

# 2020 PAVILION RESERVATION PROCEDURE

All picnics at reserved areas (shelters/pavilions) for **WEEKEND & HOLIDAY DATES ONLY** at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Sunken Meadow and Valley Stream State Parks will be **issued on a first come, first served basis on Saturday, February 8, 2020 from 8:00 AM to 12:00 PM** at the Bethpage State Park Clubhouse.

Bethpage State Park Clubhouse is located at  
99 Quaker Meeting House Road, Farmingdale, NY 11735.  
Once you park your vehicle, follow signage for Picnic Registration.

## Open House Picnic Pavilion Registration Procedure:

1. The Clubhouse will open to the public at 12:00 AM. Upon entry into the Clubhouse, all registrants must sign in on the "official parks sign in sheet" and continuously remain on line, from the moment they take their line position, until they are wristbanded by park staff.
2. Park staff will issue numbered wristbands to all registrants on the "official parks sign in sheet" no earlier than 5:00AM. If the registrant is not present when their name is called, they will forfeit their place on line and must sign in again on the "official parks sign in sheet." Once the registrant is wristbanded, they may enter the registration room.
3. Once registration begins at 8:00AM, registrants will be called in wristband number order for application processing. If registrant is not present when their wristband number is called, parks will proceed with the next wristband number. Upon return, the registrant will be accommodated AFTER the application we are currently processing.
4. Only one reservation date will be granted to any one group, organization or person.
5. All Group Use applications must be complete. Prospective registrants must provide required permit fee, bus fee, any necessary paperwork and a business size, self-addressed, stamped envelope.
6. Payment by check or credit card only – NO CASH!

If you choose not to participate in the Open House process and you would like to submit your application prior to February 8<sup>th</sup>, please note that your application will not be reviewed until all Open House applications have been processed.

If you have any questions, please call the Regional Permit Office at 631-321-3515

Applications can be downloaded at [parks.ny.gov](https://parks.ny.gov) → Regions → Long Island → Regional Permits



## 2020 Group Use (Picnic) Permit

### 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 10 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT.**

#### Use this Picnic/Group Use application for:

- Groups of 50 or more people.
- Groups of any size bringing beer or wine into the park.
- Groups of any size arriving by bus.
- A permit is not necessary for groups of **less than 50 arriving by car** and **not bringing alcohol** to the park.
- **Robert Moses State Park** and **Jones Beach State Park** are not available for Group Use Picnics.
- Group Permits for **buses** are not issued for weekends or holidays to **Caumsett, Hither Hills, Orient Beach, and Wildwood State Park**.
- Day Camps of 10 or more unrelated youths ages 16 or under require a YOUTH GROUP PERMIT APPLICATION; download at [parks.ny.gov](http://parks.ny.gov)→Regions→Long Island→Regional Permits.

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 ten business 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 or in person, **NO** fax 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 Use 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. ONLY one reservation date will be granted to any one group for Saturday, Sunday or Holiday dates. This does not apply to weekdays (Monday-Friday) or a combination of one Saturday, Sunday or Holiday date with weekday dates.
4. All picnicking is on a first come, first served basis and restricted to the picnic areas within the park. The only reserved areas are the pavilions at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach, Sunken Meadow and Valley Stream State Parks.
5. 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.
6. The use of the parks 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.
7. 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.
8. 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.
9. 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 comfort station facilities must be supervised by appropriate male or female counselors or supervisors.
10. 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.
11. Collection or solicitation of money or contributions is a regulated activity not encompassed by a Group Use Permit.

12. 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.
13. 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.
14. **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:**

15. 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.
16. 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. Vendors, catering services, etc., are **NOT PERMITTED TO ENTER THE PARKS 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)
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, 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.

#### **TRANSPORTATION FEES AND INFORMATION:**

22. All vehicles must pay vehicular use fee (VUF) or park entry fee upon arrival, when in effect.
23. 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.
24. 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.
25. **Prepaid vehicle parking tickets (VUF)** are available to permit holders who call the park where their event is being held; For more information please call Permits (M-F, 9a-4:45p) at 631-321-3515.

