



LONG ISLAND STATE PARKS REGION

NOTE: IF YOU DO NOT RECEIVE YOUR PERMIT 5 DAYS PRIOR TO YOUR EVENT, CALL PERMITS @ 631-321-3770

2026 BUS PERMIT APPLICATION

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

BUSES MAY BE DENIED DUE TO PARK CAPACITY RESTRICTIONS.

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. APPROX. TIME OF ARRIVAL: _____ ☐ AM ☐ PM; APPROX. TIME OF DEPARTURE _____ ☐ AM ☐ PM
10. TOTAL # PEOPLE IN GROUP: _____
11. IF YOU HAVE ALREADY SUBMITTED A GROUP PICNIC PERMIT APPLICATION, PLEASE INDICATE YOUR GROUP PERMIT NUMBER HERE: GROUP PICNIC PERMIT #: _____
12. IF YOU BOOKED A PAVILION AND ARE LINKING THIS APPLICATION TO YOUR RESEVATION, PLEASE INDICATE YOUR RESERVATION # FROM RESERVE AMERICA HERE:
PAVILION RESERVATION #: _____
13. 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 \$35.00 bus fee (provided that the park has not reached full capacity).
 - 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 \$35.00 for all organizations.
 - 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: X _____ DATE: _____

PROCEED TO PAYMENT PAGE



LONG ISLAND STATE PARKS REGION

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)

**PLEASE TOTAL YOUR
REQUESTED PERMIT(S)
FEE(S) BELOW**

GROUPS OF 50 OR MORE USING THE PICNIC AREA ONLY (APPLICATION REQUIRED) **NO FEE**

ALCOHOL (\$25) COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST BE INCLUDED \$ _____

DJ / AMPLIFIED SOUND (\$25) \$ _____

INFLATABLE (\$25 EACH) INSURANCE REQUIRED WITH APPLICATION \$ _____

PONY RIDE/PETTING ZOO (\$25 EACH) INSURANCE REQUIRED WITH APPLICATION \$ _____

BUS PERMIT (\$35 EACH) \$ _____

MISCELLANEOUS ADD-ON (\$25 EACH) * \$ _____

*ADDITIONAL FEES MAY APPLY. REQUIRES PARK MANAGEMENT APPROVAL

TOTAL ENCLOSED \$ _____

<p>Check or Money Order payable to: NYS PARKS</p> <p>Check/Money Order # _____</p> <p>*****</p> <p> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX </p> <p>Credit Card # _____</p> <p>Exp. Date: _____ Security Code # _____</p> <p>Name on Card: _____</p> <p>Signature: X _____</p>			
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BE SURE TO:

1. **SUBMIT COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION AT LEAST 14 DAYS PRIOR TO THE DATE OF YOUR EVENT(S).**
2. **ENCLOSED INSURANCE FOR INFLATABLE, PONY RIDE, AND/OR PETTING ZOO.**
3. **ENCLOSE DOCUMENTS REQUIRED FOR MISC. ADD ON PERMIT (IF APPLICABLE)**
4. **ENCLOSE A COPY OF DRIVER'S LICENSE WITH ALCOHOL PERMIT APPLICATION.**
5. **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
***PLEASE INCLUDE PARK AND DATE
REQUESTED IN SUBJECT LINE**

**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 → Visit → Regions → Long Island → Permits