



LONG ISLAND STATE PARKS REGION

2024 Bus Permit Application

ALL APPLICATIONS MUST BE RECEIVED AT LEAST 14 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. **SPECIFIC LOCATION IN PARK REQUESTED** _____
- 3. **NAME OF ORGANIZATION OR GROUP** (if applicable) _____
- 4. **NAME OF PERSON IN CHARGE OF OUTING** _____
- 5. **E-MAIL ADDRESS OF PERSON IN CHARGE** _____
- 6. **STREET (where final permit will be mailed)** _____ **APT #/ FL** _____
- 7. **TOWN/CITY** _____ **STATE** _____ **ZIP** _____
- 8. **PHONE** _____
- 9. **APPROXIMATE TIME OF ARRIVAL:** _____ AM PM; **APPROXIMATE TIME OF DEPARTURE:** _____ AM PM
- 10. **TOTAL # PEOPLE IN GROUP** _____

11. **IF YOU HAVE ALREADY SUBMITTED A GROUP PICNIC PERMIT APPLICATION, PLEASE INDICATE GROUP PERMIT NUMBER**
GROUP PICNIC PERMIT # _____

12. **IF YOU BOOKED A PAVILION AND ARE LINKING THIS APPLICATION TO YOUR RESERVATION, PLEASE INDICATE**
RESERVATION # FROM RESERVE AMERICA: PAVILION RESERVATION # _____

13. **ARE YOU A TAX-EXEMPT ORGANIZATION OR GROUP?** *If yes, provide a New York State Tax Exempt form (ST-119)*

14. **TOTAL # OF REQUESTED BUSES** _____
- **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.
 - 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.
 - Bus entrance tickets are \$75.00, or \$35.00 for organizations enclosing New York State Tax Exempt form (ST-119) with application.
 - **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS** at Caumsett, Hither Hills, Orient Beach and Wildwood
 - **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS MEMORIAL DAY TO LABOR DAY** at Valley Stream
 - **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.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

Signature: _____ **Date:** _____

PAYMENT

****IF NO PERMIT IS REQUIRED FOR YOUR DESIRED ADD ON, OUR OFFICE WILL NOTIFY YOU VIA EMAIL; YOUR PAYMENT WILL BE RETURNED TO THE ADDRESS PROVIDED****

(DO NOT PRINT THIS PAGE DOUBLE SIDED)

GROUPS OF 50 OR MORE USING THE PICNIC AREA ONLY (<u>APPLICATION REQUIRED</u>)	NO FEE
ALCOHOL (\$25) <u>COPY OF THE APPLICANTS DRIVER'S LICENSE MUST BE INCLUDED</u>	\$ _____
DJ / AMPLIFIED SOUND (\$25 each)	\$ _____
INFLATABLE (\$25 each) <u>INSURANCE REQUIRED WITH APPLICATION</u>	\$ _____
PONY RIDE/PETTING ZOO (\$25 each) <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>	\$ _____
MISCELLANEOUS ADD-ON (\$25 each) - <u>ADDITIONAL FEES MAY APPLY. REQUIRES PARK MANAGEMENT APPROVAL</u>	\$ _____

TOTAL ENCLOSED \$ _____

Check or Money Order payable to: NYS PARKS

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 AT LEAST 14 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 DOCUMENTS REQUIRED FOR MISC. ADD ON PERMIT (IF APPLICABLE)**
5. **ENCLOSE A COPY OF DRIVER'S LICENSE WITH ALCOHOL PERMIT APPLICATION.**
6. **ENCLOSE FORM ST-119 FOR STATE TAX EXEMPT BUS PERMIT.**
7. **ENCLOSE PAYMENT. DO NOT MAIL OR DROP OFF WITH CASH.**

MAIL TO: Permits PO BOX 247 Babylon, NY 11702	BRING TO OUR OFFICE (Mon - Fri, 9am - 4:45pm): Long Island Regional HQ-Permits Office 625 Belmont Avenue West Babylon, NY 11704	EMAIL TO: LongIslandPermits@parks.ny.gov
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ALL APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT DATE WILL BE RETURNED.

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Group Use Permit applications can be downloaded at parks.ny.gov → Regions → Long Island → Permits