



## Special Park Conditions

### Activity: Wedding/Event Planner

#### A. Authorized Services

1. The commercial activity authorized by this permit is wedding ceremony services: scheduling ceremony sites, wedding photography, and officiating ceremonies.

#### B. As the Permittee (**business operator**), you need to comply with the following regulations and any violation of regulations can be grounds for revocation of the Authorization:

1. Be familiar with the park, know and obey park regulations and area closures, and assure compliance with regulations and area closures from participants.
2. All natural and cultural resources are protected by law; utmost care will be exercised to see that no natural, historic, or cultural features are injured, and that area be cleaned up and restored to its prior condition.
3. Any special instructions received from the official or ranger in charge of the park area will be complied with.
4. Any additional information relating to the permit will be furnished upon request to the Commercial Services Office.
5. The permit holder must provide a list of all names of vendors that will provide a service for their company. The vendor company needs to be additionally insured on the permit holder's business liability insurance certificate and a copy of all insurance certificates need to be submitted to the Commercial Services Office prior to operating in the park.

#### C. Conduct of Group and Site Regulations

1. Ceremonies can only be conducted in designated sites. Permittee must adhere to all site restrictions such as group size, vehicle numbers, etc. Weddings are prohibited at Bear Lake area from Friday before Memorial Day to the 2nd Monday in October and on weekends year-round. Other designated sites also have restrictions Friday before Memorial Day to the 2nd Monday in October. **See attached Designated Wedding Site Sheet.**
2. The designated area shall remain open to park visitors. Other Park visitors shall not be requested to move themselves, their vehicles, or alter their selected activities by the permittee. Further, all pathways and trails in the ceremony area must remain clear for visitors to freely walk the path unimpeded. Do not block the trails. Other visitor services and park programs shall not be unreasonably interfered with.
3. The Southside Lily Lake Picnic Area is generally open to public use for recreational activities; however, the site is posted with a sign that informs users of the following: "If a Special Use Permit has been issued for this site you could be asked to vacate the area for the group that secured an advanced reservation and paid a fee for its use." If you have received a Special Use Permit for this site and find that it is occupied upon arrival, kindly refer to the posted sign and advise that you have a Special Use Permit in hand that has reserved this site for the specific date and times. If you have any difficulty accessing and using the site for the times shown on your permit, contact a park ranger or volunteer for assistance by calling our Dispatch Center 970-586-1204.
4. No banners, steamers or hanging objects will be allowed for event. Nothing shall be attached to any natural or historic object or any National Park Service sign, bench, post, building or facility.
5. Audio devices (radios, musical instruments, etc.) shall not be used in such a manner (i) that exceeds a noise level of 60 decibels or (ii) that makes noise which is unreasonable, considering the nature and purpose of the permit, location, time of day, impact on park users, and other factors that would govern the conduct of a reasonably prudent person under the circumstances.
6. Sound amplification is not permitted. Vocal communication with the public shall not exceed normal conversational volume.

7. Park visitor center, restrooms and other buildings may not be used for ceremony preparations (dressing, picture-taking, rehearsals, waiting areas, etc.) or in the event of inclement weather.
8. Equipment such as tables, chairs, carpets, tents, floral displays, and generators cannot be used in the park. Throwing and scattering of rice, birdseed, flower petals or other materials, is prohibited. Permittee is allowed up to 6 portable chairs (provided by the permittee) for the elderly or individuals that cannot stand.
9. Parking is allowed in designated areas only. Unauthorized parking may be subject to violation notices. Carpooling/shuttling is strongly encouraged, and may be required, as parking space is limited.
10. Leave No Trace principles and practices shall be closely adhered to for all events/ceremonies that take place in non-developed and backcountry areas. Refer to enclosed handout (if applicable) for further information.
11. Please respect the park's resources and tread lightly. Avoid sensitive resource areas. Make sure all trash and ceremony items are picked up and pack out with you.

