

F.D.R. State Park
 2957 Crompond Road
 Yorktown Heights, NY 10598
 Tel: (914) 245-4434
 Fax: (914) 245-7958
 FDRSP@parks.ny.gov

2025 Picnic Permit Application

Read both sides of this application
carefully & sign on back

(office use only)
 PERMIT # _____
 PICNIC DATE: _____
 PICNIC AREA: _____
 ALC. PERMIT: yes no
 PAID \$: _____
 CHECK # or last 4 of CC: _____
 PARK REP: _____

Contact Information

Name of organization/event: _____
 Contact/responsible person: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone (day): _____ (cell): _____
 Email address: _____

Event Information

1st Choice - Requested date: _____ Requested area: _____
 2nd Choice - Requested date: _____ Requested area: _____
 # of persons attending: _____ if # is larger than stated, you must report to the office for payment
 Type of Event: _____ Start time of Event: _____
 Are you a tax-exempt organization? Yes No. If yes, please bring copy of form ST-119.1 *if using buses*

Special Permits

Many picnic reservations require additional permits. For the following activities, contact the park office.

Sporting Events Music Events Catering Services Wedding Ceremony
Alcohol Use Permit Tent Permit (Required for anything staked or > 600 sq. ft.)

Picnic Area Reservation Information

Fees are for reserving a picnic area only. These fees **do not include vehicle entry fees**. Make checks or money orders payable to FDR State Park (address above). Credit Cards over the telephone will be accepted calling the park office at (914) 245-4434. Your reservation will **not** be finalized until we receive this form and payment. You will receive written confirmation by email. Maximum Group size is 300 people (**Special Event** approval required in advance for all groups over 300)

Area	Maximum # of people	Fee
1A	150	\$97.25
1B	150	\$97.25
1C	150	\$97.25
1D	150	\$97.25
1E	150	\$97.25
2A	250	\$157.25
2B	200	\$127.25
2C	150	\$127.25
2D	200	\$127.25

Area	Maximum # of people	Fee
3A	250	\$157.25
3B *S	250	\$257.25
3C	Not reservable	
3D	Not reservable	
4A	150	\$97.25
4B *S	300	\$357.25
4C	150	\$97.25
4D	150	\$97.25

Area	Maximum # of people	Fee
5B	250	\$157.25
5C	200	\$127.25
5D	100	\$67.25
5E	300	\$187.25
6A	250	\$157.25
6B	200	\$127.25
6C *S	250	\$257.25
6D	200	\$127.25
6E	200	\$127.25
6F	30	\$37.25

S Shelter Reservation Information (S on fee table)

Areas 3B, 4B and 6C include a Picnic Shelter structure. All other areas are picnic areas without a shelter structure.

Vehicle Information

Vehicle Use Fees are not included with Picnic Area Reservations. All vehicles are expected to make payment at time of entry.

- All Vehicles** **\$10.00**
- Not-for-profit Bus** **\$35.00** **Not for profit group must bring copy of form ST-119.1**
- Commercial Bus** **\$75.00**

- To help us prepare for your arrival, please note # of buses expected _____
- **No bus parking available in parking lots #1 or #6.**

Cancellations:

Request for Reservation refunds must be received in writing. A \$15.00 service fee will be charged against all refunds.

- Reservations cancelled 30 days or more prior to arrival receive a full refund minus \$15.00 cancellation fee.
- Reservations cancelled 29 to 10 days prior to arrival receive a refund that is half of the use fees minus the \$15.00 cancellation fee.
- Reservations cancelled 9 days or less prior to arrival receive no refund.
- All fees are retained if you fail to arrive and do not inform the park of a cancellation in advance.