#### **BUSES**

26. 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.
27. Bus entrance tickets are \$75.00, or \$35.00 for organizations enclosing New York State Tax Exempt form (ST-119) with application.
28. 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 \$75.00 bus fee (provided that the park has not reached full capacity). No refund will be given for the difference between commercial and non-profit bus tickets.
29. **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS** at Caumsett, Hither Hills, Orient Beach and Wildwood

30. **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.

**BEER/WINE**

31. 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.** 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.

**PAVILION RENTALS:**

32. All applications for pavilion areas at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Sunken Meadow and Valley Stream State Parks are reserved on a first come, first served basis.
33. 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.
34. **DJ / inflatable / pony rides are permitted in pavilion areas only.** Additional fees. SEE APPLICATION.
35. **Inflatable / pony rides permit applications require an insurance certificate.**
36. **PAVILION AREAS FOR RENTAL:**

**BELMONT LAKE: SOUND SYSTEMS/DJ'S PROHIBITED**

**Birch, Oak & Pine Pavilions:** Minimum 100 people, **Maximum 300**; Weekends/Holidays \$250, Weekdays \$200.

**Maple (enclosed) Pavilion:** Minimum 100 people, **Maximum 300**; Weekends/Holidays \$250, Weekdays \$200.

(Groups of 301 - 600 people MUST reserve two (2) pavilions.)

**BETHPAGE: NO ELECTRIC, SMALL GENERATOR ALLOWED**

**Bluebird & Eagle Pavilions:** Minimum 100 people, **maximum 250**; Weekends/Holidays \$250, Weekdays \$200  
(Pavilions are not located next to one another. Park will not make further accommodations to join groups.)

**HECKSCHER: Groups of 501-1000 people MUST reserve (2) pavilions.**

**Field 3 Pavilion:** Minimum 100 people, **Maximum 400.** Weekends/Holidays \$375, Weekdays \$325

**Deer Range & Taylor Pavilions:** Minimum 100 people, **Maximum 500**; Weekends/Holidays \$250, Weekdays \$200

(If group exceeds the number of persons on the application, the organization may be billed extra fees.)

RENTAL TIMES: 10am-7pm Memorial Day to July 31; otherwise 10am-6pm.

**HEMPSTEAD: MAXIMUM 2 SPEAKERS WITH A MAXIMUM SIZE OF 30" H BY 20" W. ABSOLUTELY NO EXCEPTIONS**

**Philip Scott Pavilion:** Minimum 100 people, **Maximum 300**; Weekends/Holidays \$250, Weekdays \$200

**ORIENT BEACH:**

**FOR PAVILION RENTALS, TENT PERMITS, INFLATABLE/ DJ / PONY RIDE PERMITS CALL ORIENT BEACH PARK OFFICE DIRECTLY 631-323-2440 FOR PRIOR APPROVAL BEFORE SUBMITTING AN APPLICATION.**

**Orient Pavilion:** Minimum 100 people, **Maximum 120**; Weekends/Holidays \$250, Weekdays \$200

**SUNKEN MEADOW (Gov. ALFRED E. SMITH): PONY RIDES, INFLATABLES, SOUND SYSTEMS/DJ'S PROHIBITED**

**East Orchard Pavilion:** Minimum 100 people, **maximum 200**; weekends/holidays \$250, weekdays \$200

**VALLEY STREAM: SOUND SYSTEMS/DJ'S PROHIBITED**

**Valley Stream Pavilion:** Minimum 100 people, **Maximum 300**; Weekends/Holidays \$250, Weekdays \$200

**TENTS:**

37. 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. 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.

**REFUND POLICY:**

38. **No refunds will be made because of inclement weather. No alternate date is permitted.**  
 39. All requests for refunds must be received in writing (no phone calls) along with the original permit and if applicable, original bus tickets.

