

New York State Office of Parks, Recreation and Historic Preservation
Taconic Region- F.D. Roosevelt State Park
2957 Crompond Road
Yorktown Heights, N.Y. 10598
Telephone: 914-245-4434
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2022 Special Activity Permit Application

Sponsoring Organization: _____

Co-sponsors of the event: _____

Contact Person (event coordinator): _____

Address: _____

Email Address: _____

Telephone: _____

Fax: _____

Event Location/Staging Area: _____

Day/Date of Event: _____

Time: Set-up: _____

Name of Event: _____

Event/Run/Walk: _____

Break down: _____

Event Description: _____

Is this a fund-raising or profit-making event? Y / N

If so, who receives the proceeds? _____

What percentage? _____

Number of participants expected: _____

Amount of Registration Fee: _____

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

Full payment is required for reservation to be confirmed. Application fee is applied toward permit fee once event is approved. If event is not approved, application fee is forfeited.

Permit Fee Calculation

1-50 persons = \$30

51-100 persons = \$60

101-150 persons = \$90

51-200 persons = \$120

201-250 persons = \$150

251-300 persons = \$180

301-350 persons = \$210

351-400 persons = \$240

401-450 persons = \$270

451-500 persons = \$300

Over 500 persons must contact Park Manager for fee

Lot #4 incurs an additional \$125 fee for use of the pavilion at that location

The current Vehicle Use Fee per vehicle fee is charged on day of events occurring during scheduled collection periods. Fee collection times may be adjusted for groups requesting earlier 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.

NOTE: It is the policy of OPRHP that sponsorships will neither be solicited nor accepted from companies which are primarily involved in promoting tobacco products, or beverages defined as “alcohol” in the ABC law.

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

Picnic area to be utilized: Yes / No

If yes, which area? _____

Tent Permit/Bounce house Permit: Yes / No

(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 \$70.00 per hour, outside security can not be utilized. 2 hour travel time will be added .

TIMES of Coverage required _____

► **Liability 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) with New York State listed as an additional insured on the Policy.

The wording on the certificate of insurance must be as follows:

“Additional Insured: The People of the State of New York, the Office of Parks, Recreation and Historic Preservation, the State Park, Recreation and Historic Preservation Commission for the Taconic Region, and their officers, agents, employees and assignees are included as additional insureds.”

► 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.**

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

1. Alcoholic beverages, sound amplification, generators, posting signs (all require prior approval)
2. Parking - do not drive or park in any restricted areas, grass or service roads. All vehicles are to be parked in designated spaces in parking lots unless prior permission is arranged. **The Event Coordinator is responsible for ensuring parking compliance.**
3. Conflict with park hours: weekends & holidays 8am to sunset
4. We do not host special events on weekends from early Memorial Day Weekend through Labor Day.
5. Clean up: your group is responsible for cleaning up during and after the event. All garbage is to be bagged and placed in trash dumpsters. *Any plants or flowers brought in for the event must be removed offsite following the conclusion of the event to prevent the spread of invasive species.*
6. 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.

7. You do not have exclusive use of any area or facility. Parks are open to the public.
8. Raffles are not permitted in State Parks.
9. NYS requires helmets to be worn for all biking events.

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 staffing 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: May be placed, with written permission only; should not be 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. Advertising posters must be approved in advance by Park or Site Managers. Please specify your signage plans:

Signs, if allowed, must be removed, litter picked up, tables replaced to original locations, and park equipment returned the day of your event.

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.

Consideration for the safety and well being of participants: _____

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.

All vendors require insurance and approval from Park Manager.

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

Signed by:

Organization Name (please print): _____

_____ **Title** _____ **Date:** _____
Organization's Representative

Received by:

NYS Office of Parks, Recreation and Historic Preservation

_____ **Title** _____ **Date:** _____