

**New York State
Office of Parks, Recreation and Historic Preservation
Palisades Interstate Park Commission**

Event/Activity Permit Application

(Attach additional pages if needed)

Location of Event

(choose one)

PARKS:

- Anthony Wayne (845-351-2568)
- Bear Mountain/Trailside (845-786-2701, ext 242)
- High Tor (845-634-8074)
- Lake Welch (845-947-2444)
- ~~Lake Sebago (845-351-2583)~~ CLOSED
- Lake Tiorati/Silvermine (845-351-2568)
- Minnewaska (845-255-0752)
- Rockland Lake (845-268-3020)
- Sterling Forest (845-351-5907)
- Tallman Mountain (845-359-0544)
- Other _____

HISTORIC SITES:

- Fort Montgomery SHS (845-446-2134)
- Knox's Headquarters (845-561-5498)
- New Windsor Cantonment (845-561-1765)
- Purple Heart Hall of Honor (845-569-0291)
- Senate House (845-338-2786)
- Stony Point Battlefield (845-786-2521)
- Washington's Headquarters (845-562-1195)
- Other _____

EVENT INFORMATION

Sponsoring Organization: _____

Contact Person (event coordinator): _____

Address: _____

Telephone: Work (_____) _____ Home (_____) _____

Cell Phone: (_____) _____ Fax: (_____) _____

Email Address: _____ Website: _____

Date(s) of Event: _____

Time: From _____ To _____

Name of Event: _____

(Permit fees are shown on the last page of this application)

I) Description of Event: (attach additional pages if necessary)

a) Is this a fund-raising event? YES NO

- i) If YES, who receives the proceeds? _____
ii) What Percentage? _____

b) Will an entrance/registration fee be charged? YES NO

i) How much?

c) Number of participants expected:

Number of spectators expected:

d) Co-sponsors of the event: _____

i) NOTE: The permittee is expected to abide by OPRHP's policy that sponsorships will neither be solicited nor accepted from companies which are primarily involved in promoting tobacco products, or beverages defined as "alcohol" in the Alcohol Beverage Control law and this policy.

e) Event Location/Staging Area: _____

i) Set Up: When and by whom? _____

ii) Clean up: When and by whom? _____

f) Picnic area to be utilized: YES NO

i) Location(s):

II) Permits Required:

a) Alcoholic Beverage Permit needed?: YES NO

Patrons may not bring alcoholic beverages into any park except pursuant to an alcohol permit. The permittee is responsible for obtaining this permit for the group.

b) Bus Permits needed?: YES NO

Bus permits for outings to all parks except A. Wayne and Minnewaska State Park Preserve are issued by Bear Mountain State Park.

Please contact them at 845-786-2701, ext. 244 to obtain an application.

Bus Permits for outings to Anthony Wayne Recreation Area are issued by Tiorati Beach Office.

Please contact them at 845-351-2568 to obtain an application. Removed A Wayne phone number

Bus Permits for outings to Minnewaska State Park Preserve are issued by the Minnewaska Park Office.

Please contact them at 845-255-0752 to obtain an application

c) Permits needed for trucks, commercial vehicles or vehicles with trailer?: YES NO

d) Tents Permit needed? YES NO

A tent permit is required for all tents/canopies in excess of 200 square feet, all cooking tents/canopies, all air inflated structures, or for any temporary structure with a capacity of fifty (50) or more people. The application must be submitted to the Regional Engineering office **at least FOURTEEN Calendar Days** prior to the date of use listed in the application. Applications are available at the park office upon request.

e) Amplified Music: YES NO

(Anthony Wayne, Bear Mountain and PIPC co-sponsored events only)

Describe: _____

III) Assistance desired:

a) Park staff: YES NO

i) We are able to assist in a limited capacity. In some instances we may find it necessary to increase our normal level of staffing. If additional park staff is necessary to accommodate your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. The cost will be based on the number of employees and hours worked. A rate of \$45 per hour is used to estimate the cost of all man-hours exceeding our normal staffing schedule. For any staff costs, checks must be made payable to the **NYS Commissioner of Taxation & Finance**.

ii) Describe: _____

b) State Park Police: YES NO (may be required if alcohol permit is issued)

i) Police coverage may be required and must be arranged in advance. The cost to the permittee will be based on the officers and hours worked. A rate of \$95 per officer per hour with a minimum of 4 hours per officer is used to estimate the cost. The fee is subject to change each year. For any police costs, checks must be made payable to the **NYS Commissioner of Taxation & Finance**.

Describe: _____

Plans for use of private security personnel must be reviewed and approved by NYS Park Police prior to the event. Use of private security forces is limited to unarmed surveillance of event activities and to act as a deterrent to unlawful and unacceptable behaviors within the event area. Security personnel must observe all park rules and regulations. Firearms and weapons are not permitted in the park. All suspicious activities and unusual incidents observed must be immediately reported to Park Personnel or Park Police on site. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.