#### **D. Permits and Fees**

1. Permittee must utilize a shared spreadsheet feature to request to the Commercial Services Office availability of the **date, time, and location** for the proposed ceremony. Email [ROMO\\_fees\\_permits@nps.gov](mailto:ROMO_fees_permits@nps.gov) for questions.
2. **Permittee needs provide the date, time, location, name, and number of people of requested event; along with the date and time the request was entered into the shared spreadsheet.**
3. If a client has received the draft permit and payment instructions from Commercial Services Office, the client will need to cancel directly with Commercial Services Office if wanting the CUA to schedule the ceremony through the park. The date, time, and location will not be held until it is rebooked by the CUA permit holder.
4. Any unusual requests regarding the ceremony (decorative arches, catering, ceremony equipment, etc.) must be cleared through the Commercial Services Office. If an unusual request is accommodated by the Commercial Services Office, a written letter will be sent to permittee.
5. **Normal entrance fees** apply to all vehicles associated with the wedding. Advance entrances fee can be paid for online at <http://www.recreation.gov> or arranged by contacting the Commercial Services Office at [ROMO\\_fees\\_permits@nps.gov](mailto:ROMO_fees_permits@nps.gov).
6. ***There is a \$75 per event booking fee for each wedding event booked under your Commercial Use Authorization (CUA) permit. Those fees will be collected on quarterly basis determined by the number of weddings in that quarter. The fee is charged whether the event (ceremony) happens or is cancelled.***
7. **Ceremony Cancellation: Commercial Services Office must be notified by email** – [ROMO\\_fees\\_permits@nps.gov](mailto:ROMO_fees_permits@nps.gov) once a ceremony cancellation has been confirmed by the client and entered in the cancellation log.
8. The CUA Permittee must use the wedding permit template issued by the Commercial Services Office to fill in details of each scheduled event for distribution to the clients for the day of their wedding. This is especially important during timed entry reservation periods for the clients to show the entrance station staff, especially if they enter the park in a different vehicle than their CUA Guide.

### **SPECIFIC CONDITIONS: WEDDING PHOTOGRAPHY**

#### **E. Authorized Services**

1. The commercial activity authorized by this permit is taking wedding photographs.
2. Participants must comply with conditions of seasonal area closures as signed and noted in park compendium.
3. **The photographer and participants will stay on established walkways in tundra areas to minimize impacts to the fragile tundra environment. Use of the Tundra Nature Trail is not authorized.**

#### **F. Photographer Certification**

1. The photographer must:
  - a. Be familiar with the park, know and obey park regulations and area closures, and assure compliance with regulations and area closures from participants.
  - b. Understand the hazards involved and prepare participants for conditions and situations that may be encountered.
  - c. Be currently certified in standard first aid and CPR and carry a basic first aid kit if traveling beyond a half-mile of the roadside.
  - d. Assure that all clients are properly clothed and equipped for the activities.

- e. Photographers are required to take the Online Awareness course on Leave No Trace. It is free. [Leave No Trace: Take Action to Protect the Outdoors - Overview \(Int.org\)](#)
2. A written list of photographers, with description of basic qualifications, must be provided to the park prior to beginning operations. Copies of all certifications must be on file at the base of operations and may be requested by the Superintendent at any time.

#### **G. Conduct of Group**

1. All groups must honor the rights of others and always conduct themselves in a professional manner.
2. Photographic activities authorized in this permit will be conducted with the least possible impact to wildlife. Photographers and clients will not be permitted to employ techniques of calling, baiting, flushing or any other means of artificially attracting wildlife. No harassment of wildlife will be permitted. Flash photography of wildlife is not permitted.
3. Utmost care will be exercised to see that no natural features are injured.

