

**NYS OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION
SPECIAL EVENT APPLICATION AND PERMIT**

STATE PARK:
ADDRESS:

FEE: \$_____
PERMIT #:_____

ACTIVITY DATE:_____ TIME (start/end):_____

AREA:_____ OTHER INFO:_____

PERMITTEE:_____

GROUP/ORG:_____

ADDRESS:_____

CITY:_____ STATE:_____ ZIP:_____

TELEPHONE:_____ CELL:_____

FUNCTION:_____

APPROXIMATE # ATTENDING:_____

FEE REQUIRED:_____ CHECK or MONEY ORDER #:_____

INSURANCE REQUIREMENT: Permit is contingent upon receipt of Certificate of Insurance

SPECIAL CONDITIONS:

Permit is temporary and revocable at any time. All rules and regulations of the New York State office of Parks, Recreation and Historic Preservation apply to this permit.

Permittee shall promptly report any and all unusual incidents directly to the Park Manager or Park Police. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.

Alcoholic Beverage Permit required if alcoholic beverages will be served.

It is your responsibility to make sure area is thoroughly cleaned of any debris, trash, etc. before departure.

This permit is issued for wedding receptions, corporate events and other privately sponsored activities which take place at designated locations at this Park/Historic Site. This permit is required for all private events that involve the use of a catering firm and for which tents and other rental equipment will be employed.

The event permitted by this agreement is subject to the policies and normal operating rules, regulations of the New York State Office of Parks, Recreation and Historic Preservation as contained in the *Official Compilation of Codes, Rules and Regulations of the State of New York*. **Ask a park representative where a copy of the Rules and Regulations can be found.** Should violations of these rules occur, and should they not be corrected upon direction from an employee, officer or agent of the Agency; such employee, officer or agent is empowered to immediately cancel this permit and take such remedial and/or legal action as may be provided for by law.

Conditions and Requirements

1. Private events may take place only during regular hours of operation unless authorized by the Park/Site Manager. An additional fee may be assessed if an event goes past the posted park closing time. Evening events **must conclude by midnight**.
2. In Carry-In/Carry-Out facilities, **all** refuse, foodstuffs, cigarette butts, decorations, signs, and any other material brought in for the event must be removed at the end of the event.
3. Any confetti used/thrown at a wedding **must be of natural, biodegradable** material such as flower petals, lavender buds or birdseed. Artificial confetti such as metallic, glitter, paper, ribbons, plastic, etc. is prohibited.
4. Amplified music generally requires an additional permit, and further restrictions may apply; if planning on using amplified music at the event, Permittee should speak with Park/Site representative. If permission is granted for amplified music, Permittee **must agree to abide by local laws and noise ordinances**.
5. Permittee may not move equipment owned by the State of New York, including picnic tables or grills, without permission of the Park/Site Manager. The Permittee also may not cut, alter or remove natural landscape features, nor post signs and/or balloons without obtaining such permission.
6. The Permittee must submit all other necessary approvals and/or permits and/or fees by the specific due dates.
7. Vehicles belonging to persons attending the special event must be parked in the main parking lot unless otherwise authorized. This permit does not waive applicable vehicle use fees for guests or event staff, but the Park/Site may be able to offer special parking payment arrangements
8. Caterers, tent rental companies and other third party service providers for the event must coordinate their activities with the Park/Site. Said third parties must contact the Park/Site office **within two (2) weeks of the issuance of this permit** to request the written guidelines governing caterers and other service providers. The Permittee is responsible for providing the site with contact information for all third party service providers for their event.
9. Permittee shall defend, indemnify and hold harmless the People of the State of New York, the Executive Department, the New York State Office of Parks, Recreation and Historic Preservation

and their commissioners, officers, agents and employees from and against damages for injury to or death of persons and for damage to or destruction of property of State Parks or others occurring during Permittee's use of said Premises and caused by the acts, omissions, neglect or misconduct of Permittee or any of its employees, agents, contractors, licensees or guests in the conduct of Permittee's operations under this permit. The Permittee assumes all risk of loss of the Permittee's property or that of its agents, employees, contractors and guests. Permittee's liability is not limited to the insurance coverage provided.

10. **This permit is not transferable.** The special event will be authorized once the Agency has received acknowledgment of the Permittee's receipt of this communication and the Permittee's agreement to the terms and conditions set forth herein.
11. The Permittee is responsible for communicating the above rules and conditions, especially concerning permission to use access roads and appropriate parking locations to all guests and to **all of their service providers** including, but not limited to: the caterer, portable toilet company, florist(s), photographer(s), decorator(s), wedding planner, band members or DJ, limousine driver, buses.
12. Additional Conditions or Comments:

By my signature I indicate my agreement to abide by the terms and conditions of this permit and to ensure that service providers and others in my party will abide by these conditions:

(Signature)

(Date)

Witness representing Parks: _____

(Signature)

(Date)