

**New York State
Office of Parks, Recreation and Historic Preservation
Special Activity Application and Permit**

Park: _____

Permit No.: _____

Sponsoring Organization: _____

Contact Person (event coordinator): _____

Address: _____

Telephone: _____ **Fax:** _____

Day/Date of Event: _____ **Time:** _____

Name of Event: _____

Description of Event: _____

Is this a fund-raising or profit-making event? [Yes] / [No]

If so, who receives the proceeds? _____ What percentage? _____

Number of participants expected: _____ **Amount of Registration Fee: \$** _____

Event Location/Staging Area: _____

Co-Sponsors of the event: _____

NOTE: It is the policy of OPRHP that sponsorships will not be permitted for companies that are involved with or promote tobacco products. The Commissioner at her discretion may allow a sponsorship with a company that is involved with or promotes beverages defined as "alcohol" in the ABC Law, but these events must involve only adults age 21 or over.

Alcoholic Beverage Permit: [Yes] / [No]

Picnic Area Permit: [Yes] / [No]

Amplified Sound/Music: [Yes] / [No] Describe: _____

- In “**carry in, carry out**” parks, everything that you bring into the park (carry in) you are required to take home (carry out). This includes all trash and garbage. We have no garbage receptacles in the park. Picnic and parking areas shall be cleaned prior to your group’s departure or when requested by a park representative.
- Permittee shall defend, indemnify and hold harmless the People of the State of New York, 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.
- **Liability Insurance:** The Permittee shall at its own cost and expense, procure a policy of public liability insurance. The People of the State of New York, the New York State Executive Department, the Office of Parks, Recreation and Historic Preservation and their officers, agents, employees and assigns shall be additional named insurers in such policy. Said policy shall contain limits of no less than \$1,000,000 for each occurrence and a general aggregate minimum of \$2,000,000 to protect Permittee and each additional insured from any claims for damages to property and for personal injuries, including death which may arise in connection with the uses permitted under this Permit. Permittee shall deliver to PARKS certificates of insurance. Public liability insurance minimums may be adjusted to the New York State Office of General Services guidelines for public liability insurance. The wording on the certificate of insurance provided to the Region shall be as follows: Additional Insured- The People of the State of New York, the Executive Department, the NYS Office of Parks, Recreation and Historic Preservation, their officers, agents, employees and assigns. Additional commercial liability insurance including products liability or liquor liability insurance may be required.
- In order that your event proceeds 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 shall abide by park rules and regulations. Failure to do so will result in denial or revocation of the permit. **DO NOT ASSUME THAT YOU HAVE ANY EXEMPTION OR WAIVER FROM ANY RULES UNLESS YOU HAVE SPECIFIC WRITTEN PERMISSION IN ADVANCE.**

The most **common areas of difficulty** are:

1. Alcoholic beverages, sound amplification, generators, posting of signs by separate written permit only.
2. Parking – do not drive, park in restricted areas, grass or service roads. All vehicles are to be parked in parking lots in designated spaces.
3. Conflict with park operation hours, open daily from 8am to dusk.

4. Clean up – your group is responsible for cleaning up during and after the event. All garbage is to be removed.
5. Certain days may be restricted from special event hosting. Please speak with Park Representative for further information.
6. This permit does not grant exclusive use of any area or facility. Parks are open to the public.
7. Raffles are not permitted.
8. NYS requires helmets to be worn for all biking events.

We require detailed plans for the following items (as applicable to your event):

Course layout: a map showing course and directions, as well as the number and locations of course marshals.

Signs: may be placed, with written permission only, not attached with nails, may be placed immediately prior to the event and must be removed immediately following the ending of the event. Advertising posters must be approved in advance by Park or Site Managers. Please specify your plans:

Set Up: When, by whom?

Clean up: When, by whom?

Signs, if allowed, must be removed, litter picked up, tables replaced to original locations, park equipment returned.

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 and ambulance of the date of your event.

Assistance desired from park staff: We are willing to assist in a limited capacity; this must be arranged in advance of the event.

Consideration for the safety and well-being of participants:

Special Considerations:

Attach additional sheets if necessary.

Signed by:

Organization Name (please print): _____

Signature of Representative, Title **Date**_____

Authorized by:

NYS Office of Parks, Recreation and Historic Preservation

Signature of Representative, Title **Date**_____

CC: