

# SPECIAL PARK USE

## INFORMATION

National Park Service  
U. S. Department of the Interior

Castillo de San Marcos  
National Monument



## SPECIAL EVENTS

Thank you for your interest in having your special event at the Castillo de San Marcos National Monument. This site was established so visitors could experience a unique visit to the oldest masonry fort in the continental United States. Events are only permitted when they do not conflict with that purpose. If you have questions or wish to request an application, call us Monday through Thursday, 8:30 a.m. to 5:00 p.m., at 904-829-6506, x254. As conflicts with other events may occur, please allow at least four weeks lead-time to process your request.

Operating Hours: Grounds are open 5:30 a.m. to 12:00 midnight. The Castillo is open to the public from 8:45 a.m. to 5:15 p.m. every day of the year except Thanksgiving and Christmas.

Qualifying Special Events: Only events that have a meaningful association with the park or contribute to visitor understanding of the significance of the park will be permitted.

Limitations: Events that cause injury or damage to park resources, impair the atmosphere of peace and tranquility of the monument, interfere with interpretive or visitor services, or impinge on visitor access to park resources will not be permitted. Admission fees for, or any other monies associated with the event may not be collected on Park premises. Sales of items such as T-shirts, clothing and arts and crafts is prohibited. No alcohol is permitted on park grounds. No tent stakes or other objects may be driven into the ground. No generators allowed. Amplified sound systems are permitted for events occurring after 5:30 p.m. but such activities must comply with city of St. Augustine noise ordinances.

Liability Insurance: You may be required to provide proof that the US Government is carried as "additional insured" on your liability insurance.

Services: The Park does not provide any equipment, materials or services to permittees.

Permit Period: The permit will be issued for the amount of time required to set up for, conduct, and clean up after the event.

Costs: There is a non-refundable \$100.00 application fee. Other potential charges include, but are not limited to monitoring by Park Rangers, clean-up and site restoration, and recovery of administrative costs. You may also be required to post a performance bond.

Procedure: Fill out the Special Use Permit Application and return it with the \$100.00 application fee to: **Special Use Permit Coordinator, Castillo de San Marcos National Monument, 1 South Castillo Drive, St. Augustine, FL 32084.** IMPORTANT: Please include as much detail about the event as possible because if some aspect of your activity is not in the permit, it may not be allowed. If your event is approved, a Special Use Permit will be prepared and returned to you for your review. Sign and return it with payment of any additional charges. The final approval will be secured and the completed permit will be sent to you. IMPORTANT: You must have the permit with you during your event.