



Permit Application Guidelines 2023

1. If the permit is being requested by an Organization, Agency, League, or Corporation, you must submit a formal letter of request on letterhead to the Regional Deputy Director Mr. Andrew Williams. This applies to all events.
2. Please email your letter to Andrew.Williams@parks.ny.gov and copy the permit Coordinator Lila.Acevedo@parks.ny.gov
3. The following information should be included in the letter of request proposal:
 - a. Date, time, purpose, number of attendees and venues requested. Organization history or references.
 - b. The permit applicant should also include any special arrangements and/or needs, for example: Electricity, Stage, and DJ, etc.
 - c. They should include whether they plan on selling tickets (Ticket sales for events can be made using a credit card reader or using apps. We do not allow sales or concessions). There is no commercial activity allowed in the park (other than permitted concessionaires)
 - d. It will take approximately 5 business days to get back to the applicant with a response.
4. Non-profit entities must include a copy of their 501. (c)3 certification.
5. The cost of the permit application is \$30 for non-profit organizations or \$60 commercial rate. Once your letter of request is received, we will send you a permit application. You will then have to submit your application and instructions will be sent to you, on how to make the application fee payment. The application fee is non-refundable, and it should not be construed that the permit is approved, as you will have to meet all logistics / safety requirements and be able to provide any other related documents.
6. Other costs related to the request may apply and vary, depending on the magnitude of the event, this may include additional staff and/or State Park Police.
7. In addition, you may require an insurance certificate (we will provide the exact language needed on the insurance)
8. Dates will not be held until the formal letter of request, application and application fee are received.
9. To schedule family reunions or picnics the applicant can go directly to Denny Farrell Riverbank State Park, cashier's booth, or call (212) 694 – 3726 or 3599.
10. Please review the picnic rules carefully, special requests outside of the norm of a regular picnic may cause your picnic to be categorized as a special event, in which case a letter of request is required, additional fees as well as insurance may apply.
11. All household balances and/or insurance must be received 2 weeks prior to the event.
12. There are no rain dates, credits, or refunds. All reservations are final.
13. All events (except for picnics) require 30 to 90 days advance notice. You may need to submit your request with more advance notice if the event is using more than one facility or is extensive in nature.

Lila Acevedo
Events / Permit Coordinator
(212) 694 – 3639 or via e-mail at:
Lila.Acevedo@parks.ny.gov