

NEW YORK STATE  
OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

PROGRAM & EVENT APPLICATION

\*\*\*\*\*

APPLICANT: \_\_\_\_\_  
Print or Type Name (Area Code) Telephone Number

Address City State Zip Code

Organization/Sponsor E-Mail Address (Area Code) Telephone Number

Type of Organization: (Check one)  
\_\_\_ Government \_\_\_ Non-Profit \_\_\_ Social \_\_\_ Commercial \_\_\_ Other (Specify): \_\_\_\_\_

Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

Assistant Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

<u>DATES REQUESTED</u>	Load In / Set Up	EVENT TIME	Clean Up / Load Out
Date(s) of Event _____	From _____ To _____	From _____ To _____	From _____ To _____
_____	From _____ To _____	From _____ To _____	From _____ To _____

**TYPE OF EVENT:** Art Exhibit: \_\_\_ Children's Program: \_\_\_ Concert: \_\_\_ Fund-raising event: \_\_\_ Recreational: \_\_\_  
Festival (describe below): \_\_\_ Public Affairs: \_\_\_ Movies: \_\_\_ Performing Arts: \_\_\_ Trade Show: \_\_\_

Admission: Open \_\_\_\_\_  
Ticketed: Free \_\_\_\_\_ Charge \$ \_\_\_\_\_  
By Invitation \_\_\_\_\_

Other \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe planned event in detail (Attach additional sheet if necessary)

Will event be advertised? [Yes]/[No] How? \_\_\_\_\_ When? \_\_\_\_\_

Will vehicles be required to enter Park? [Yes]/[No] Number? \_\_\_\_\_ Will use of electrical energy be required? \_\_\_\_\_

Specify equipment you will bring to be used during event \_\_\_\_\_

List previous events held at State Parks' facilities by your organization \_\_\_\_\_

**PARK AREAS REQUESTED:**

Anticipated Number of: Participants \_\_\_\_\_ Spectators \_\_\_\_\_

Children (under 13) \_\_\_\_\_ Teen (13-17) \_\_\_\_\_ Adults \_\_\_\_\_ Senior Citizens (55+) \_\_\_\_\_ Handicapped \_\_\_\_\_

Special Request: \_\_\_\_\_

I have read all the terms and conditions contained on both side of the application and agree to comply with them. I understand that my organization and/or I will be held responsible for the terms and conditions of this permit.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

## PARK TERMS AND CONDITIONS

1. The permit does not become effective until a permit is approved by the Regional Office.
2. The Permit will authorize only those activities specified and only during the hours and times approved.
3. During the planning stages of the event, NYS Office of Parks, Recreation and Historic Preservation may alter or add terms and conditions if and as necessary.
4. If the Permit is granted, the Permittee shall be subject to the policies and Rules and Regulations of the New York State Office of Parks, Recreation and Historic Preservation and to all regulations, ordinances and laws of all other City, State, and Federal Departments insofar as they may apply to the specific terms of the Permit. The Permittee must have the Permit in his/her possession on the day and site of the event. The Permit shall be shown to any official of the Agency upon request. NYS Parks shall have the right to have staff present during the event.
5. NYS Office of Parks, Recreation and Historic Preservation reserves the right to cancel any activities. The Permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Regional Director, or designee.
6. NYS Office of Parks, Recreation and Historic Preservation reserves the right to close the Park or facility, including the Permit area, in times of emergencies or for safety reasons.
7. The Permittee is responsible for the conduct of its participants. The Permittee is also responsible for cleaning and restoring the area after the event. The Permittee may be required to post security in order to insure that the Permittee has cleaned and restored the area after the special event. The cost of any NYS Parks employee overtime incurred because of this event will be borne by the Permittee. This cost may be paid in advance or deducted from the posted bond.
8. The Park will remain open to the public during park hours.
9. The approved activities shall not interfere with the use of park facilities by the public.
10. The sale of refreshment, foodstuffs or other items by the Permittee or agents of the Permittee is not permitted. No caterer or vendor may enter park property without an appropriate permit issued by the Regional Office. No alcoholic beverages will be allowed into the park unless expressly permitted.
11. Permittee shall defend, indemnify and hold harmless the People of the State of New York, the Executive Department, the New York State Office of Parks, Recreation and Historic Preservation and its commissioners, officers, agents and employees from and against damages for injury to or death of persons and for damage to or destruction of property of State Parks or others occurring during Permittee's use of said Premises and caused by the acts, omissions, neglect or misconduct of Permittee or any of its employees, agents, contractors, licensees or guests in the conduct of Permittee's operations under this permit. The Permittee assumes all risk of loss of the Permittee's property or that of its agents, employees, contractors and guests. Permittee's liability is not limited to the insurance coverage provided.
12. Insurance is required. The Permittee shall obtain such insurance protecting the State of New York as shall be required under the Permit. The Certificates of Insurance must designate the State of New York and the Office of Parks, Recreation and Historic Preservation as additional named insured. Naming the State as certificate holder shall not satisfy this requirement.
13. It is prohibited to post, place, distribute, display, or dispense by any other means pamphlets, handbills, signs or advertising material of any kind within any park or any park street without first obtaining a permit.
14. Unless expressly permitted, it is prohibited to solicit funds or to collect contributions within park area.
15. The New York State Office of Parks, Recreation and Historic Preservation shall not be responsible for providing any utility or service, including by not limited to gas, electricity, restrooms, etc., in excess of that which is already available and can be provided without detriment to the Agency's operations.
16. Amplification of sound requires an additional permit.
17. Mail the completed application(s), along with the non-refundable application fee, to: