



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:** \_\_\_\_\_  
     1<sup>ST</sup> choice: \_\_\_\_\_  
     2<sup>ND</sup> 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. **TOTAL # OF REQUESTED BUSES** \_\_\_\_\_

- o **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.
- o **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 \$35.00 bus fee (provided that the park has not reached full capacity).
- o 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.
- o Bus entrance tickets are \$35.00.
- o **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS** at Caumsett, Hither Hills, Orient Beach and Wildwood
- o **NO BUSES PERMITTED ON WEEKENDS AND HOLIDAYS MEMORIAL DAY TO LABOR DAY** at Valley Stream
- o **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 (APPLICATION REQUIRED)	<b>NO FEE</b>
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 (\$35 each)	\$ _____
MISCELLANEOUS ADD-ON (\$25 each) - <u>ADDITIONAL FEES MAY APPLY. REQUIRES PARK MANAGEMENT APPROVAL</u>	\$ _____
<b>TOTAL ENCLOSED \$ _____</b>	

**Check or Money Order payable to: NYS PARKS**

Check/Money Order # \_\_\_\_\_

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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 PAYMENT. DO NOT MAIL OR DROP OFF WITH CASH.**

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

Group Use Permit applications can be downloaded at [parks.ny.gov](http://parks.ny.gov) → Regions → Long Island → Permits