



NEW YORK
STATE OF
OPPORTUNITY.

Parks, Recreation and Historic Preservation

CENTRAL REGION

EVENT PERMIT APPLICATION

**COMPLETED application should be received by the PARK / SITE being requested
not less than 30 days PRIOR to the Event date to allow approval time.**

*ALL fields with an * are mandatory and must be completed. Missing information may result in delay of approval.*

REQUESTED PARK or HISTORIC SITE: *

SPECIFIC SHELTER or OTHER LOCATION IN THE PARK/ SITE: *

REQUESTED DATE(S): 1st Choice * Rain Date Start Time: *

Or DATE RANGE: From To End Time: *
(Please Indicate AM or PM)

(MUST Read Terms & Conditions on back and Sign)

REQUESTING ORGANIZATION or PERSON: * ☐ YES ☐ NO
(Permittee)

CONTACT PERSON: * **TITLE:** *

ADDRESS: * **ZIP:** *

Phone Numbers: * Work () Home () Other ()

DESCRIBE ACTIVITY or EVENT: *

PROJECTED ATTENDANCE: * How Many - People: Cars: Buses:

➤ **NOTE:** Any public advertisement must stipulate that the program or event is:
“In cooperation with the New York State Office of Parks, Recreation and Historic Preservation – Central Region.”

Will Activity be advertised? ☐ YES ☐ NO When? How?

THIS SECTION TO BE COMPLETED BY OPRHP:

Date Received:

SPECIAL CONDITIONS / REQUIREMENTS:

	YES	NO
Additional Personnel		
First Aid Support		

	YES	NO
Portable Restroom Facilities		
Certificate of Insurance		

Other:

FACILITY MANAGER: I recommend the Region: ☐ APPROVE ☐ DENY this application.

If Denied, Reason: Signature Date

PARK POLICE ENDORSEMENT: ☐ APPROVED AS WRITTEN ☐ ADDENDUM ATTACHED

Signature: Title: Date:

REGIONAL AUTHORIZATION: ☐ GRANTED ☐ DENIED

Signature: Title: Date:

TERMS & CONDITIONS:

1. The use of the area / facility is limited to the date(s) authorized on the permit. The permit does not entitle the Permittee to any alternate dates due to weather conditions unless noted above.
2. **Vehicular Use Fee must be paid at time of entry. Granting of this Permit implies no waiver of normal Vehicular Use Fees. It is the responsibility of the Permittee to ascertain when vehicular use fee is in effect.**
3. Permittee will comply with all traffic and parking control guidelines as established by the Office of Parks, Recreation and Historic Preservation (OPRHP) prior to the activity/event.
4. All Parks/Sites close ½ hour after sunset. The permittee, together with all used and unused supplies and equipment, must vacate the area/facility no later than the indicated time.
5. An approved, signed copy of this Permit must be provided by the Permittee to any Park Ranger, or any other park personnel upon request on the day of the permitted activity/event.

(Continued on Reverse)

6. The information, conditions, and requirements furnished to each applicant are considered part of the application. No waiver of any provision of these conditions and requirements is valid, unless in writing and signed by an authorized representative of OPRHP.
7. Permittee certifies that she/he is at least 21 years of age or older at the time application is submitted.
8. OPRHP shall not be responsible for providing any utility or service, including but not limited to gas, electricity, restrooms, etc. in excess of that which is already available and can be provided without detriment to the operation of the Parks/Sites involved.
9. Permits are limited to groups that do not exceed area or facility capacity.
10. Unless specifically noted in the permit, the use of any public address/amplification sound system is prohibited.
11. Concessionaires in State Parks hold exclusive license for sale of foodstuffs, refreshments, or other items. No sale or vending is permitted without written approval from OPRHP.
12. OPRHP reserves the right to cancel at anytime a scheduled or on-going program, activity or event due to improper compliance with stated policies and procedures. OPRHP further reserves the right to exercise any controls over the permitted activity/event which are felt to be in the public interest.
13. Areas or facilities used by the Permittee must be left in a condition equal to that existing on arrival. **Permittee is responsible for the removal of all trash generated by the event. If not cleaned to the satisfaction of OPRHP, Permittee will reimburse OPRHP for the cost of the service.**
14. **Permittee understands that she/he will be held responsible and billed for any and all damages done to Park property and facilities during activity/event.**
15. Permittee will be responsible, at his/her own expense, for any personnel which may be considered necessary and approved by OPRHP for the operation of permitted activity/event.
16. Permittee may be required to provide appropriate first aid support as decided by OPRHP. Any costs incurred shall be borne by Permittee.
17. Permittee may be required to provide, at his/her own expense; portable restroom facilities at the activity/event to support permanent facilities. The number of such units will be determined by OPRHP. Such units must be removed in a timely fashion.
18. The PERMITTEE shall at its own cost and expense, procure commercial general liability insurance for itself as the insured. **The State of New York, OPRHP and their officers, employees and agents are named as additional insureds on the Contractor's liability insurance policy.** "Contractor" refers to holder of this permit. Certificate holder should read: State of New York OPRHP 625 Broadway, Albany, NY 12238. The coverage shall contain limits of no less than \$1,000,000 for each occurrence and a general aggregate minimum of \$2,000,000 to protect PERMITTEE and each additional insured from any claims for damages to property and for personal injuries, including death, which may arise in connection with the uses allowed under this Permit. PERMITTEE shall deliver to PARKS a certificate of insurance at the beginning of the term of this PERMIT that confirms the insurance coverage required for this PERMIT. We will require Accord 25 certificate of insurance.

PERMITTEE: I certify that the above stated conditions are understood and will be complied with upon approval of this application. I understand an addendum may be attached listing additional terms and conditions upon review by OPRHP staff.

Permittee Signature: * _____ Date: * _____



Parks, Recreation and Historic Preservation

Rev 9/2007

CENTRAL REGION

NEW YORK STATE OFFICE of PARKS, RECREATION and HISTORIC PRESERVATION

ADDITIONAL TERMS & CONDITIONS: