New York State
Parks, Recreation and
Historic Preservation

PARK USE PERMIT APPLICATION PACKET

2023 Information, Conditions & Requirements
For Long Island State Park Region Park Use Permits

FEES, DATES, AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE.
ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

Use this Park Use Application for: Walkathons, marathons, bike races, sports events, wedding/ engagement ceremonies & photos, Camp Hero camping, religious ceremonies, environmental trips (not scientific research) and other special events.

GENERAL INFORMATION:

1. PERMIT IS NOT VALID UNTIL FEES AND INSURANCE CERTIFICATE, IF APPLICABLE, ARE RECEIVED. If permittee is required to provide insurance, see attached sample of insurance.
2. Permits are available only when the park and facility requested is scheduled to be open to the general public.
3. Permits are not available when permit area is otherwise previously reserved; permits may be limited on holidays and weekends, or when other special events are scheduled in the Region which may impact facility use.
4. Permits are limited to groups which do not exceed area or facility capacity.
5. The use of the area/facility is limited to the date(s) authorized on the permit. The permit does not entitle the permittee to any alternate dates due to weather conditions.
6. Parks may be unable to reserve a specific area more than 90 days prior to proposed use. When possible, parks will endeavor to offer permit applicant reasonable alternatives.
7. The permittee must provide any equipment to be used such as tables, chairs, umbrellas, etc., or other special equipment as may be authorized in the permit.
8. For the purpose of identification, the permit must be carried by the person in charge and be available if requested by a police officer or park employee. Person in charge must remain at the site of the permit activity.
9. All parks, with the exception of certain facilities at Jones Beach State Park, Bayard Cutting Arboretum and Planting Fields Arboretum State Historic Park close at sundown. The permit times will be as indicated on the permit. The permittee, together with all supplies and equipment, must vacate area/facility no later than indicated time.
10. The permit conditions and policy furnished to each applicant are considered part of the application and permit. No waiver of any provision of these conditions and policy is valid unless it is in writing and signed by an authorized representative of the Office of Parks, Recreation and Historic Preservation. Violation of these requirements or OPRHP regulations may result in immediate rescission of permit, NO REFUND and possible issuance of summons. Permittees found violative of terms of permit and/or Park rules and regulations and/or legal statute may not be eligible for Park Use Permits for a period of not less than one year from date of infraction.
11. The permittee understands Parks may suspend or terminate the permit if continuance of the permit would create a dangerous condition or pose a threat to the health, safety or welfare of the permittee or the public in general.
12. The permittee is subject to standard conditions of general Park Use Permit and may be subject to additional special conditions specific for the permit location and/or activity requested. Such special conditions, if any, will be included in an appendix to the permit.
13. Any vehicular use fee or park entry fee must be paid at point of entry.
14. Special Events including but not limited to Walk-a-thons with over 2,500 (but fewer than 5,000) participants must supply an EMT to be on site during the event. Events with over 5,000 participants must supply an ambulance to be on site during the event. Additional ambulances will be required for larger events.
15. Park Police and park staffing may be necessary for special events including but not limited to walk-a-thons. Permittee will be billed for Park Police and park staffing per hour for any events larger than 5,000 participants.

DO'S AND DON'TS:

16. The permittee shall not by word of mouth, in writing in any advertising or publicity, represent or imply that the permittee has any official connection with the Office of Parks, Recreation and Historic Preservation or any of its parks or employees.
17. The permittee may only use the facility or area to which it has been assigned in the permit. Any question as to location of such facility or area must be resolved by the Park Manager.
18. Discharge or pickup of individuals or group members on roadways, toll plazas, park entrances, or at any point within the park other than that designated by signs or the Park Manager is prohibited.
19. Unless specifically noted in the permit, the use of any public address/amplification/sound system is prohibited.
20. Areas or facilities used by the permittee should be left in a condition equal to that existing on arrival. Permittee is responsible for all clean-up work and for the disposing of all litter the permittee generates in containers provided.
21. The permittee may not attach signs, placards, or written material in any way to a structure or any part of the man-made or natural environment. No balloons.
22. No materials shall be distributed by the permittee by leaving such material unattended.

23. Permittee may not obstruct, impede, or interfere with the free flow of pedestrian or vehicular traffic nor unduly interfere with the use of premises for park and recreation purposes by the public.
24. Permittee is required to remove all flowers brought into the park for event.

TRANSPORTATION FEES AND INFORMATION:

25. All vehicles must pay vehicular use fee (VUF) or park entry fee upon arrival, when in effect.
26. 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.
27. 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**.
28. **Prepaid vehicle parking tickets (VUF)** are available to permit holders who call to place the order **at least 14 days prior to the date of event**. For more information, please call the Park Office of your event location.

BUSES

29. **Bus entrance fee is $75.00**, or **$35.00 for organizations enclosing a New York State Tax Exempt** form (ST-119) with application.
30. ***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.*
31. Bus traffic is prohibited on Long Island State Parkways except for:
    - Heckscher Parkway SOUTH of Sunrise Highway (Route 27)
    - Meadowbrook and Robert Moses Parkways SOUTH of Merrick Road (Route 27A)
    - Sunken Meadow Parkway NORTH of Route 25A
    - Ocean and Montauk Parkways.

TENTS:

32. 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 or LIEngineering@parks.ny.gov. 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. Additional fees may apply.

REFUND POLICY:

33. ***No refunds will be made because of inclement weather. No alternate dates or rain dates are permitted.***
34. All requests for refunds must be received in writing (no phone calls) via letter to: PO BOX 247, Babylon, NY 11702, along with the original permit and if applicable, all original bus tickets.
35. **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.
36. BUS TICKETS ONLY: Any unused tickets may be returned, accompanied by a letter requesting a refund within 60 days after the outing date.
37. There is a ten-dollar ($10.00) processing fee on all refunds.

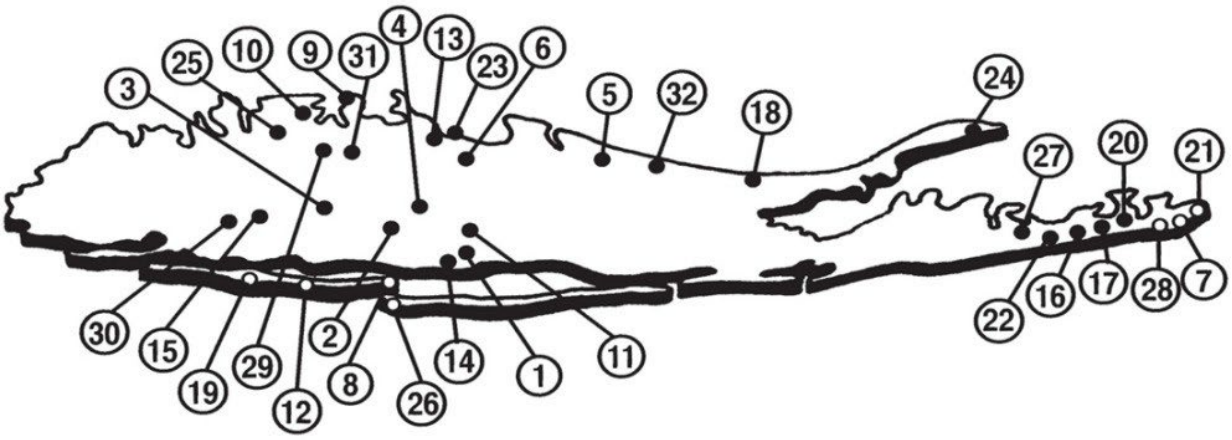
CATERING:

38. THE SALE OR VENDING OF FOOD OR MERCHANDISE IS PROHIBITED. Vendors, catering services, etc. are NOT PERMITTED TO ENTER THE PARKS TO DELIVER AND/OR SELL any foodstuffs, beverages or merchandise to any group or organization. Arrangements for catering may be made through park catering services ONLY. Please contact the park directly for catering details.
    - Belmont Lake State Park: call 631-667-5055
    - Bethpage State Park: call Lessing's Inc. at 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: call Lessing's, Inc. at 631- 483-5025
    - Orient State Park: call 631-323-2440
    - Robert Moses State Park: call 631-669-0449
    - Sunken Meadow State Park: call Lessing's, Inc. at 631-269-6850
    - Valley Stream State Park: call 516-825-4128
    - Wildwood State Park: call 631-929-4314

PERMIT PROCEDURE

1. Park Use Application may be submitted beginning December 2022.
2. Complete and submit application so that it is **received in our office at least 14 days prior to your event**.
3. Once received, we will contact you by phone or E-mail, once a determination has been reached.
4. An invoice(s) will be sent by mail or email.
5. Once payment and insurance, if required, are received a permit will be issued.
6. You will receive 2 copies of the permit.
7. Please sign both copies, return 1 copy to our office; keep your permit on you the day of your event.

NOTE: IF YOU DO NOT RECEIVE YOUR PERMIT 5 DAYS PRIOR TO YOUR EVENT, CALL PERMITS at 631-321-3515



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. 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

New York State Parks, Recreation and Historic Preservation

LONG ISLAND STATE PARKS REGION

2023 Application for PARK USE Permit

FEES, DATES, AND INFORMATION CONTAINED HEREIN ARE SUBJECT TO CHANGE.

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE DATE OF THE EVENT.

PLEASE PRINT NEATLY

NAME OF PARK REQUESTED:

1st choice: _____ EVENT DATE(S) 1st choice: _____

2nd choice, if desired: _____ EVENT DATE(S) 2nd choice, if desired: _____

1. **SPECIFIC LOCATION IN PARK REQUESTED:**

_____

(*Although every effort will be made to honor requests, we cannot guarantee availability of specific locations.*)

2. **IS THIS A SPONSORED EVENT?** ☐ YES / ☐ NO

If yes, please list_____

(*State Parks prohibit tobacco, alcohol, games of chance and some pharmaceutical product sponsorships.*)

3. **ARE YOU SUPPLYING GIVEAWAYS?** ☐ YES / ☐ NO

If yes, please list _____

(*State Parks prohibit the distribution of Frisbees, bumper stickers, and certain soap products.*)

4. **TYPE OF ACTIVITY** (check all that apply):

☐ -athons (walks, runs, etc.) ☐ Religious Ceremony ☐ Wedding ☐ Wedding/Engagement/Family Photos

☐ Trolley Shuttle ☐ Athletics/Sports ☐ Environmental Field Trip ☐ Camp Hero Camping ☐ Commercial Activity

☐ Other: _____

5. **NAME OF ORGANIZATION OF GROUP** (if applicable): _____

FULL NAME OF PERSON IN CHARGE OF OUTING: _____ **PHONE:** _____

EMAIL ADDRESS OF PERSON IN CHARGE OF OUTING: _____

STREET **(where permit will be mailed to)** _____ **APT #/ FL**_____

TOWN/CITY _____ **STATE**_____ **ZIP** _____

6. **APPROXIMATE TIME OF ARRIVAL:** _____AM ☐ PM ☐ **APPROXIMATE TIME OF DEPARTURE:**_____AM ☐ PM ☐

7. **ATTENDANCE**: TOTAL # OF PEOPLE_____; # CARS _____; # VANS_____; # BUSES_____; # TRUCKS _____

8. **WILL A TENT BE REQUIRED**? ☐ YES / ☐ NO. **If yes, WHAT SIZE AND QUANTITY?** _____

(A Tent Permit is required for all tents larger than 10x10) **TENT APPLICATION SUBMITTED?** ☐ YES / ☐ NO

9. **DESCRIPTION OF ACTIVITIES/ITINERARY OF THE EVENT** (or attach schedule/additional pages if needed):

_____

_____

_____

ALL INCOMPLETE APPLICATIONS WILL BE RETURNED. PERMITS WILL NOT BE ISSUED FOR APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT DATE. 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:_____**DATE:** _____

UPON APPROVAL, FEES WILL BE DETERMINED AND APPLICANT WILL BE INVOICED. CHECKS PAYABLE TO: NEW YORK STATE PARKS

APPLICATIONS ARE NOT ACCEPTED IN PERSON, BY FAX OR EMAIL.THEY ARE ONLY ACCEPTED VIA IN PERSON SUBMISSION OR MAIL.

MAIL TO:
Permits
PO BOX 247
Babylon, NY 11702

OR

BRING TO OUR OFFICE (Mon - Fri, 9am - 4:45pm):
Long Island Regional Headquarters-Permits Office
625 Belmont Avenue
West Babylon, NY 11704

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

INSURED

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

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	
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONTRACTOR'S PROT ☐ _____	MUST MEET OR EXCEED MINIMUM LIMITS			GENERAL AGGREGATE	$ 2,000,000
					PRODUCTS-COMP/OP AGG	$ 2,000,000
					PERSONAL INJURY	$ 1,000,000
					EACH OCCURRENCE	$ 1,000,000
					FIRE DAMAGE (Any one fire)	$ 50,000
					MED EXPENSE (Any one person)	$ 5,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____				COMBINED SINGLE LIMIT	$
					BODILY INJURY/PERSON	$
					BODILY INJURY/ACCIDENT	$
					PROPERTY DAMAGE	$
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	$
					AGGREGATE	$
	EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	$
					AGGREGATE	$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: ☐ INC ☐ EXCL	MUST BE WORDED EXACTLY AS SHOWN			☐ WC STAT. LIMITS ☐ OTHER	$
					EL EACH ACCIDENT	$
					EL DISEASE-POLICY LIMIT	$
					EL DISEASE-EA EMPLOYEE	$
	OTHER Bldrs. Risk/Floater Disability				Contract Value $_____ DBL * Statutory	

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