



2024 GROUP PICNIC APPLICATION PACKET

Group Use Permit applications can be downloaded at parks.ny.gov → Regions → Long Island → Permits Information, Conditions & Requirements for Long Island State Park Region

FEES, DATES, AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE.

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

Use this Group Picnic Application for:

- Groups of 50 or more people in the General Picnic Area.
- Groups of any size arriving by bus.
- A permit is not necessary for groups of **less than 50 arriving by car.**
- **Robert Moses State Park and Jones Beach State Park are not available for Group Picnics.**
- Group Permits for **buses are not issued for weekends or holidays to Caumsett, Hither Hills, Orient Beach, and Wildwood State Parks.**
- Day Camps of 10 or more unrelated youths ages 16 or under require a YOUTH GROUP PERMIT APPLICATION; download at parks.ny.gov → Regions → Long Island → Regional Permits.

QUICK LINK TO PERMIT APPLICATION PAGES:

Miscellaneous Permit Application
Group Picnic Permit Application
Inflatable Permit Application
Amplified Sound Permit Application
Alcoholic Beverage Permit Application
Bus Permit Application
Pony Ride / Petting Zoo Permit Application

Groups are required to comply with the Rules and Regulations of the New York State Office of Parks, Recreation and Historic Preservation and the Long Island State Park Region. The following are specific conditions and requirements for ALL groups.

GENERAL INFORMATION:

1. Applications must be **RECEIVED** no less than **14 days prior** to the date of the event. All permits are issued on a first come, first served basis in accordance with receipt of application. Applications are accepted by mail, in person at the Permits Office, or e-mail, and **MUST** be accompanied by the required permit fee, bus fee, any necessary paperwork, and a self-addressed business size, stamped, envelope. All alternate dates must be listed on one application. Only one application per group. **ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**
2. Group permits from previous years and/or previous outings this year cannot be used. A new application must be submitted each year and for each outing.
3. All picnicking is available on a first come, first served basis, and restricted to the general picnic areas within each park. The only reserved areas are the pavilions at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach, Sunken Meadow, and Valley Stream State Parks. Pavilions are booked online only at <https://newyorkstateparks.reserveamerica.com/>, or by calling (800) 456-2267. **Pavilion Reservations can be made 9 months in advance and go live on February 1st of each year.**
4. For the purpose of identification, the permit must be carried by the person in charge of the outing and be available if requested by a park police officer or park employee.
5. The use of the park is limited to the dates authorized on the permit. Permit is valid only for the number of people stated on the permit. Groups exceeding the number of persons stated on the permit may be denied park entry. Bus permits are valid for the number of buses specified on permit ONLY. Additional buses may be refused entry to the park. Buses exceeding the allowable maximum passenger capacity, as fixed by law, will be refused entry to the park.
6. The permittee shall not, by word of mouth, in writing, in any advertising or publicity, represent or imply that there is any official connection between the permittee and the Long Island State Park Region or any of its parks or employees.
7. Areas used by groups must be left in a condition equal to that existing on arrival. Groups will be held responsible for all clean-up work and for the disposing of all litter if actual attendance number exceeds the number stated on permit.
8. Groups must be supervised by competent adult supervisors in a MINIMUM ratio of ONE supervisor for each TEN CHILDREN. Supervisors must be at least 18 years of age and the person in charge overall must be at least 21 years of age. Park personnel have the right to request proof of age of any supervisor. Children in the group are to be kept under close supervision, observation, and control at all times. Use of bathhouses and restroom facilities must be supervised by appropriate male or female counselors or supervisors.

9. All parks close at sunset. The permit period starts at 8:00 AM and terminates at the posted time, unless otherwise noted. All members of group, together with supplies and equipment, must vacate the park at the posted time.
10. Collection or solicitation of money or contributions is a regulated activity not encompassed by a Group Picnic Permit.
11. Permits are issued on the condition that the permittee shall be responsible for any damage to park property or facilities which may result from their use thereof. The said permittee assumes all risks and shall hold harmless the State of New York and the Long Island State Park Region for injury or death arising out of an accident to themselves or others, resulting from activities under the permit or by reason of any unauthorized activities undertaken in contravention of the terms under which permit is issued.
12. The Information, Conditions and Requirements Document furnished to each applicant is considered part of the application. No waiver of any provisions of these conditions and requirements is valid unless in writing and signed by an authorized representative of the Long Island State Park Region. Violation of the contained rules or any other rules and regulations of the New York State Office of Parks, Recreation and Historic Preservation may result in immediate revocation of permit (**NO REFUND**) and possible issuance of a summons.
13. **SCHOOL GROUPS ONLY for Jones Beach:**
 - Picnicking and/or barbecuing are **ONLY** permitted in designated areas (Fields # 6 and #10).
 - There are no picnic facilities at Zach's Bay or the East and West Bathhouses.
 - Use of grass areas for picnicking and/or barbecuing is prohibited.
 - Please note that Fields #1 and #6 are radio free areas.
 - Bus permits must be applied for and obtained in advance.