Refunds:

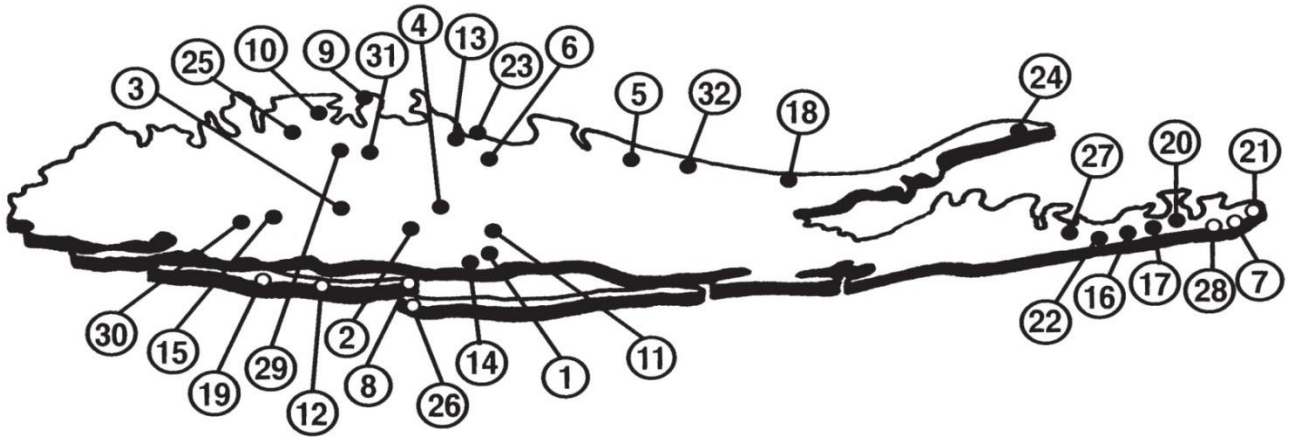
- 30 days or more prior to the reserved date, a full (100%) refund shall be issued.
- 10-29 days prior to the reserved date, a 50% refund shall be issued.
- Less than 10 days prior to reservation date, NO REFUND.

40. **BUS TICKETS / PREPAID VUF TICKETS ONLY:** Any unused tickets may be returned, accompanied by a letter requesting a refund within 60 days after the outing date.

41. There is a seven dollar and twenty-five cent (\$7.25) processing fee on all refunds.

**CATERING:**

- *Belmont Lake State Park: call 631-667-5055*
- *Bethpage State Park: Lessing's Inc. 516- 927-8380*
- *Captree State Park: call 631-669-0449*
- *Heckscher State Park: call 631-581-2100*
- *Hempstead Lake State Park: call 516-766-1029*
- *Hither Hills State Park: call 631-668-2554*
- *Jones Beach State Park: call 516-785-1600*
- *Montauk Downs State Park: Lessing's, Inc. 631- 483-5025*
- *Orient State Park: call 631-323-2440*
- *Robert Moses State Park: call 631-669-0449*
- *Sunken Meadow State Park (Gov. Alfred E. Smith): Lessing's, Inc. 631-269-6850*
- *Valley Stream State Park: call 516-825-4128*
- *Wildwood State Park: call 631-929-4314*



1. Bayard Cutting Arboretum State Park	17. Hither Woods State Park
2. Belmont Lake State Park	18. Hallock State Park Preserve
3. Bethpage State Park	19. Jones Beach State Park
4. Brentwood State Park	20. Montauk Downs State Park
5. Brookhaven State Park	21. Montauk Point State Park
6. Caleb Smith State Park	22. Napeague State Park
7. Camp Hero State Park	23. Nissequogue River State Park
8. Captree State Park	24. Orient Beach State Park
9. Caumsett State Historic Park	25. Planting Fields Arboretum State Historic Park
10. Cold Spring Harbor State Park	26. Robert Moses State Park
11. Connetquot River State Park Preserve	27. Sag Harbor State Golf Course
12. Gilgo State Park	28. Shadmoor State Park
13. Gov. Alfred E. Smith/Sunken Meadow State Park	29. Trailview State Park
14. Heckscher State Park	30. Valley Stream State Park
15. Hempstead Lake State Park	31. Walt Whitman Birthplace State Historic Site
16. Hither Hills State Park	32. Wildwood State Park



2020 Application for GROUP USE (PICNIC) Permit

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 10 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT. PLEASE PRINT NEATLY- ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.