If you intend to use private security personnel, describe your plans here:

Describe: _____

c) Traffic/Parking Control:

i) Number of people: _____

ii) Where? _____

iii) When? _____

d) First Aid and Emergency Communications: Who is providing this? _____
(Please notify the local police and ambulance of the date of your event.)

e) Other Considerations: _____

IV) We require detailed plans for the following items. (Please attach or forward additional pages as needed)

a) Map: A map showing placement of all equipment and activities, course layout and directions, the number and locations of course marshals, etc.

b) Signs: With written permission only, signs may be placed, not attached with nails, immediately prior to the event and must be removed immediately after the event ends. Advertising posters must be approved in advance by Park or Site Managers.

c) Provision for Clean and Adequate Toilet Facilities: You may be required to provide portable toilets to meet NYS Dept. of Health Sanitary Code requirements.

V) Trash Removal: There will be a fee for garbage removal imposed if you are unable to remove it yourself.

VI) Liability Insurance: For all events, proof of insurance must be provided prior to the event.

- a) For all events, we require coverage with limits of no less than \$1,000,000 (one million dollars) for each occurrence and a general aggregate minimum of \$2,000,000 (two million dollars) 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 permitted under the Permit.
- b) The certificate of insurance must include the following wording:

“Additional Insured: The People of the State of New York, New York State Executive Department, New York State Office of Parks, Recreation and Historic Preservation, Palisades Interstate Park Commission, their commissioners, officers, agents and employees.”

VII) Rules and Regulations:

- a) In order for your event to proceed smoothly, you must consider all aspects of the event and its impact on park operations and facilities, and other park users. You, your group members and activity participants are required to abide by park rules and regulations. Failure to do so will result in denial or cancellation of the permit. Do not assume that you have any exemptions from any rules unless you have obtained specific written permission in advance.

VIII) Answers to common questions:

- a) Permits are required for alcoholic beverages, sound amplification, generators, tents and other temporary structures and posting of signs.
- b) Parking – Do not drive or park on restricted areas, grass or service roads unless directed to do so by a designated park employee. All vehicles are to be parked in designated areas. A per vehicle fee may be charged.
- c) Clean up –Your group is responsible for cleaning up during and after the event. All garbage is to be removed.
- d) Parks are open to the public. Unless specified otherwise in your permit, you do not have exclusive use of any area or facility.
- e) Pets are not permitted in some parks. Please ask about pet restrictions before planning your event.
- f) Raffles are not permitted.
- g) NYS Parks requires helmets to be worn by all bicycle riders, regardless of age. Other rules and regulations might apply.
- h) Additional NYS Park Police will be required if it is determined that event activities warrant it. If it is not required, additional NYS Park Police may be requested by event organizer if desired.

All applications must be received 60 days prior to the day of the event and any required deposits must be made 30 days prior to event date.

Application Submitted by: _____
Organization Name (please print)

Organization's Representative (please print) Title

Organization's Representative Signature Date

Application Reviewed by: NYS Office of Parks, Recreation and Historic Preservation

OPRHP Representative Signature Title Date

**Schedule of Fees for Special Events
Palisades Interstate Park Commission**

We negotiate a fee for the use of our facilities. Shown below are our fundraiser and non-fundraiser fees for charitable and non-charitable organizations and fees for possible additional costs.

1. Event/Activity Fee*:

Non-Charitable Organization

Sporting Event: \$400 base fee + 10% of gross
Festival: \$400 base fee + 10% of gross
Fundraising Event: \$400 base fee + 2% of gross (Maximum Fee: \$50,000)

Charitable (501(c)(3)) Organization

Charitable organizations must forward, or attach to their application, a copy of their IRS 501(c)(3) certification to be eligible for the Charitable Organization rates.

Sporting Event: \$200 base fee + 5% of gross
Festival: \$200 base fee + 5% of gross
Fundraising Event: \$200 base fee + 1% of gross (Maximum Fee: \$25,000)

2. Police Costs*:

If Park Police assistance is required during your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. The region will charge up to approximately \$95 per hour per officer with a 4 hour minimum per officer. Additional NYS Park Police will be required if it is determined that event activities warrant it.

3. Staff Costs*:

If additional park staff is necessary to accommodate your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. Staff fees are calculated using the rates of pay of the employees who work at the event. For estimation purposes, \$45 per hour per employee should be considered. The actual cost may be more or less.

4. Miscellaneous Costs*: Any additional costs incurred in conjunction with the event.

Refuse Removal \$50/container
Amplified Music \$100 (permitted only at A. Wayne, Bear Mountain and in events co-sponsored by PIPC)
Alcohol Permit \$100
Other fees may be assessed.

5. Vehicle Use Fees:

Cars and passenger vehicles must pay the park's vehicle entrance fee upon entering the park when applicable. Fees vary depending on which park is to be used.

Bus permits must be obtained and paid for at least two weeks in advance by contacting the Bear Mountain State Park office unless stated otherwise in the permit.

We may require a deposit (amount to be determined by a park manager) prior to the event to secure the permit. After all the revenue is counted, we will return any overpayments, less the base fee, or bill the permittee for the balance due.

*Failure to make the required payments by the date specified in the permit (generally within 60 days of the event) may result in a 2% penalty for each month the payment is late. Any penalty charged will accrue until the amount is paid in full. Penalties assessed to staff and police costs will be included in the final event permit fee.