DO'S AND DON'TS:

14. The group must share the use of park facilities such as tables, benches, fireplaces, playground equipment, etc. with other park patrons. Areas **MAY NOT** be roped off. Park picnic tables are provided in sufficient quantity for picnicking **ONLY**. Extra tables for storage of food items are not available; groups must provide their own folding tables.
15. The sale or vending of any food stuffs, refreshments, merchandise, etc. is **PROHIBITED**. Refreshment stands are available in most parks and the operators of these stands have the exclusive license for the sale of all foodstuffs, refreshments, merchandise, etc., in the park area.
16. **BETHPAGE, MONTAUK DOWNS, AND SUNKEN MEADOW:** Vendors, catering services, etc., are **NOT PERMITTED TO ENTER THE PARK TO DELIVER AND/OR SELL** any food stuffs, beverages or merchandise to any group or organization. Arrangements for catering must be made through park catering service **ONLY**. (See *list of caterers*). **OTHER PARKS:** Groups may utilize their choice of catering at all other parks with Park Management approval.
17. Banners and balloons are not permitted in parks.
18. Group members must follow directives of park staff.
19. **Pets are not permitted** in any Long Island State Parks except as authorized by park rules and regulations.
20. **No food, beverages or picnicking are permitted at Bayard Cutting Arboretum, Caleb Smith State Park Preserve, Caumsett State Historic Park Preserve, Connetquot River Historic Park and Planting Fields Arboretum. This also includes eating in buses and cars.**
21. Except in designated pavilion areas, the use of public sound system/DJ, live music or generators is strictly prohibited.

BEER / WINE

22. Bringing beer or wine into the State Parks is prohibited except by permit. Alcohol Beverage permit fee: \$25 (See Alcoholic Beverage application). **Copy of driver's license required with application. KEGS / HARD LIQUOR ARE NOT ALLOWED AT ANY TIME.** No person under 21 years of age shall possess, consume or transport alcoholic beverages. Transportation of alcoholic beverages is permitted in unopened containers only and may not be sold to any person.

TRANSPORTATION FEES AND INFORMATION:

23. All vehicles must pay vehicular use fee (VUF) or park entry fee upon arrival, when in effect.
24. Unless otherwise specified, all vehicles must park in designated areas and no reserved parking spaces will be assigned. Vehicles are not permitted in picnic areas or on service roads.
25. Drop off or pick-up of members of the group on roadways, toll plazas, park entrances or at any point within the park other than that designated by the Park Manager/Superintendent is **STRICTLY PROHIBITED**. Please call park directly.
26. **We do not issue prepaid vehicle parking tickets (VUF).** If you are looking for an accommodation to be made for your event, you may contact the Park Office directly to work out a solution with the Park Manager.

BUSES:

27. Bus traffic is not permitted on Long Island State Parkways except for:
 - Heckscher Parkway SOUTH of Sunrise Highway (Route 27)
 - Wantagh, Meadowbrook and Robert Moses Parkways SOUTH of Merrick Road (Route 27A)
 - Sunken Meadow Parkway NORTH of Route 25A
 - Ocean and Montauk Parkways.
28. Bus entrance tickets are \$35.00.
29. Section 104 of the Vehicle and Traffic Law defines “bus” as: Every motor vehicle having a seating capacity of 15 passengers or more in addition to the driver and used for the transportation of persons. **All vehicles registered as a bus must pay the bus fee regardless of the number of passengers on board.** All organizations arriving at the park without a permit will be charged the full \$35.00 bus fee (provided that the park has not reached full capacity).
30. **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS** at Caumsett, Hither Hills, Orient Beach and Wildwood
31. **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS MEMORIAL DAY – LABOR DAY** at Valley Stream
32. **BUS SCHOOL GROUPS ONLY for Jones Beach:**
 - Outing buses must enter the park via Merrick Road (Route 27A) south to MEADOWBROOK PARKWAY or ROBERT MOSES CAUSEWAY and unload and load at Field 4 unless specified within the permit.
 - Buses will park in the areas for outing buses in Parking Field 4 or as otherwise directed.
 - All buses must leave at sunset or before 12 midnight when park is open at night.

