

All costs of evaluating the request will be billed to the applicant, whether a permit is issued or not. In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal tax ID number when filling out the application for permit. Applications will not be processed if they submitted incomplete or are received without payment.

Pre-shoot scouting/conference to identify locations

It is highly recommended that any potential permittee schedule a pre-shoot scouting trip to the park to determine locations that suit their project. Scouting inside Mammoth Cave must be coordinated through the Film Permit Coordinator. All filming locations must be identified at least two weeks before arrival since locations are listed specifically on the permit and are subject to availability. For smaller projects, locations may be determined during a pre-permit conference conducted via telephone.

The completed permit will detail the authorized activities and locations. Any activities not specified in the permit will not be allowed. Filming may not begin within the park until all

conditions of the permit have been agreed to by the permittee and approved by the superintendent. Additional charges may apply to scouting assistance (see below).

Cost and Fees

All costs incurred by the NPS in conjunction with the permitted filming activity will be reimbursed by the permittee. A cost estimate will be calculated and provided once the Film Permit Coordinator has received all applicable information.

Fee Schedule

- \$180 non-refundable Application and Administrative Fee is charged for every application and reimburses the park for staff time use to initiate and manage a permit application. This fee is based on an average of two hours staff time to provide initial review of an application. Since some projects require more than two hours to consider and process, and others take less, this application fee is an average cost for the initial time involved in reviewing a project. The fee includes time spent answering initial inquiries, initial review of an application, and basic technical consultation. This fee also includes, but is not limited to, processing fees, permit development, compliance, consultations with the permittee, managerial and/or technical consultations and billing.
- Hourly Management Fee (\$40 per hour rate) applies under the following conditions:
 - (1) Monitoring – activities authorized by permit may require continuous, on-site supervision by the NPS to assure full compliance with all conditions of the permit. Monitoring will be charged at the rate of \$40 per hour per staff member with a minimum of two hours per staff member, per day. For smaller filming projects with little possibility of resource/visitor impacts, spot-checks may be used instead of continuous monitoring. The permittee will be charged at the rate of \$40 per spot-check. The level and type of supervision will be determined by the scope and complexity of the filming activity.
 - (2) Interviews – all interviews of park personnel will be charged at the hourly rate. This will not apply to pre-approved filming, photography or recording of NPS staff members performing their regularly scheduled work activities.
 - (3) Scouting – a scouting trip to park to determine locations with the Film Permit Coordinator will be charged at the hourly rate of \$40 per hour.
 - (4) Extended Administrative Time – this fee reimburses additional administrative staff time needed beyond the maximum four hours covered by the \$180 Application and Administrative Fee. This rate does not preclude any of the other fees and is applied per hour, per staff member.
- Location Fees – Location Fees are charged according to the schedule below:

Motion Pictures/Videos		Commercial Still Photography	
1 - 2 people, cam/tripod	\$0		
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	Over 30 people	\$250/day
Over 50 people		\$750/day	

- **Notifications and Cancellation Fees**

The applicant/permittee is required to notify the NPS of any delays or schedule changes at least 36 hours in advance, or as agreed to by the Superintendent or his/her representative. Should the applicant/permittee fail to provide such advance notification, the applicant/permittee is responsible for paying all costs incurred by the NPS any time during the application, permitting, or operational process, including those due to cancellation, moving, or rescheduling of the project. Such payment will include but is not limited to a non-refundable charge for each staff person scheduled for the affected activity.

Such charge will, at a minimum, be the equivalent of two hours overtime for each employee assigned. These costs may be recovered through the posting of a bond at the time of application, or through a bill of collection present at any point after initial contact. Note that the approval such schedule changes are dependent upon staff availability. There is no guarantee that any schedule changes will be approved, and there will be no refunds in such situations.

Insurance

General liability insurance must be carried by the permittee naming the **United States of America, National Park Service, Mammoth Cave National Park** as an additional insured. Short-term policies must show coverage on an “occurrence” basis. Required commercial liability for video or film production companies is generally one million dollars (\$1,000,000), but will vary according to project scope, risk to park resources, and other relevant circumstances. Additional amounts may be required for high-risk activities. All insurance certificates must be issued by an insurance company operating in the United States. The Film Permit Coordinator must receive the original insurance certificate no later than one week before the scheduled activity.

Performance Bonds

Bonds will be required when a project has the potential to cause damage to a renewable resource in the park. The purpose of the bond is to insure that the resource is left in as good condition as it was prior to the filming, and to cover restoration costs (in needed). The amount of the bond will be determined according to the scope and potential for damage by the activity. At the conclusion of the permit, the bond will be returned to the permittee after final billing costs and costs of necessary clean up, repair, or rehabilitation are deducted. The performance bond can be in the form of a money order or cashier’s check.

