



OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION
New York City Region

Permit No. _____

PARK USE PERMIT

Indicate State Park Requested(x)

Clay Pit Ponds _____ Roberto Clemente _____ Riverbank _____
Gantry Plaza _____ East River _____

APPLICANT: _____
Print or Type Name (Area Code) Telephone Number

Address City State Zip Code

Organization/Sponsor (Area Code) Telephone Number

Type of Organization: (Check one)
__Government __Non-Profit __Social __Commercial __Other (Specify type)_____

Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

Assistant Event Coordinator (Area Code) Business Phone (Area Code) Home Phone

----- DATES REQUESTED ----- Set Up EVENT TIME Clean Up

Date(s) of Event _____ From _____ To _____ From _____ To _____ From _____ To _____
_____ From _____ To _____ From _____ To _____ From _____ To _____

Type of Event (Please check) __ Meeting __ Sports Competition __ Outing __ Special Event __ Other _____

Describe planned event in detail (Attach additional sheet if necessary)

Will event be advertised? Yes/No How? _____ When? _____

Will vehicles be required to enter Park? Yes/No Number? _____ Will use of electrical energy be required? _____

Specify equipment you will bring to be used during event _____

List previous events held at State Parks' facilities by your organization: _____

PARK AREAS REQUESTED: __Swimming Pool __Gymnasium __Outside Entertainment Area __Meeting Room
__Picnic Area __Lawn Areas __Rink __Cultural Building __Other

Specify Other Area(s): _____

Anticipated Number of: (Breakdown below) Participants _____ Spectators _____

Children (under 13) _____ Teen (13-17) _____ Adults (18-54) _____ Senior Citizens (55 & over) _____ Handicapped _____

Special Request: _____

I have read all the terms and conditions contained on both sides of the application and agree to comply with them. I understand that my organization and/or I will be held responsible for the terms and conditions of this permit.

Authorized Signature: _____ Date _____

FOR OFFICE USE ONLY

Date Received: _____ Granted: Yes/No Reason Denied: _____

Insurance: Yes/No \$ _____ Bond: Yes/No \$ _____ Park/OT Fee Yes/No \$ _____

Park Representative's Signature Title Date

----- Regional/Assistant Regional Director Title Date -----

PARK TERMS AND CONDITIONS

1. The permit does not become effective until approved by the park facility and, if necessary, the Regional Office.
2. The Permit authorizes only those activities specified and only during the hours and times approved.
3. During the planning stages of the event, NYS Office of Parks, Recreation and Historic Preservation may alter or add terms and conditions if and as necessary.
4. If the Permit is granted, the Permittee shall be subject to the Rules and Regulations of the New York State Office of Parks, Recreation and Historic Preservation and to all regulations, ordinances, and laws of all other City, State, and Federal Departments insofar as they may apply to the specific terms of the Permit. The Permittee must have the Permit in their possession on the day and site of the event. The Permit shall be shown to any official of the Agency upon request. The Agency shall have the right to have staff present during the event.
5. NYS Office of Parks, Recreation and Historic Preservation reserves the right to cancel any activities. The Permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Regional Director, or designee.
6. NYS Office of Parks, Recreation and Historic Preservation reserves the right to close the Park or facility, including the Permit area, in times of emergencies or for safety reasons.
7. The Permittee is responsible for the conduct of its participants. The Permittee is also responsible for cleaning and restoring the area after the event. The Permittee will be required to post bond(s) in order to insure that the Permittee has cleaned and restored the area after the special event. The cost of any State Parks employee overtime incurred because of this event will be borne by the Permittee. This cost may be paid in advance or deducted from the posted bond.
8. The Park will remain open to the public during park hours.
9. The approved activities shall not interfere with the use of park facilities by the public.
10. The sale of refreshment, foodstuffs or other items by the Permittee or agents of the Permittee is not permitted. No caterer or vendor may enter park property without an appropriate permit issued by the Regional Office. No alcoholic beverages will be allowed into the park.
11. The Permittee agrees to indemnify, defend and hold harmless the New York State Office of Parks, Recreation and Historic Preservation, its officers, agents and employees, from all suits arising from the operation of this Permit, or as a result of the consequences of any act, omission, neglect or misconduct on the part of anyone associated with the Permittee on this event.
12. If insurance is required, the Permittee shall obtain such insurance protecting the State of New York as shall be required under the Permit. The Certificates of Insurance must designate the State of New York and the Office of Parks, Recreation and Historic Preservation as additional named insured.
13. All Bonds and Insurance Certificates must be posted one week prior to the event.
14. It is prohibited to post, place, distribute, display, or dispense by any other means pamphlets, handbills, signs or advertising material of any kind within any park or any park street without first obtaining a permit.
15. It is prohibited to solicit funds or to collect contributions within park area.
16. The New York State Office of Parks, Recreation and Historic Preservation shall not be responsible for providing any utility or service, including but not limited to gas, electricity, restrooms, etc., in excess of that which is already available and can be provided without detriment to the Agency's operations.
17. Amplification of sound requires a permit issued by the New York City Police Department.
18. State Parks' music and sound regulations also apply and must be adhered to. The appropriate sound/decibel level shall be at the sole discretion of State Parks.
19. Mail the completed application(s), along with the non-refundable application fee, to:

**Riverbank State Park
Attention: Revenue Unit
679 Riverside Drive
New York, NY 10031**