PAVILION RENTALS:

33. All reservations for pavilion areas at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach, Sunken Meadow and Valley Stream State Parks are made through Reserve America’s website, <https://newyorkstateparks.reserveamerica.com> or by calling or by calling (800) 456-2267. **Pavilion Reservations can be made 9 months in advance and go live on February 1st of each year.**
34. Pavilion Areas at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach, Sunken Meadow, and Valley Stream State Parks are available approximately April 1 through approximately Columbus Day weekend, dependent upon availability and park activity. Occupancy of the picnic pavilion and surrounding areas for the storage of supplies or installation of equipment prior to reservation date is not permitted.
35. **DJ / inflatable / pony rides, etc; are permitted in pavilion areas only.** Additional fees apply. SEE ADDITIONAL ADD ON APPLICATIONS.
36. **Inflatable / pony rides permit applications require an insurance certificate. Additional fees apply.** SEE ADDITIONAL ADD ON APPLICATIONS.
37. **PAVILION rentals through Reserve America ONLY.** There is a non-refundable reservation fee of \$7.25.
38. For any CHANGES to a reservation, there is an additional \$7.25 non-refundable reservation change fee. To make any changes to a reservation you must call 1-800-456-2267 at least 1 day prior to your scheduled arrival.
39. There is a \$7.25 cancellation fee. For more details on Fees & Cancellation Policies for Pavilions, please visit <https://newyorkstateparks.reserveamerica.com/>.

TENTS:

40. Tents larger than 10’ x 10’ require a separate Tent Application and Permit from NYS Parks Engineering Department. Contact NYS Parks Engineering Department at 631-321-3739 or LTentPermits@parks.ny.gov. All tent applications MUST be received by NYS Engineering Department **at least 14 business days prior to event date.** Tents with a capacity exceeding 300 people will also require a NYS Department of Labor Permit. Additional fees may apply.

REFUND POLICY:

41. ***No refunds will be made because of inclement weather. No alternate date is permitted.***
42. All requests for refunds must be received in writing (no phone calls) via letter to: PO BOX 247, Babylon, NY 11702, along with the original permit and, if applicable, all original bus tickets.

Refunds:

- 30 days or more prior to the reserved date, a full (100%) refund shall be issued.
 - 10-29 days prior to the reserved date, a 50% refund shall be issued.
 - Less than 10 days prior to reservation date, NO REFUND.
43. BUS TICKETS: Any unused tickets may be returned, accompanied by a letter requesting a refund **within 60 days after** the outing date.
 44. There is a ten-dollar (\$10.00) processing fee on all refunds.

CATERING:

Arrangements for catering **MUST** be made through the park catering service at the following parks:

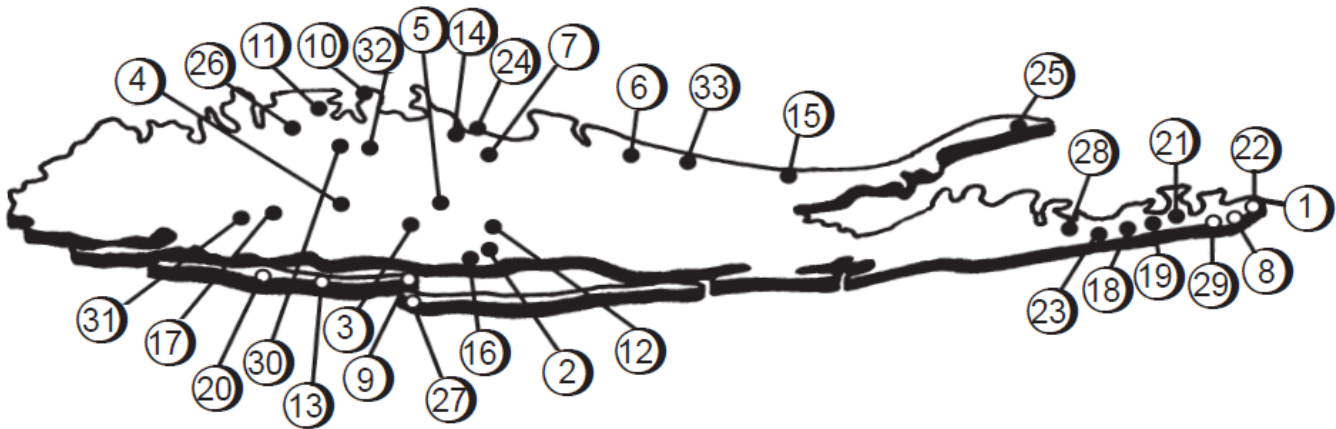
- *Bethpage State Park: Lessing's, Inc. 516-927-8380*
- *Montauk Downs State Park: Lessing's, Inc. 631-483-5025*
- *Sunken Meadow State Park (Gov. Alfred E. Smith): Lessing's, Inc. 631-269-6850*