#### **H. General Provisions for All Permits**

##### **1. Guide Passes and Entrance Fees for Clients**

- a. Guide Passes are to be used solely by the Permittee and designated employees to conduct official business under a Commercial Use Authorization/Special Use Permit or Concessions Contract and are not for personal use. **Guides must carry this pass at all times while in the park.**
- b. Guide Passes must be kept with guides at all times in the park, to be presented as requested to park staff to confirm appropriate use and entry to the park. Permittee is responsible for ensuring that its guides comply with this requirement. ID is required.
- c. Guides are required to present the guide card at the entrance stations along with their driver's license when entering the park to show that they are on official business. The guides are required to inform the entrance station staff on clients entering for the trips for example which vehicle, number of clients, etc.
- d. Clients of the Permittee are not admitted free entrance to the park. The clients' options are:
  - i. Buy an entrance pass – pay when they enter with the Permittee
  - ii. Have a Current Entrance Receipt
  - iii. Have a Current Pass (Rocky Mountain National Park Annual Pass, Interagency Annual Pass, Senior, or Access Pass) (pass is valid & in the name of the client)
2. CUA Permit Holders and their clients are not authorized to use the fast pass lane for any commercial activities in the park. All CUA Permit Holders (i.e. guides) and clients must enter via a staffed entrance kiosk. Use of the fast pass lane by a CUA Permit Holder may result in revocation of their CUA permit.
3. Frontcountry camping is available on a first-come, first-serve basis at Longs Peak Campground and by advanced reservation at Moraine Park, Glacier Basin, Aspenglen, and Timber Creek Campgrounds. Normal camping fees and regulations, including length of stay, will apply to the Permittee and its participants.
4. Prior to initiating each trip, guides are encouraged to contact Park Headquarters (970) 586-1206 for information on current conditions.
5. Proof of adequate general liability and automobile insurance coverage must be provided to the park prior to operating under this permit.
  - a. Commercial General Comprehensive Liability coverage is required in the amount of \$500,000 per person per accident.
  - b. Commercial Vehicle Insurance coverage is required for all owned, non-owned, and hired vehicles used by the Permittee who transport clients.
  - c. Minimum limits for Commercial Vehicle Insurance are 15 or fewer passengers, \$1,500,000 and 16 or more passengers, \$5,000,000. Rocky Mountain National Park must be listed as additional insurer.
6. All incidents involving overdue parties or accidents involving property damage or personal injury must be reported to park dispatch at (970) 586-1203 within 24 hours of incident and to the Commercial Services Office.
7. All advertisements/brochures which make reference to Rocky Mountain National Park must be approved by the Superintendent prior to publication, distribution, or broadcasting. All such publications must

include a statement that the operator is authorized by the National Park Service, U.S. Department of the Interior, to conduct services in Rocky Mountain National Park.

8. Prior to engaging in any commercial filming or still photography using model(s) (posed or on camera talent), set(s), or prop(s) that are not a part of the location’s natural or cultural resources or administrative facilities consultation with the Commercial Services Office is required. This activity may be subject to a separate permit.
9. Violation of park regulations or the terms of this permit may result in the suspension of privileges granted by this permit and could lead to appropriate fines or citations, as well as non-renewal.

**The following table includes a list of Designated Wedding Sites in Rocky Mountain National Park, with conditions and restrictions.** If you are unfamiliar with the locations listed, it is recommended that you visit the site. All locations are outdoors and rustic in nature without protection from the weather. Some sites offer seating at a few picnic tables or wooden benches. In planning your wedding, please keep in mind that the park generally restricts the use of equipment such as tables, chair, tents, banners, displays, etc. Simple ceremonies that take advantage of the natural environment, views and surroundings are recommended.

In Rocky Mountain National Park, all wedding ceremonies of 2 or more people require a permit.

Review the wedding locations list, group size and site restrictions. Ceremony size includes all members of the wedding party and guests. This includes officiate(s), photographer(s), bride and groom, children, etc.