- 1. NAME OF PARK REQUESTED: EVENT DATE: 1st choice: 2nd choice, if desired: 2. 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:

(MUST INCLUDE E-MAIL ADDRESS! - WILL BE USED FOR CONFIRMATION OF RESERVATION AS WELL AS FOR ADD-ONS (ALCOHOL, DJ's, INFLATABLES, PONY RIDES, ETC.)\*\*

STREET (where final permit will be mailed) APT #/ FL TOWN/CITY STATE ZIP PHONE ( )

- 3. APPROXIMATE TIME OF ARRIVAL: AM / PM; APPROXIMATE TIME OF DEPARTURE: AM / PM 4. ATTENDANCE: TOTAL # PEOPLE; # CARS; # BUSES/VAN (SEE BUS SECTION) 5. REQUESTING ALCOHOL PERMIT FOR BEER/WINE: IF YES ALSO FILL OUT ALCOHOLIC BEVERAGE APPLICATION. 6. REQUESTING DJ (SOUND SYSTEM)/INFLATABLE/PONY RIDE: IF YES ALSO FILL OUT DJ/INFLATABLE/PONY RIDE APPLICATION AND ATTACH. 7. PLEASE INDICATE BELOW IF REQUEST IS FOR A PAVILION AREA: (SEE PAVILION SECTION FOR MORE INFORMATION) BELMONT LAKE: Birch Pavilion; Pine Pavilion; Oak Pavilion; Maple Pavilion (enclosed) BETHPAGE: Eagle Pavilion; Bluebird Pavilion HECKSCHER: Deer Range Pavilion; Taylor Pavilion; Field 3 Pavilion HEMPSTEAD: Philip Scott Pavilion ORIENT: Pavilion SUNKEN MEADOW (GOV. ALFRED E. SMITH): East Orchard Pavilion VALLEY STREAM: Pavilion 8. IF REQUESTING A PAVILION AND IT IS NOT AVAILABLE: WE ACCEPT THE UNRESERVED PICNIC AREA WHICH IS FIRST COME, FIRST SERVED: YES; NO

PERMITS WILL NOT BE ISSUED FOR APPLICATIONS RECEIVED LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT DATE. ONE APPLICATION PER GROUP WILL BE ACCEPTED.

NO BOOKINGS OVER THE PHONE.

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 10 DAYS PRIOR TO YOUR EVENT, CALL PERMITS @ 631-321-3515



2020 Alcoholic Beverage Application

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 10 BUSINESS 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. 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 # PEOPLE IN GROUP

\*\*(MUST INCLUDE E-MAIL ADDRESS! - WILL BE USED FOR CONFIRMATION OF RESERVATION AS WELL AS FOR ADD-ONS (ALCOHOL, DJ's, INFLATABLES, PONY RIDES, ETC.)\*\*

IF TOTAL # PEOPLE IN GROUP IS 50 OR MORE, A GROUP USE APPLICATION must also BE COMPLETED AND SUBMITTED WITH THIS APPLICATION.

- 1. 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.
2. 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.
3. 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.
4. No alcoholic beverage shall be served to or consumed by minors (those under age 21).
5. 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.
6. State Parks reserves the right to limit the amount of alcohol allowed.
7. All vehicles must park in designated areas only.
8. Transportation of alcoholic beverages is permitted in unopened containers only.
9. 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.
10. 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.
11. Amplification of music or other sounds shall not be permitted and require a separate permit.
12. 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: X Date:

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

## 2020 DJ (Sound System) / Inflatable / Pony Ride Permit Application

**ALL APPLICATIONS MUST BE RECEIVED AT LEAST 10 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT.**

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

- 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 in pavilion area.** (Levels may not exceed 65 decibels).

**\*\*A LIMIT OF TWO SPEAKERS PER PAVILION\*\***

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:

- 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.**

**ONE APPLICATION MUST BE COMPLETED FOR EACH ACTIVITY AND SUBMITTED WITH A GROUP USE APPLICATION.**

1. PERMIT REQUESTED, **choose one only**: DJ/SOUND SYSTEM \_\_\_\_\_; INFLATABLE \_\_\_\_\_; PONY RIDES \_\_\_\_\_
2. NAME OF COMPANY SUPPLYING DJ/INFLATABLE/PONY RIDE: \_\_\_\_\_
3. NAME OF PARK REQUESTED: \_\_\_\_\_ EVENT DATE  
 1<sup>ST</sup> choice: \_\_\_\_\_ 1<sup>ST</sup> choice: \_\_\_\_\_  
 2<sup>ND</sup> choice, if desired: \_\_\_\_\_ 2<sup>ND</sup> choice, if desired: \_\_\_\_\_
4. NAME OF ORGANIZATION OR GROUP (if applicable) \_\_\_\_\_
5. NAME OF PERSON IN CHARGE OF OUTING \_\_\_\_\_
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**