Groups may utilize **their choice** of catering at all other parks **with prior approval from Park Management:**

- *Belmont Lake State Park: 631-667-5055*
- *Captree State Park: 631-669-0449*
- *Heckscher State Park: 631-581-2100*
- *Hempstead Lake State Park: 516-766-1029*
- *Hither Hills State Park: 631-668-2554*
- *Jones Beach State Park: 516-785-1600*
- *Orient State Park: 631-323-2440*
- *Robert Moses State Park: 631-669-0449*
- *Valley Stream State Park: 516-825-4128*
- *Wildwood State Park: 631-929-4314*

For ALL Food Truck Requests, please complete and submit a Miscellaneous Add On Permit Application **and Required Documentation**. All applications MUST be received by the Permit Office **AT LEAST 14 days** prior to the event date.

LONG ISLAND REGION – NY STATE PARKS



<ol style="list-style-type: none"> 1. Amsterdam Beach State Park 2. Bayard Cutting Arboretum State Park 3. Belmont Lake State Park 4. Bethpage State Park 5. Brentwood State Park 6. Brookhaven State Park 7. Caleb Smith State Park 8. Camp Hero State Park 9. Captree State Park 10. Caumsett State Historic Park 11. Cold Spring Harbor State Park 12. Connetquot River State Park Preserve 13. Gilgo State Park 14. Sunken Meadow State Park 15. Hallock State Park Preserve 16. Heckscher State Park 17. Hempstead Lake State Park 	<ol style="list-style-type: none"> 18. Hither Hills State Park 19. Hither Woods State Park 20. Jones Beach State Park 21. Montauk Downs State Park 22. Montauk Point State Park 23. Napeague State Park 24. Nissequogue State Park 25. Orient Beach State Park 26. Planting Fields Arboretum State Historic Park 27. Robert Moses State Park 28. Sag Harbor State Golf Course 29. Shadmoor State Park 30. Trailview State Park 31. Valley Stream State Park 32. Walt Whitman Birthplace State Historic Site 33. Wildwood State Park
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New York State
Parks, Recreation and
Historic Preservation

LONG ISLAND STATE PARKS REGION

2024 GROUP PICNIC PERMIT APPLICATION

FOR GROUPS OF 50 OR MORE USING THE PICNIC AREA ONLY (NO FEE)

THIS APPLICATION IS NOT INTENDED FOR COMMERCIAL ACTIVITIES OF PUBLIC EXHIBITS.

FEES, DATES, AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE.

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

PLEASE PRINT NEATLY- ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.

1. NAME OF PARK REQUESTED:

1ST choice: _____

2ND choice, if desired: _____

EVENT DATE:

1ST choice: _____

2ND choice, if desired: _____

2. SPECIFIC LOCATION IN PARK REQUESTED: _____

3. NAME OF ORGANIZATION OR GROUP (if applicable) _____

(If applicant is a school district applying for a field trip, please attach itinerary.)