The permit does not give exclusive use of the area. All sites remain open to the public. National Park entrance fees apply. The following guidelines are included as conditions of the permit:

Follow “Leave No Trace” Principles:

- No disruption of the atmosphere of peace and tranquility in the park; no amplified music
- Minimize interference with park programs, activities, and visitors
- Minimize interference with the operations of public facilities or the services of National Park Service concessioners or contractors
- Maintain a safe and healthy environment for other park visitors

LOCATION	CEREMONY SIZE (MAX)	NUMBER OF VEHICLES (MAX)	SPECIAL SITE RESTRICTIONS	SITE DESCRIPTION
3M CURVE	15	3		3.5 miles from Beaver Meadows Visitors Center. Large rock outcrop overlooking mountains, meadows & moraines.
ALLUVIAL FAN BRIDGE  <i>Accessible from west parking lot</i>	20	5		7 miles from Beaver Meadows Visitor Center on Fall River Road. Large boulder strewn river with waterfall, wooden foot bridge, aspen trees, and restrooms. Very busy area during summer season.
BEAR LAKE NATURE TRAIL  <i>Not Accessible</i>	20	5	Weddings prohibited from the Friday before Memorial Day weekend through the	11 miles from Beaver Meadows Visitor Center on Bear Lake Road. Has mountain

			2 <sup>nd</sup> Monday in October and no weekends year-round (Saturday/Sunday).	views, aspen trees, and restrooms. Very busy year-round.
COPELAND LAKE	30	10	Vehicle limit of 10 applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October.	13 miles from Beaver Meadows Visitor Center on Hwy 7 in Wild Basin. Lake with mountain views and forested areas. Restrooms nearby.
HARBISON MEADOW PICNIC AREA	30	10	Vehicle limit of 10 applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October.	<b><u>West Side of the Park:</u></b> Large meadow with mountain view. No restrooms in the winter. Wildlife frequents the area. Adjacent to Trail Ridge Road.
HIDDEN VALLEY <i>Accessible Site</i>	30	10	Event cannot occupy picnic sites for ceremonies.	6 miles from the Beaver Meadows Visitors Center. Aspens, pines and wildflowers in summer. Has wooden foot bridges and restrooms.
LILY LAKE DOCK <i>Accessible Site</i>	10	10	Vehicle limit of 10 applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October.	6.4 miles from Beaver Meadows Visitor Center on Hwy 7 - 360° mountain views, lake, walking trail, and restrooms.
LILY LAKE TRAIL  LILY LAKE SOUTHSIDE PICNIC AREA  <i>Accessible Site</i>	20  30	10	Vehicle limit of 10 applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October.	6.4 miles from Beaver Meadows Visitor Center on Hwy 7 - 1/4 mile walk on lake trail, mountain views, handicap accessible trail. A knoll overlooks the lake & aspen trees.
MORaine PARK DISCOVERY CENTER AMPHITHEATER  <i>Not Accessible</i>	30	10	Vehicle limit of 10 applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October.	2.7 miles from Beaver Meadows Visitor Center on Bear Lake Road. Pine trees, view of Moraine Park & Longs Peak, wooden benches, and rustic amphitheater.

SPRAGUE LAKE <i>Accessible Site</i>	15 summer  30 winter	3  10	<b>Summer:</b> Ceremony and vehicle limit applies from Friday before Memorial Day weekend through the 2 <sup>nd</sup> Monday in October. Event cannot occupy picnic sites.	7 miles from Beaver Meadows Visitor Center on Bear Lake Road. View of mountains & lake. Has a dock, knoll, and wooden foot bridges. Restrooms available. Very busy area, parking can be challenging.
TIMBER CREEK CAMPGROUND AMPHITHEATER <i>Accessible Site</i>	20	5	Limited parking	<b><u>West Side of the Park:</u></b> Partial views of Colorado River. Restrooms available. Large campground nearby.
UPPER BEAVER MEADOWS	30	10	No vehicle access in the winter	1.5 miles from the Beaver Meadows Visitor Center. Rough road. Mountain views, open meadows. Restrooms available. Parking can be challenging.

Link for the wedding location map: [Wedding Locations - Rocky Mountain National Park](#)