



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:

1st choice: _____
2nd choice, if desired: _____

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

PAYMENT

(DO NOT PRINT THIS PAGE DOUBLE SIDED!)

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

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 → Regions → Long Island → Permits