NAME OF PERSON IN CHARGE OF OUTING _____

E-MAIL ADDRESS OF PERSON IN CHARGE _____

PHONE # _____

STREET (where final permit will be mailed) _____ **APT #/ FL** _____

TOWN/CITY _____ **STATE** _____ **ZIP** _____

4. APPROXIMATE TIME OF ARRIVAL: ____ AM PM; **APPROXIMATE TIME OF DEPARTURE:** ____ AM PM

5. ATTENDANCE: TOTAL # PEOPLE ____; # CARS ____; # BUSES/VAN (SEE BUS SECTION) ____

6. WILL A TENT BE REQUIRED? YES / NO. If yes, **WHAT SIZE AND QUANTITY?** _____

(A Tent Permit is required for all tents larger than 10x10) **TENT APPLICATION SUBMITTED?** YES / NO

7. REQUESTING ALCOHOL PERMIT FOR BEER/WINE: IF CHECKED, PLEASE ALSO FILL OUT ALCOHOLIC BEVERAGE APPLICATION.

PERMITS WILL NOT BE ISSUED FOR APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT DATE.

ONE APPLICATION PER GROUP WILL BE ACCEPTED. AVAILABILITY OF DATE IS NOT GUARANTEED UNTIL PERMIT IS

ISSUED. BEFORE BOOKING YOUR BUS, PLEASE BE AWARE THAT DATE REQUESTED MAY BE UNAVAILABLE.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS.

SIGNATURE: X _____ **DATE:** _____

NOTE: IF YOU DO NOT RECEIVE YOUR PERMIT 5 DAYS PRIOR TO YOUR EVENT, CALL PERMITS @ 631-321-3515



LONG ISLAND STATE PARKS REGION

2024 Bus Permit Application

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

PLEASE PRINT CLEARLY- ALL INCOMPLETE APPLICATIONS WILL BE RETURNED

1. **NAME OF PARK REQUESTED:** _____ **EVENT DATE:** _____
 1ST choice: _____ 1ST choice: _____
 2ND choice, if desired: _____ 2ND choice, if desired: _____
2. **SPECIFIC LOCATION IN PARK REQUESTED** _____
3. **NAME OF ORGANIZATION OR GROUP** (if applicable) _____
4. **NAME OF PERSON IN CHARGE OF OUTING** _____
5. **E-MAIL ADDRESS OF PERSON IN CHARGE** _____
6. **STREET (where final permit will be mailed)** _____ **APT #/ FL** _____
7. **TOWN/CITY** _____ **STATE** _____ **ZIP** _____
8. **PHONE** _____
9. **APPROXIMATE TIME OF ARRIVAL:** _____ AM PM; **APPROXIMATE TIME OF DEPARTURE:** _____ AM PM
10. **TOTAL # PEOPLE IN GROUP** _____
11. **IF YOU HAVE ALREADY SUBMITTED A GROUP PICNIC PERMIT APPLICATION, PLEASE INDICATE GROUP PERMIT NUMBER**
 GROUP PICNIC PERMIT # _____
12. **IF YOU BOOKED A PAVILION AND ARE LINKING THIS APPLICATION TO YOUR RESERVATION, PLEASE INDICATE RESERVATION # FROM RESERVE AMERICA: PAVILION RESERVATION #** _____
13. **TOTAL # OF REQUESTED BUSES** _____
 - **Section 104 of the Vehicle and Traffic Law defines “bus” as:** Every motor vehicle having a seating capacity of 15 passengers or more in addition to the driver and used for the transportation of persons.
 - **All vehicles registered as a bus must pay the bus fee regardless of the number of passengers on board.** All organizations arriving at the park without a permit will be charged the full \$35.00 bus fee (provided that the park has not reached full capacity).
 - Bus traffic is not permitted on Long Island State Parkways except for:
 - Heckscher Parkway SOUTH of Sunrise Highway (Route 27)
 - Wantagh, Meadowbrook and Robert Moses Parkways SOUTH of Merrick Road (Route 27A)
 - Sunken Meadow Parkway NORTH of Route 25A
 - Ocean and Montauk Parkways.
 - Bus entrance tickets are \$35.00.
 - **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS** at Caumsett, Hither Hills, Orient Beach and Wildwood
 - **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS MEMORIAL DAY TO LABOR DAY** at Valley Stream
 - **BUS SCHOOL GROUPS ONLY for Jones Beach:** Outing buses must enter the park via Merrick Road (Route 27A) south to MEADOWBROOK PARKWAY or ROBERT MOSES CAUSEWAY and unload and load at Field 4 unless specified within the permit. Buses will park in the areas for outing buses in Parking Field 4 or as otherwise directed. All buses must leave at sunset or before 12 midnight when park is open at night.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

Signature: _____

Date: _____



LONG ISLAND STATE PARKS REGION

2024 Alcoholic Beverage Permit Application

(\$25 PERMIT FEE)

