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Parks, Recreation and Historic Preservation

Andrew M. Cuomo
Governor

Erik Kulleseid
Commissioner

Leslie Wright
Regional Director/ NYC Region

Permit Application Guidelines 2021

1. If the permit is being requested by an Organization, Agency, or Corporation, you must submit a formal letter of request on letterhead to the Park Director, Mr. Maurice Hicks. This applies to all events (Athletic fields, Indoor venues and/or picnic areas).
2. The letter can be mailed to: Attn: Park Director, Riverbank State Park, 679 Riverside Drive @ 145th Street. New York, NY 10031 or emailed to Maurice.Hicks@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 can arrange by the applicant in advance, no sales, or concessions at the venue)
 - 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.c3.
5. The cost of the permit application is \$30 non-profit or \$60 commercial rate and is due upon submitting the permit application. The application fee is non-refundable even if your application is denied. 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.
6. In addition, you may require an insurance certificate.
7. No reservation will be made nor will days be held until the formal letter of request, application and application fee are received.
8. To schedule Family reunions, picnic, birthdays, baby showers etc. The applicant can go directly to the cashier's booth. 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 and additional fees as well as insurance will apply.
9. All household balances and/or insurance must be received 2 weeks prior to the event.
10. There are no rain dates, credits, or refunds. All Reservations are final.
11. All events (except for picnics) require 90 to 30 days in advanced notice.

Please include your onsite Covid-19 Guidelines for approval.

Lila Acevedo
Events / Permit Coordinator
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Lila.Acevedo@parks.ny.