Sharing the Park

A filming, photography, or recording permit does not give exclusive rights to the permittee or allow the permittee to restrict visitors from any location. Locations that attract a large number of visitors will be avoided. Normal visitor use patterns will not be interrupted for longer than five minutes, and only as specified in the approved permit. Filming or photography permit activities may not occur simultaneously with other permitted activities unless authorized by the NPS, or unduly conflict with scheduled park activities such as interpretive presentations, ongoing research or maintenance projects. Visitors will be allowed to observe filming activities.

Restrictions and Conditions

Specific restrictions and conditions will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis: (1) use of children or animals, (2) discharge of blank ammunition and all black powder weapons, (3) mechanical or pyrotechnic special effects, (4) stunts, (5) amplified music or sound, (6) placing of large set dressings, (7) filming photography inside interiors of government administrative work areas, (8) film equipment or activities on roadways, (9) access to closed areas or access to areas during non-visitor use hours. The NPS monitor on duty will not allow activities which are not specified in the permit.

Please note that an approved permit does not include authority to film, photograph, or record park visitors unless agreed to by the visitor and a signed written release is obtained by the permittee.

White-Nose Syndrome

White-Nose Syndrome is a disease that has killed millions of bats in the United States since 2006. It was first discovered with Mammoth Cave National Park in January 2013.

We are managing cave access to try to minimize the spread of the disease. As outlined in the Park's White-Nose Syndrome Response Plan, filming is allowed only within passageways that contain developed tour trail.

All permittees and crews who film within a Park cave will abide by and certify their compliance with the established decontamination protocols found at <http://whitenosesyndrome.org/topics/decontamination>.

Closures

Permit activities may be restricted based on weather or seasonal conditions (fire danger, river levels, wildlife nesting season, hazardous weather, etc.) Additional closures, use limits and/or restricted activities are listed in the Superintendent's Compendium, which is available upon request.

Prohibited Activities

Activities having the potential to damage or significantly impact or alter park resources are prohibited. The following is a partial list of prohibited activities: (1) altering, damaging, or removing vegetation, (2) vehicle use off established roads and parking areas, (3) use of insecticides, herbicides, and pesticides, (4) loud noises that exceed 60 decibels or have the potential to negatively impact park resources or visitors experience, (5) smoking in buildings or in vegetated areas, (6) use of fragile vegetation areas, except on trails or previously disturbed areas (as determined by the NPS), (7) writing on or discoloring any natural feature or structure.

Photographic licenses such as, but not limited to, the superimposing of pictures which depict activities in conflict with the mission and goals of park management are prohibited. Staged activities by on-screen talent that would be considered dangerous if performed by the general public is also prohibited. Activities that are illegal in the park, such as hunting and off-road travel, are not to be depicted.

Termination of Permit

All filming, photography, and recording permits issued by the National Park Service are “revocable” on 24 hour’s notice, or WITHOUT NOTICE if the terms of the permit are violated. Deliberate infractions of the terms of the filming permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are cause for immediate termination of the permit and cause for possible prosecution. Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety.

Contact Information

The Film Permit Coordinator is available by telephone at 270-758-2192. Completed applications for filming within Mammoth Cave National Park should be mailed with check or money order payable to the National Park Service for \$180.00 to:

**Film Permit Coordinator
Mammoth Cave National Park
P.O. Box 7
61 Maintenance Road
Mammoth Cave, KY 42259**

(NPS Form 10-932)
(OMB No. 1024-0026)

National Park Service
Mammoth Cave National Park



(NEW 10/00)
(Expires 3/31/2010)

P.O. Box 7, Mammoth Cave, KY 42259

270/758-2192

Application for Commercial Filming/Still Photography Permit

Please supply the information requested below. This information is required to evaluate your permit request. **Attach additional sheets, if necessary.** Allow **at least twenty (20)** 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:
	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

Description of on-site activities _____

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:

LOCATION SCHEDULE:

DATE	LOCATION	Start Time	End Time	Interior or Exterior	FILM	STRIKE	PREP	# 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"/>	<input type="checkbox"/>	

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

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 Drive-ups & Away
- Camera/Equipment on Road Shoulder Camera/Equipment on median Other (explain)

OPERATIONAL INFORMATION:

Vehicles:

Personal Cars _____ Large Trucks _____ Vans _____ Motor homes _____

Semi-Tractor Trailers _____ Camera Car _____ Other Vehicles _____

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.

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 _____

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 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 _____