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

PLEASE PRINT CLEARLY- ALL INCOMPLETE APPLICATIONS WILL BE RETURNED

1. NAME OF PARK REQUESTED:

1ST choice: _____

2ND choice, if desired: _____

EVENT DATE:

1ST choice: _____

2ND choice, if desired: _____

2. NAME OF ORGANIZATION OR GROUP (if applicable) _____

3. NAME OF PERSON IN CHARGE OF OUTING _____

4. E-MAIL ADDRESS OF PERSON IN CHARGE _____

5. STREET (where final permit will be mailed) _____ APT #/ FL _____

6. TOWN/CITY _____ STATE _____ ZIP _____

7. PHONE _____

8. APPROXIMATE TIME OF ARRIVAL: _____ AM/ PM; APPROXIMATE TIME OF DEPARTURE: _____ AM/ PM

9. TOTAL # OF PEOPLE IN GROUP: _____. **IF THE TOTAL # PEOPLE IN GROUP IS 50 OR MORE and YOU DO NOT HAVE A PAVILION RESERVATION, a Group Picnic Application MUST also BE COMPLETED AND SUBMITTED with this application.**

10. IF YOU HAVE RESERVED A PAVILION AND ARE LINKING THIS APPLICATION TO YOUR RESERVATION, PLEASE PROVIDE YOUR PAVILION RESERVATION # FROM RESERVEAMERICA. PAVILION RESERVATION #: _____.

11. IF YOU HAVE PREVIOUSLY SUBMITTED A GROUP PICNIC PERMIT APPLICATION, PLEASE PROVIDE YOUR GROUP PICNIC PERMIT NUMBER. GROUP PICNIC PERMIT #: _____.

MUST ENCLOSE A COPY OF APPLICANT'S DRIVER'S LICENSE WITH THIS APPLICATION.

- ❖ This permit is valid ONLY at the time and place noted and does not constitute a reservation or grant exclusive use of any area of the above-named Park.
- ❖ The person whose signature appears below shall be in attendance during the entire period stated in this permit and shall carry a copy of this permit.
- ❖ **The person applying for this permit must be age 21 or older.** State Parks reserves the right to require proof of age of the Permittee or any other person in the company of the Permittee.
- ❖ No alcoholic beverage shall be served to or consumed by minors (those under age 21).
- ❖ The alcohol shall not be sold to any other park patron, including any member of the Permittee's organization or group at a price per drink. No alcoholic beverages shall be left on site, unattended overnight.
- ❖ State Parks reserves the right to limit the amount of alcohol allowed.
- ❖ All vehicles must park in designated areas only.
- ❖ Transportation of alcoholic beverages is permitted in unopened containers only.
- ❖ The Permittee is responsible for cleaning the premises and leaving it in the same general condition as it was at the time of occupancy. In the event of any damage to State property or any excessive clean up expense, Permittee will assume all costs of restitution.
- ❖ 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 their 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 principals, 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 or that of its principals, agents, employees, contractors and guests. Permittee's liability is not limited to any insurance coverage that may be separately required.
- ❖ Amplification of music or other sounds shall not be permitted and require a separate permit.
- ❖ A violation of park ordinances or other laws, public intoxication, disorderly conduct, creating a public nuisance by any member of the organization, group or their guests, or their non-compliance with this permit are all grounds for the Park Manager or Park Police to revoke this permit and evict the group from the park.

I ACCEPT THE ABOVE TERMS AND CONDITIONS. Signature: _____ Date: _____



LONG ISLAND STATE PARKS REGION

2024 GROUP USE ADD ON PERMIT APPLICATION **Check all that apply**

(MUST HAVE A PAVILION RESERVED THROUGH RESERVEAMERICA)

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

DJ'S / AMPLIFIED SOUND SYSTEMS ARE PERMITTED ONLY AT THE FOLLOWING PARK PAVILION AREAS:

****LIMIT OF TWO SPEAKERS PER PAVILION****

- **Bethpage State Park:** Electric not supplied - permittee must supply generator.
- **Heckscher State Park**
- **Hempstead Lake State Park:** Generators are prohibited. MAXIMUM size of speakers permitted: 30" H by 20" W
- **Orient Beach State Park**

(\$25 PERMIT FEE) Limit of one DJ, one sound system or one band per pavilion area. (Levels may not exceed **65 decibels**). Decibel levels must be strictly enforced for the enjoyment of your fellow picnickers and area residents. Please abide by this regulation and the directives from park staff or you will be prohibited from utilizing amplification equipment.