Picnic Area Reservation Guidelines:

1. Reservations may be made either in person, by e-mail, by mail, or over the phone. Phone reservations require the submission of a written application. This permit does not become effective until approved by a park representative. Do not make plans until you receive an approved copy of this permit as confirmation.
2. Park is open daily from sunrise to sunset. Please visit Website for VUF schedule fees. Lot #1, commuter lot is open weekdays 6:00 am to 9:00 pm and follows park hours weekends and holidays. Swimming opens third week in June through Labor Day, weather permitting.
3. You must give an accurate estimate of group size; otherwise, you may find yourself in an area too small to accommodate your group. Any unused tables/grills may be made available for other patrons to use.
4. We are unable to accommodate rain dates. Requests to reschedule your reservation must be received in writing in advance. A \$15.00 transfer/change fee will be charged if availability allows us to grant the transfer.
5. **Refuse:** you are required to dispose of your trash in the provided green dumpsters located throughout the park. Garbage bags are available to assist you in your trash clean up. Please bring a supply of your own garbage bags as well. Permittee will be held financially responsible for any damage to state property or any extraordinary cleaning necessary after their departure.
6. Smoking is not permitted at the park playgrounds, inside picnic shelters, or inside the pool area.
7. **Alcohol** (beer and wine only, no hard liquor) is allowed by permit only. The permit is to be obtained at the park office the day of the event, at no additional cost. Patrons must be 21 years of age to consume alcohol in New York State.
PLEASE NOTE: If your party is being catered and the caterer will be serving alcoholic beverages, the caterer must possess a valid Liquor License and apply for and obtain an Off-Premises Permit for the specific date and location of the event. This permit is good for a specific event ONLY and must be displayed in the area where alcoholic beverages are dispensed. Off-premises Liquor License can only be obtained from the State Liquor Board Authority. A copy of this permit must be provided to the park office prior to the event.
8. The sale of food, refreshments, or other items is prohibited.
9. **Use of Amplified Sound Equipment, Generators, or 12 Volt Batteries to Power Equipment is Strictly Prohibited.** Battery-powered megaphones may be used to address large groups. Battery-powered radios are allowed. Picnic areas and pavilions do NOT have electric. Extension cords are not permitted.
10. **Parking** is only permitted in designated parking areas. Vehicles will not be allowed to park next to the shelter unless authorized by the Park Manager. Vehicles are not permitted to drive or park on the grass, service roads, pathways, or along roadways.
11. Scooters, skateboards, and rollerblades are NOT permitted in the park. NYS law requires that all children under the age of 14 wear an approved bicycle helmet.
12. **Sporting fields** are first come first serve. For sporting events, please refer to our special event permit.
13. It is understood that no alterations are to be made at the picnic site. The permittee will be responsible for any damages to park property or facilities resulting from the group's activities under the permit.
14. The responsible party must be present for the entire duration of the permit and must present proper identification upon request.
15. Kites, drones, and/or remote-controlled toys (cars, boats, planes, etc.) are NOT permitted in the park.
16. Please use the charcoal grills provided; gas or propane grills are not permitted. Hot coals must be extinguished after barbecuing. Ash from personal grills must be placed in a park grill, not on ground.
17. All accidents, injuries, or other problems must be reported to the Park Office immediately: 914-245-4434 x8
18. The permittee agrees to indemnify, defend, and save harmless the People of the State of New York from all suits arising from the operation of this permit or because of the consequences of any act, omission, neglect, or misconduct on the part of anyone associated with the permittee on this project.
19. It is understood that this permit is not transferable and may be revoked at any time at the discretion of park representatives.
20. This permit is subject to the rules and regulations of the Office of Parks, Recreation, and Historic Preservation (OPRHP), Taconic Region, which can be found at <http://nysparks.com/publications/documents/NYSParksRulesRegulations.pdf>, and all special conditions enumerated in the permit. Please bring this permit with you; it must be shown to any agency official upon request.
21. **A group representative must sign in at the Park Office by 11:00 AM in order to guarantee your reservation. We cannot hold reservations for late arrivals. Please plan accordingly.**

By signing below, I affirm that I have received, read, and understand the Picnic Shelter Reservation Guidelines and that failure to comply with any of the guidelines or other park rules and regulations may result in the termination of my reservation without a refund.

Signature: _____

Date: _____