

New York State Office of Parks, Recreation and Historic Preservation  
F.D.R. State Park

2957 Crompond Road  
Yorktown Heights, N.Y. 10598

Telephone: 914-245-4434

Fax: 914-245-7958 Email: FDRSP@parks.ny.gov

**2023 Special Activity Permit Application**

**Application Fee: \$30.00** Make check or money order payable to “FDR State Park”

*Application fee is applied toward permit fee once event is approved.*

*Full payment is required for reservation to be confirmed.*

Sponsoring Organization: \_\_\_\_\_

Contact Person (Event Coordinator): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Event Location/Staging Area: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: Set-up: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event/Run/Walk: \_\_\_\_\_

Break down: \_\_\_\_\_

Event Description:

Is this fund-raising \_\_\_\_\_ or a profit-making event? \_\_\_\_\_

Who receives the proceeds? \_\_\_\_\_ What percentage? \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Amount of Registration Fee: 30.00

Area	Maximum # of people	Fee	Area	Maximum # of people	Fee	Area	Maximum # of people	Fee
1A	150	\$90.00	3A	250	\$150.00	5B	250	\$150.00
1B	150	\$90.00	3B *S	200	\$250.00	5C	200	\$120.00
1C	150	\$90.00	3C	Not	Reservable	5D	100	\$60.00
1D	150	\$90.00	3D	Not	Reservable	5E	300	\$180.00
1E	150	\$90.00	4A	150	\$90.00	6A	250	\$150.00
2A	250	\$150.00	4B *S	300	\$350.00	6B	200	\$120.00
2B	200	\$120.00	4C	150	\$90.00	6C *S	200	\$250.00
2C	150	\$120.00	4D	150	\$90.00	6D	150	\$90.00
2D	200	\$120.00	5A	Not	Reservable	6E	150	\$90.00

The current Vehicle Use Fee per vehicle fee is charged on day of events occurring during scheduled collection periods. Fee collection may be adjusted for groups requesting access to the park if fee collection is scheduled for the day of the event.

The Event will be billed for increased operating costs associated with a modified collection time, any excess operational services beyond those that are typically provided for by the park, or for excessive clean-up after the event.

Alcoholic Beverages Permit: (Beer and Wine only) Yes / No

Picnic area or Playing Field to be utilized: \_\_\_\_\_

Tent Permit/Bounce House Permit: Yes / No

(Required for anything staked or > 600 sq Ft, Tents 20x40 or larger, any bounce house or similar structure.)

Amplified Sound/Music: Yes / No Describe: \_\_\_\_\_ (Generators will be required)

Do you require special security? Yes / No If Yes, NY State Park police must be hired at an average of \$85.00 per hour, outside security cannot be utilized. 2-hour travel time will be added. Coverage hours required: \_\_\_\_\_ ***You must inform Park Police of your event at: 845-962-2127***

Do you wish to be included in Parks Monthly Event Calendar? Yes / No If yes, email FDR your info with photo, and 70 word description.

**We require detailed plans for the following items:**

Staging area Set-up: Event personnel are responsible for setting up tables in areas where desired. Park staff is limited and may not be available for moving and setting up tables.

Course Layout: Please include a map showing course and directions, the number and locations of course marshals, and water stop locations. (Park staff will set water stop tables on the course, as indicated.)

Signs: Advertising posters must be approved in advance by Park or Site Managers. Signs may be placed, but not attached to trees or tables. Signs should be placed immediately prior to the event and must be removed immediately following the conclusion of the event. Please specify your signage plans:

Traffic/ Parking Control: Number of Persons, \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Provision for Clean and Adequate Toilet Facilities: \_\_\_\_\_

First Aid/Emergency Communications: Who is providing this? \_\_\_\_\_

Please notify the local police & ambulance of the date of your event.

Special Considerations: Please elaborate on additional items that might be of concern, include quantity, dimensions, etc. Ex: Tents, Vendors, Generators, DJ/Music, bounce house, etc. Attach additional sheets if necessary.

**The most common areas of difficulty:**

Alcoholic beverages, sound amplification, generators, posting signs (all require prior approval)

Parking - do not drive or park in any restricted areas, grass, or service roads. All vehicles are to park in designated spaces in parking lots unless prior permission is arranged. The Event Coordinator is responsible for ensuring parking compliance.

*Conflict with park hours:* weekends & holidays 8am to sunset

*Clean up:* your group is responsible for cleaning up during and after the event. Signs, if allowed, must be removed, litter picked up, tables replaced to original locations, and equipment returned the day of your event. All garbage should be bagged and placed in trash dumpsters. *Recycling* - Please make every effort to recycle cardboard and comingled glass, plastic and metal. If you are not able to recycle these items on your own, FDR State Park will recycle them. All cardboard must be broken down and bundled. Comingled items must be emptied and bagged. Recyclable materials are to be left outside the trash dumpsters for collection.

NYS requires helmets to be worn for all biking events. Raffles are not permitted in State Parks.

You do not have exclusive use of any area or facility. Parks are open to the public.

**We do NOT host special events on weekends from Memorial Day weekend through Labor Day.**

Liability Insurance: *In addition to the event entity, all vendors require insurance.*

Permittee must provide a valid insurance certificate containing Commercial General Liability Insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and General Aggregate in the amount of two million dollars (\$2,000,000). The wording under "certificate holder" should read: OPRHP 625 BROADWAY ALBANY NY 12226. The "Additional Insured" box should read: THE STATE OF NY, STATE PARKS AND THEIR OFFICERS, EMPLOYEES AND AGENTS ARE INCLUDED AS ADDITIONAL INSURED WITH REGARDS TO PERMIT # \_\_\_\_\_

In order that your event proceed smoothly you must consider all aspects of the event and its impact on park operations and facilities, and other park users, You, your group members, and activity participants are required to abide by park rules and regulations. Failure to do so will result in denial or cancellation of the permit. DO NOT ASSUME THAT YOU HAVE ANY EXEMPTION FROM ANY RULES UNLESS YOU HAVE SPECIFIC WRITTEN PERMISSION IN ADVANCE.

**FDR RESERVES THE RIGHT TO APPROVE, DENY OR DISCONTINUE THE USE OF ANY FACILITIES BY ANY GROUP.**

Signed by:

Organization Name and Date (please print) \_\_\_\_\_

Organization's Representative \_\_\_\_\_

Received by: NYS Office of Parks Recreation and Historic Preservation,

Title \_\_\_\_\_ Date: \_\_\_\_\_