**(DO NOT PRINT THIS PAGE DOUBLE SIDED!)**

GROUPS OF 50 OR MORE USING THE PICNIC AREA ONLY (APPLICATION REQUIRED)	<b>NO FEE</b>
PAVILION WEEKDAY ( <b>\$200</b> )	\$ _____
PAVILION WEEKEND/HOLIDAY ( <b>\$250</b> )	\$ _____
HECKSCHER FIELD #3 PAVILION WEEKDAY ( <b>\$325</b> )	\$ _____
HECKSCHER FIELD #3 PAVILION WEEKEND/HOLIDAY ( <b>\$375</b> )	\$ _____
ALCOHOL PERMIT ( <b>\$25</b> ) <u>A COPY OF THE APPLICANTS DRIVER'S LICENSE MUST BE INCLUDED</u>	\$ _____
DJ/AMPLIFIED SOUND ( <b>\$25 ea.</b> )	\$ _____
INFLATABLE ( <b>\$25 ea.</b> ) <u>INSURANCE REQUIRED WITH APPLICATION</u>	\$ _____
PONY RIDE/PETTING ZOO ( <b>\$25 ea.</b> ) <u>INSURANCE REQUIRED WITH APPLICATION</u>	\$ _____
BUS PERMIT ( <b>\$75 each</b> )	\$ _____
BUS PERMIT- STATE TAX EXEMPT ( <b>\$35 each</b> ) <u>FORM ST-119 MUST BE INCLUDED.</u>	\$ _____
<b>TOTAL ENCLOSED</b>	\$ _____

**Check or Money Order payable to: OPRHP-LI REGION**

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 IN PERSON OR BY MAIL SO THAT IT IS IN OUR OFFICE AT LEAST 10 BUSINESS 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 A COPY OF DRIVER'S LICENSE WITH ALCOHOL PERMIT APPLICATION.**
5. **ENCLOSE FORM ST-119 FOR STATE TAX EXEMPT BUS PERMIT.**
6. **ENCLOSE PAYMENT. DO NOT MAIL CASH.**

**Mail to:**

**Permits**

**PO BOX 247**

**Babylon, NY 11702**

**OR**

**Bring in person (M-F, 9am-4:45pm) to:**

**Long Island Regional Headquarters-Permits**

**625 Belmont Ave.**

**W. Babylon, NY 11704**

**SOUTHERN STATE PKY (EXIT 37N)**

**ALL APPLICATIONS RECEIVED IN LESS THAN 10 BUSINESS DAYS WILL BE RETURNED.**

**ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Group Use Permit applications can be downloaded at [parks.ny.gov](http://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**

**INSURED**

- COMPANY A
- COMPANY B
- COMPANY C
- COMPANY D

**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
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS-COMP/OP AGG \$ <b>2,000,000</b> PERSONAL INJURY \$ <b>1,000,000</b> EACH OCCURRENCE \$ <b>1,000,000</b> FIRE DAMAGE (Any one fire) \$ <b>50,000</b> MED EXPENSE (Any one person) \$ <b>5,000</b>
	<b>AUTOMOBILE LIABILITY</b> <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				COMBINED SINGLE LIMIT \$ BODILY INJURY/PERSON \$ BODILY INJURY/ACCIDENT \$ PROPERTY DAMAGE \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b> THE PROPRIETOR/ PARTNERS/EXECUTIVE <input type="checkbox"/> INC OFFICERS ARE: <input type="checkbox"/> EXCL				WC STAT. LIMITS <input type="checkbox"/> OTHER \$ EL EACH ACCIDENT \$ EL DISEASE-POLICY LIMIT \$ EL DISEASE-EA EMPLOYEE \$
	<b>OTHER</b> Bldrs. Risk/Floater Disability				Contract Value \$ _____ DBL * Statutory

**MUST MEET OR EXCEED MINIMUM LIMITS**

**MUST BE WORDED EXACTLY AS SHOWN**

**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