INFLATABLES ARE PERMITTED ONLY AT THE FOLLOWING PARK PAVILION AREAS:

****PLEASE INDICATE (1) OR (2) FOR INFLATABLE PERMITS****

- **Belmont Lake State Park:** Two inflatables **maximum**
- **Bethpage State Park:** One inflatable **maximum**. Electric not supplied. Entertainment company must supply generator.
- **Heckscher State Park:** Two inflatables **maximum**. Must be manned.
- **Hempstead Lake State Park:** One inflatable **maximum**. Generators are prohibited.
- **Orient Beach State Park:** One inflatable **maximum**
- **Valley Stream State Park:** One inflatable **maximum**

(\$25 PERMIT FEE EACH) INSURANCE CERTIFICATE IS REQUIRED. SEE ATTACHED SAMPLE.

PONY RIDES / PETTING ZOOS ARE PERMITTED ONLY AT THE FOLLOWING PARK PAVILION AREAS:

- **Belmont Lake State Park**
- **Bethpage State Park**
- **Heckscher State Park (Field 3 pavilion only)**
- **Hempstead Lake State Park**
- **Orient Beach State Park**
- **Valley Stream State Park**

(\$25 PERMIT FEE) INSURANCE CERTIFICATE IS REQUIRED. SEE ATTACHED SAMPLE.

1. PAVILION RESERVATION # FROM RESERVEAMERICA: _____
2. NAME OF COMPANY SUPPLYING ADD-ON _____
3. NAME OF ORGANIZATION OR GROUP (if applicable) _____
4. NAME OF PERSON IN CHARGE OF OUTING _____
5. E-MAIL ADDRESS OF PERSON IN CHARGE: _____
6. STREET (where final permit will be mailed) _____ APT #/FL _____
7. TOWN/CITY STATE _____ ZIP CODE _____
8. PHONE _____

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

SIGNATURE: _____

DATE: _____



LONG ISLAND STATE PARKS REGION

2024 MISCELLANEOUS ADD ON PERMIT APPLICATION

(MUST HAVE A PAVILION RESERVED THROUGH RESERVE AMERICA)

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

ADDITIONAL ADD ON PERMITS INCLUDE (BUT NOT LIMITED TO):

- FOOD TRUCKS*
- GAME TRUCKS
- ANY ADDITIONAL ENTERTAINMENT REQUESTS FOR PAVILION AREAS.

*** PLEASE BE ADVISED: FOOD TRUCKS ARE NOT PERMITTED AT: BETHPAGE, SUNKEN MEADOW AND MONTAUK STATE PARKS DUE TO THE ON SITE CONCESSIONARE. PLEASE REACH OUT TO THE PARK OFFICE OF YOUR EVENT LOCATION FOR FURTHER INFORMATION.**

****CERTIFICATE OF INSURANCE, FOOD HANDLERS PERMIT, DEPT OF HEALTH CERTIFICATION, VEHICLE REGISTRATION, AND VEHICLE INSURANCE ARE REQUIRED FOR ALL FOOD TRUCK PERMITS****

****IF NO PERMIT IS REQUIRED FOR YOUR DESIRED ADD ON, OUR OFFICE WILL NOTIFY YOU VIA EMAIL; YOUR PAYMENT WILL BE RETURNED TO THE ADDRESS PROVIDED****

FEE: \$25 PERMIT FEE PER REQUEST (ADDITIONAL FEES MAY APPLY), ALL REQUESTS MUST BE SENT FOR PARK MANAGMENT REVIEW UPON RECIEPT. A CERTIFICATE OF INSURANCE IS REQUIRED. SEE ATTACHED SAMPLE.

ONE APPLICATION MUST BE COMPLETED **FOR EACH ACTIVITY** AND SUBMITTED WITH A PAVILION RESERVATION #.

