2019 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 9, 2019 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 9th, 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
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 age 16 or under require a YOUTH GROUP PERMIT APPLICATION; download at nysparks.com ➔ 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 foodstuffs, 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 to place the order **at least 10 business days prior to the date of event.** 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 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 April 1 through Columbus Day weekend. 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:**

<table>
<thead>
<tr>
<th><strong>BELMONT LAKE: SOUND SYSTEMS/DJ’S PROHIBITED</strong></th>
<th>Birch, Oak &amp; Pine Pavilions: Minimum 100 people, maximum 300; weekends/holidays $250, weekdays $200.</th>
<th>Maple (enclosed) Pavilion: Minimum 100 people, maximum 300; weekends/holidays $250, weekdays $200. (Groups of 301 - 600 people MUST reserve two (2) pavilions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BETHPAGE: NO ELECTRIC, SMALL GENERATOR ALLOWED</strong></td>
<td>Bluebird &amp; 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.)</td>
<td></td>
</tr>
<tr>
<td><strong>HECKSCHER: Groups of 501-1000 people MUST reserve (2) pavilions.</strong></td>
<td>Field 3 Pavilion: Minimum 100 people, maximum 400. Everyday $325</td>
<td>Deer Range &amp; 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.</td>
</tr>
<tr>
<td><strong>HEMPSTEAD:</strong></td>
<td>Philip Scott Pavilion: Minimum 100 people, maximum 300; weekends/holidays $250, weekdays $200</td>
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<tr>
<td><strong>ORIENT BEACH:</strong></td>
<td>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.</td>
<td>Orient Pavilion: Minimum 100 people, maximum 120; weekends/holidays $250, weekdays $200</td>
</tr>
<tr>
<td><strong>SUNKEN MEADOW (GOV. ALFRED E. SMITH): PONY RIDES, INFLATABLES, SOUND SYSTEMS/DJ’S PROHIBITED</strong></td>
<td>East Orchard Pavilion: Minimum 100 people, maximum 200; weekends/holidays $250, weekdays $200</td>
<td></td>
</tr>
<tr>
<td><strong>VALLEY STREAM: SOUND SYSTEMS/DJ’S PROHIBITED</strong></td>
<td>Valley Stream Pavilion: Minimum 100 people, maximum 300; weekends/holidays $250, weekdays $200</td>
<td></td>
</tr>
</tbody>
</table>

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 ten dollar ($10.00) 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:** J & B Restaurant Partners 631-218-9067
- **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:** Mangia Fresco RM, LLC 917-774-1787
- **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
2. Belmont Lake State Park
3. Bethpage State Park
4. Brentwood State Park
5. Brookhaven State Park
6. Caleb Smith State Park
7. Camp Hero State Park
8. Captree State Park
9. Caumsett State Historic Park
10. Cold Spring Harbor State Park
11. Connetquot River State Park Preserve
12. Gilgo State Park
14. Heckscher State Park
15. Hempstead Lake State Park
16. Hither Hills State Park
17. Hither Woods State Park
18. Hallock State Park Preserve
19. Jones Beach State Park
20. Montauk Downs State Park
21. Montauk Point State Park
22. Napeague State Park
23. Nissequogue River State Park
24. Orient Beach State Park
25. Planting Fields Arboretum State Historic Park
26. Robert Moses State Park
27. Sag Harbor State Golf Course
28. Shadmoor State Park
29. Trailview State Park
30. Valley Stream State Park
31. Walt Whitman Birthplace State Historic Site
32. Wildwood State Park
LONG ISLAND STATE PARKS REGION

2019 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: ____________________________  1ST choice: ____________________________
   2ND choice, if desired: ____________________________  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 ____________________________
   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.
2019 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: __________________________
   1ST choice: ___________________________________
   2ND choice, if desired: __________________________

2. NAME OF ORGANIZATION OR GROUP (if applicable) __________________________

3. NAME OF PERSON IN CHARGE OF OUTING __________________________

4. STREET (where final permit will be mailed) ________________________________________________________________________

5. TOWN/CITY __________________________ STATE _____ ZIP ______________

6. PHONE (______) __________________________

7. APPROXIMATE TIME OF ARRIVAL: _______AM / PM; APPROXIMATE TIME OF DEPARTURE: _______AM / PM

8. TOTAL # PEOPLE IN GROUP ______

   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.
# 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

- **Bethpage State Park**: Electric not supplied-permittee must supply generator.
- **Heckscher State Park**:
- **Hempstead Lake State Park**: Generators are prohibited.
- **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

- **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

- **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.

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**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: __________________________
     - 2<sup>ND</sup> choice, if desired: __________________________

   - 1<sup>ST</sup> choice: __________________________
     - 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:____________________**
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavilion Weekday (50+)</td>
<td>$200</td>
<td>$</td>
</tr>
<tr>
<td>Pavilion Weekend/Holiday (50+)</td>
<td>$250</td>
<td>$</td>
</tr>
<tr>
<td>Pavilion Weekday/Weekend/Holiday - Hecksher Field 3 (50+)</td>
<td>$325</td>
<td>$</td>
</tr>
<tr>
<td>Alcohol Permit (50+)</td>
<td>$25</td>
<td>$</td>
</tr>
<tr>
<td>DJ/Amp Sound (50+ ea.)</td>
<td>$25</td>
<td>$</td>
</tr>
<tr>
<td>Inflatable (50+ ea.)</td>
<td>$25</td>
<td>$</td>
</tr>
<tr>
<td>Pony Ride/Petting Zoo (50+ ea.)</td>
<td>$25</td>
<td>$</td>
</tr>
<tr>
<td>Bus Permit (50+ each)</td>
<td>$75</td>
<td>$</td>
</tr>
<tr>
<td>Bus Permit - State Tax Exempt (50+ each)</td>
<td>$35</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Enclosed** $_____

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

- **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 nysparks.com ➔ Regions ➔ Long Island ➔ Permits
# ACORD CERTIFICATE OF LIABILITY INSURANCE

**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**

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

**INSURED**

**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.

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<tr>
<th>CO LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YY)</th>
<th>LIMITS</th>
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<td>GENERAL LIABILITY</td>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>THE PROPRIETOR</td>
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<td>PARTNERS/EXECUTIVE OFFICERS</td>
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<td>BLDG. RISK/FLOATER LIABILITY</td>
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**GENERAL AGGREGATE**

- $2,000,000
- PROJECTS-COMP-AGG
- PERSONAL INJURY
- $1,000,000
- EACH OCCURRENCE
- $1,000,000
- FIRE DAMAGE (Any one fire)
- $50,000
- MED EXPENSE (Any one person)
- $5,000
- COMBINED SINGLE LIMIT
- $50,000
- BODILY INJURY/PERSON
- $500,000
- BODILY INJURY/ACCIDENT
- $500,000
- PROPERTY DAMAGE
- $500,000
- AUTO ONLY-1 EA ACCIDENT
- $500,000
- OTHER THAN AUTO ONLY
- EACH ACCIDENT
- $500,000
- AGGREGATE
- $500,000
- EACH OCCURRENCE
- $500,000
- AGGREGATE
- $500,000
- WC STATE LIMITS
- OTHER
- $500,000
- EL EACH ACCIDENT
- $500,000
- EL DISEASE-POLICY LIMIT
- $500,000
- EL DISEASE-EMPLOYEE
- $500,000

**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