1. PAVILION RESERVATION # FROM RESERVE AMERICA: _____
2. NAME OF COMPANY SUPPLYING ADD-ON _____
3. NAME OF ORGANIZATION OR GROUP (if applicable) _____
4. NAME OF PERSON IN CHARGE OF OUTING _____
5. MAIL ADDRESS OF PERSON IN CHARGE: _____
6. STREET (where final permit will be mailed) _____ APT #/FL _____
7. TOWN/CITY _____ STATE _____ ZIP _____
8. PHONE _____

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

SIGNATURE: X _____ DATE: _____

PAYMENT

****IF NO PERMIT IS REQUIRED FOR YOUR DESIRED ADD ON, OUR OFFICE WILL NOTIFY YOU VIA EMAIL; YOUR PAYMENT WILL BE RETURNED TO THE ADDRESS PROVIDED****

(DO NOT PRINT THIS PAGE DOUBLE SIDED)

GROUPS OF 50 OR MORE USING THE PICNIC AREA ONLY (<u>APPLICATION REQUIRED</u>)	NO FEE
ALCOHOL (\$25) <u>COPY OF THE APPLICANTS DRIVER'S LICENSE MUST BE INCLUDED</u>	\$ _____
DJ / AMPLIFIED SOUND (\$25 each)	\$ _____
INFLATABLE (\$25 each) <u>INSURANCE REQUIRED WITH APPLICATION</u>	\$ _____
PONY RIDE/PETTING ZOO (\$25 each) <u>INSURANCE REQUIRED WITH APPLICATION</u>	\$ _____
BUS PERMIT (\$35 each)	\$ _____
MISCELLANEOUS ADD-ON (\$25 each) - <u>ADDITIONAL FEES MAY APPLY. REQUIRES PARK MANAGEMENT APPROVAL</u>	\$ _____
TOTAL ENCLOSED \$ _____	

Check or Money Order payable to: NYS PARKS

Check/Money Order # _____

VISA
 MASTERCARD
 DISCOVER
 AMEX

Credit Card # _____

Exp. Date: _____ Security Code # _____

Name on Card: _____

Signature: X _____

BE SURE TO:

1. **SUBMIT COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION AT LEAST 14 DAYS PRIOR TO THE DATE OF YOUR EVENT.**
2. **ENCLOSE A SELF-ADDRESSED, STAMPED, #10 BUSINESS ENVELOPE (4 1/8" X 9 1/2").**
3. **ENCLOSE INSURANCE FOR INFLATABLE, PONY RIDE, PETTING ZOO.**
4. **ENCLOSE DOCUMENTS REQUIRED FOR MISC. ADD ON PERMIT (IF APPLICABLE)**
5. **ENCLOSE A COPY OF DRIVER'S LICENSE WITH ALCOHOL PERMIT APPLICATION.**
6. **ENCLOSE PAYMENT. DO NOT MAIL OR DROP OFF WITH CASH.**

MAIL TO: Permits PO BOX 247 Babylon, NY 11702	BRING TO OUR OFFICE (Mon - Fri, 9am - 4:45pm): Long Island Regional HQ-Permits Office 625 Belmont Avenue West Babylon, NY 11704	EMAIL TO: LongIslandPermits@parks.ny.gov
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**ALL APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT DATE WILL BE RETURNED.
 ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Group Use Permit applications can be downloaded at parks.ny.gov → Regions → Long Island → Permits

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A

COMPANY B

COMPANY C

COMPANY D

INSURED

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT _____				MUST MEET OR EXCEED MINIMUM LIMITS
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000 PERSONAL INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXPENSE (Any one person) \$ 5,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____				COMBINED SINGLE LIMIT \$ BODILY INJURY/PERSON \$ BODILY INJURY/ACCIDENT \$ PROPERTY DAMAGE \$ AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input checked="" type="checkbox"/> INC <input type="checkbox"/> EXCL				MUST BE WORDED EXACTLY AS SHOWN <input checked="" type="checkbox"/> WC STAT. LIMITS <input type="checkbox"/> OTHER \$ EL EACH ACCIDENT \$ EL DISEASE-POLICY LIMIT \$ EL DISEASE-EA EMPLOYEE \$
	OTHER Bldrs. Risk/Floater Disability				Contract Value \$ _____ DBL * Statutory

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The People of the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the Long Island State Park, Recreation and Historic Preservation Commission, their commissioners, officers, agents and employees are named as additional insured.

CERTIFICATE HOLDER

**LONG ISLAND REGION
 N.Y.S. OFFICE OF PARKS RECREATION &
 HISTORIC PRESERVATION
 BELMONT LAKE STATE PARK
 P.O. BOX 247
 BABYLON, NY 11702-0247**

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE