

2012 RESERVATION PROCEDURE

All picnics at reserved areas (pavilions) for weekend & holiday dates only at Belmont Lake, Bethpage, Heckscher, Hempstead Lake and Valley Stream State Parks will be issued on a first come, first serve basis on Saturday, March 10, 2012 from 9:00AM to 1:00 PM at the Bethpage State Park Clubhouse (Tillinghast Room).

After March 10, all applications will be issued on a first come, first serve basis at Long Island State Park Headquarters in Babylon.

Procedure for March 10th Registration

- + Registration for reserved areas will be held on Saturday, March 10, 2012 inside the Tillinghast Room at the Bethpage State Park Clubhouse. This room will be open through the night of March 9, 2012 and remain open through 1 pm, Saturday, March 10 when registration will commence at 9:00AM on a first come, first serve basis. Please enter the clubhouse to the left via golf registration (not through the front doors).
- + Prospective registrants must continuously remain on a first come, first served line, from the moment they take their line position until they receive a reserved area receipt.
- + Registrants may leave the line up to one hour, provided they inform a Parks' representative and are properly excused from the line.
- + At some undetermined time during the evening of March 9, 2012 or during the early morning of March 10, 2012, Park staff will issue identification bracelets to registrants and may excuse them from the line until registration commences at 9:00AM on March 10, 2012.
However, bracelets will not be issued prior to 5:00PM on March 9, 2012.
- + Reserved area application receipts will be issued only to registrants to whom the bracelet was first issued.
- + One reservation date only will be granted to any one group, organization or person.
- + Prospective registrants must provide required permit fee, bus fee, any necessary paperwork and a legal-size, self addressed, stamped envelope.

If you have any questions, please call the Regional Permit Office at 631-321-3515.

2012

Information, Conditions & Requirements For Long Island State Park Region Picnic/Group Use Permits

FEES, DATES AND INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE

RESERVED AREAS FOR WEEKEND AND HOLIDAY DATES ONLY WILL BE ISSUED ON A FIRST COME, FIRST SERVE BASIS AT BETHPAGE STATE PARK CLUB HOUSE ON 3/10/12 AT 9AM. AFTER 3/10/12, ALL APPLICATIONS WILL BE ISSUED ON A FIRST COME, FIRST SERVE BASIS AT LONG ISLAND STATE PARK HEADQUARTERS IN BABYLON.

This application is not intended for commercial activities and/or public exhibitions. Please contact the Permit Office at 631-321-3515 for information regarding this type of permit request.

Picnic/Group Use Permits must be obtained for all organized group outings to Long Island State Park facilities. Exception: Robert Moses State Park and Jones Beach State Park are not available for Group Use Picnics. A Picnic/Group Use permit is required for groups of 50 or more people, picnic groups of any size bringing beer or wine into the park, and groups of any size arriving by bus. Picnic/Group Use Permits are obtained by mail from Long Island State Parks Headquarters in Babylon, not the park. Groups are required to comply with the Rules and Regulations of the New York State Office of Parks, Recreation and Historic Preservation and the Long Island State Park Region. Following are specific conditions and requirements for ALL groups (Section A); IF YOU ARE AN ORGANIZED GROUP OF 10 OR MORE UNRELATED YOUTHS AGES 16 AND UNDER, YOU MUST OBTAIN A YOUTH GROUP PERMIT. PLEASE CALL 631-321-3515 TO OBTAIN A YOUTH GROUP PERMIT APPLICATION. Youth groups will be denied entry into any park without a valid youth group permit and bus tickets.

Application forms and an information sheet containing facilities and locations are enclosed. PLEASE NOTE: Permits WILL NOT be issued to bus groups for Orient Beach State Park, Wildwood State Park and/or Hither Hills State Park on weekends or holidays.

SECTION A - ALL GROUPS

1. Applications must be **RECEIVED** ten days prior to the first use date and **MUST** be accompanied by the required permit fee, bus fee, any necessary paperwork and a legal-size, stamped, self-addressed envelope. **ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.** Only one application per group will be accepted. All alternate dates must be listed on one application.
2. The use of the parks is limited to the dates authorized on the permit. Permit is valid only for the number of people stated on the permit. Groups exceeding the number of persons stated on permit may be denied park entry. Bus permits are valid for the number of buses specified on permit **ONLY**. Additional buses will be refused entry to park. Buses exceeding the allowable maximum passenger capacity as fixed by law will be refused entry to parks.
3. The permittee shall not by word of mouth, in writing, in any advertising or publicity, represent or imply that there is any official connection between the permittee and the Long Island State Park Region or any of its parks or employees.
4. Except for the reserved areas at Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach and Valley Stream State Parks, all picnicking is on a first-come, first-served basis, and restricted to the picnic areas within the park. (For reserved picnic areas, see #21-28.) From May 1st thru Columbus Day
5. The group must share the use of park facilities, such as tables, benches, fireplaces, playground equipment, etc. with other park patrons. Areas **MAY NOT** be roped off. Park picnic tables are provided in sufficient quantity for picnicking **ONLY**. Extra tables for storage of food items are not available; groups must provide their own folding table for this purpose.
6. The sale or vending of any foodstuffs, refreshments, merchandise, etc. is **PROHIBITED**. Refreshment stands are available in most parks and the operators of these stands have the exclusive license for the sale of all foodstuffs, refreshments, merchandise, etc., in the park area. Vendors, catering services, etc., are

NOT PERMITTED TO ENTER THE PARKS TO DELIVER AND/OR SELL any food stuffs, beverages or merchandise to any group or organization. Arrangements for catering must be made through park catering service ONLY. (See back page for further information.)

7. Drop off or pick-up of members of the group on roadways, toll plazas, park entrances, or at any point within the park other than that designated by the Park Manager/Superintendent is **STRICTLY PROHIBITED**.
8. Groups arriving by car must pay vehicular use fee or park entry fee at point of entry.
9. Unless otherwise specified, all vehicles must be parked in designated areas and no reserved parking spaces will be assigned. Vehicles are not permitted in picnic areas or on service roads.
10. For the purpose of identification, the permit must be carried by the person in charge of the outing and be available if requested by a park police officer or park employee.
11. Collection or solicitation of money or contributions is a regulated activity not encompassed by a Group Use Permit.
12. Bringing beer or wine into the State Parks is prohibited except by permit. **KEGS ARE NOT ALLOWED**. No person under 21 years of age shall possess, consume or transport alcoholic beverages. Transportation of alcoholic beverages is permitted in unopened containers only and may not be sold to any person. There will be a \$25 fee for alcohol to be included in your group use permit (See question # 6 on application).
Copy of drivers license required.
13. THE USE OF ANY PUBLIC ADDRESS/SOUND SYSTEM, DJ OR LIVE MUSIC OR ANY TYPE OF GENERATOR IS PROHIBITED EXCEPT AT BETHPAGE STATE PARK PAVILION, HECKSCHER STATE PARK PAVILIONS, HEMPSTEAD LAKE STATE PARK PAVILION AND ORIENT BEACH STATE PARK PAVILION. There is a limit of one DJ, one sound system or one band in reserved areas (**Levels may not exceed 85 decibels**). Decibel levels must be strictly enforced for the enjoyment of your fellow picnickers and area residents. Please abide by this regulation and the directives from park staff or you will be prohibited from utilizing amplification equipment. DJs require a park use permit. The fee for this permit is \$25.
14. Dining tents/tent-like structures, banners and balloons are not permitted in parks.
15. Group members must follow direction of park staff.
16. Pets are not permitted in any Long Island State Parks except as authorized by Parks rules and regulations.
17. Areas used by groups must be left in a condition equal to that existing on arrival. Groups will be held responsible for all clean-up work and for the disposal of all litter if actual attendance number exceeds the number stated on the permit.
18. Groups must be supervised by competent adult supervisors in a MINIMUM ratio of ONE supervisor for each TEN CHILDREN. Supervisors must be at least 18 years of age and the person in overall charge must be at least 21 years of age. Park personnel have the right to request proof of age of any supervisor. Children in the group are to be kept under close supervision, observation and control at all times. Use of bathhouses and comfort station facilities must be supervised by appropriate male or female counselors or supervisors.
19. All parks, with the exception of certain facilities at Jones Beach & Captree State Parks, Bayard Cutting Arboretum and Planting Fields Arboretum State Historic Park, close at sunset. (The Permit period starts at 8 a.m. and terminates at the posted time.) All members of group, together with supplies and equipment, must vacate park at the posted time.
20. Bus traffic is not permitted on Long Island State Parkways except: Heckscher Parkway SOUTH of Sunrise Highway, (Route 27); Meadowbrook and Robert Moses Parkways SOUTH of Merrick Road (Route 27A); Sunken Meadow Parkway NORTH of Route 25A; and on Ocean and Montauk Parkways.
21. 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 3 unless specific arrangements are specified within the permit. Buses will park in the areas for outing buses in Parking Field 3 or as otherwise directed. All buses must leave Jones Beach State Park before 12 midnight when park is open at night and at sunset at all other times.
At Jones Beach, picnicking and/or barbecuing is permitted in designated areas ONLY (Field # 6 and 10). There are no picnic facilities at Zachs Bay or the East and West Bathhouses. Use of grass areas for picnicking and/or barbecuing is prohibited. Please note that Field #6 is a radio free area.
22. Reserved Picnic Areas - Belmont Lake, Bethpage, Heckscher, Hempstead Lake, Orient Beach and Valley Stream State Parks: These facilities are available May 1 through Columbus Day weekend. Occupancy of the picnic pavilion and surrounding areas for the storage of supplies or installation of equipment prior to reservation date is not permitted.

Pony rides, DJ's, and inflatables, etc are permitted in reserved areas only. *(limit one activity per reserved area).*

A Park Use Permit and insurance certificate is required. There is a \$25.00 permit fee.

Prior to March 10, 2012 permits for catered picnics at all Long Island State Parks reserved areas will be handled by the catering service. Please see list of authorized licensed caterers on back page.

After March 10, 2012 permits for ALL picnics at reserved areas at Heckscher, Belmont Lake, Bethpage, Hempstead Lake, and Valley Stream State Parks (weekends only on remaining open dates) will be on a first come, first served basis on March 10, 2012 at Bethpage State Park Clubhouse. For dates and availability at Orient Beach, please call the park directly at 631-323-2440.

23. Heckscher State Park Reserved Areas:

AVAILABLE 10:00AM - 7:00PM ONLY. (6:00PM before Memorial Day and after Labor Day.)

Field 3 Picnic Pavilion - picnic area, pavilion, playfields and parking field.

Minimum 100 people, maximum 400. Weekdays, Weekends and Holidays \$325

Field 2 Deer Range & Taylor Pavilions (accommodates up to 500 people each) - picnic area, pavilion and parking field ONLY.

Minimum 100 people, maximum 500 - weekends & holidays \$250, weekdays \$200

Groups of 501 - 1000 people MUST reserve two (2) pavilions when available.

Full reservation fee based on an accurate size of the group must accompany applications for reserved areas at Heckscher State Park. An attendance count will be made on the day of the outing. If group exceeds the number of persons on the application, the organization will be billed for the balance due immediately following the outing.

24. Belmont Lake State Park Reserved Areas: **SOUND SYSTEMS/DJ'S ARE PROHIBITED**

Birch, Oak & Pine Picnic Pavilions (accommodate up to 300 people each)

Minimum 100 people, maximum 300 - weekends & holidays \$250, weekdays \$200.

Maple Picnic Pavilion (accommodates up to 300 people). Completely enclosed building.

Minimum 100 people, maximum 300 - weekends & holidays \$250, weekdays \$200.

Groups of 301 - 600 people MUST reserve two (2) pavilions when available.

25. Bethpage State Park Reserved Areas:

NO ELECTRIC, PERMITTEE CAN BRING A SMALL GENERATOR

Bluebird & Eagle Picnic Pavilions (accommodate up to 250 People)

Minimum 100 People, maximum 250 - weekends & holidays \$250, weekdays \$200.

26. Hempstead Lake State Park Reserved Area:

Picnic Pavilion (accommodates up to 300 people)

Minimum 100 people, maximum 300 - weekends & holidays \$250, weekdays \$200.

27. Orient Beach State Park Reserved Area: **RENTAL THROUGH PARK-CALL 631-323-2440 FOR AVAILABILITY**

Picnic Pavilion (accommodates up to 120 people)

Available 8am -Sunset only - weekends & holidays \$250, weekdays \$200.

28. Valley Stream State Park Reserved Area: **SOUND SYSTEMS/DJ'S ARE PROHIBITED**

Picnic Pavilion (accommodates up to 300 people)

Minimum 100 people, maximum 300 - weekends & holidays \$250, weekdays \$200.

29. Refund fees for reserved areas at Belmont Lake, Bethpage, Hempstead Lake, Orient Beach, Valley Stream and Heckscher State Parks: Ten dollars (\$10.00) will be retained by the Long Island State Park Region in processing any reservation fee refund. All requests for refunds must be received in writing (no phone calls or faxes) along with the original permit and original bus tickets.

a) For cancellations received by this office more than 30 days prior to the reserved date, a full (100%) refund shall be issued (less \$10.00 processing fee - Processing fee subject to change).

b) For cancellations received by this office at least 10 days prior to the reserved date, a half (50%) refund shall be issued (less \$10.00 processing fee - Processing fee subject to change).

No refunds will be made because of inclement weather. No alternate date is permitted.

30. No food, beverages or picnicking are permitted at Bayard Cutting Arboretum, Planting Fields Arboretum, Caumsett State Historic Park, Connetquot River Historic Park or Caleb Smith State Park Preserves. This also includes eating in buses and cars.
31. Permits are issued on the condition that the permittee shall be responsible for any damage to park property or facilities which may result from their use thereof. The said permittee assumes all risks and shall hold harmless the State of New York and the Long Island State Park Region for injury or death arising out of an accident to themselves or others, resulting from activities under the permit or by reason of any unauthorized activities undertaken in contravention of the terms under which permit is issued.
32. The Information, Conditions and Requirements Document furnished to each applicant is considered part of the application. No waiver of any provisions of these conditions and requirements is valid unless in writing and signed by an authorized representative of the Long Island State Park Region. Violation of the above rules or any other rules and regulations of the New York State Office of Parks, Recreation and Historic Preservation may result in immediate revocation of permit (NO REFUND) and possible issuance of summons.
33. Bus entrance tickets are \$35.00 for organizations enclosing a New York State Tax Exempt form, \$75.00 for all others. **BUS PERMIT REFUNDS WILL BE MADE ONLY IF ADVANCE NOTICE OF CANCELATION IN WRITING (NO PHONE CALLS) IS RECEIVED AT LEAST SEVEN (7) DAYS BEFORE OUTING DATE.** Permittee has 60 days after event and notification of cancelation to return bus tickets and permit in order to receive a refund. There will be a processing fee of \$10.00 on all refunds. (Processing fee subject to change). **BUS FEES, ALL PARKS:** 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 \$75 bus fee (provided that the park has not reached full capacity). No refund will be given for the difference between commercial and non-profit bus tickets.

Reserved areas for weekends and holidays only will be issued on a first come, first serve basis at Bethpage State Park Club House on 3/10/12 at 9am. After 3/10/12 all applications will be issued on a first come, first serve basis at Long Island State Park Headquarters in Babylon.

New York State Parks has authorized licensed caterers for group outing picnics in most Long Island State Parks.

Carlyle on the Green (516) 501-9700

Bethpage State Park

Bub's Daddy Ice Cream, Inc. (631) 642-7708

Wildwood State Park

Lessing's, Inc. (631) 269-6850

Gov. Alfred E. Smith/Sunken Meadow State Park

J&B Restaurant Partners, Inc. (631) 218-9067

Jones Beach State Park

Robert Moses State Park

J.R Water Corp. (516) 375-5160

Hither Hills State Park

Dover Caterers (516) 933-4444

Belmont Lake State Park

Heckscher State Park

Hempstead Lake State Park

Valley Stream State Park

S & J Refreshments, Inc. (631) 587-3447

Captree State Park

For catering information at Orient Beach State Park please call the park directly at (631) 323-2440



LONG ISLAND STATE PARK REGION
BELMONT LAKE STATE PARK
P.O. BOX 247, BABYLON, NEW YORK 11702

2012 Application For Picnic/Group Use Permit

**THIS APPLICATION IS NOT INTENDED FOR COMMERCIAL ACTIVITIES OR PUBLIC EXHIBITIONS.
FEES, DATES AND INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE**



Fill out and mail application to: Group Use Permit
Long Island State Parks
PO Box 247
Babylon, NY 11702

PLEASE RETURN APPLICATION AND LEGAL-SIZE,
STAMPED, SELF-ADDRESSED ENVELOPE

**NO GUARANTEE OF DATES OVER THE PHONE. AVAILABILITY OF DATE NOT GUARANTEED UNTIL PERMIT IS ISSUED.
BEFORE BOOKING YOUR BUS - PLEASE BE AWARE MANY DATES MAY BE BOOKED AND UNAVAILABLE.**

**APPLICATION MUST BE RECEIVED NOT LESS THAN 10 DAYS PRIOR TO OUTING DATE.
ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

ONE APPLICATION PER GROUP WILL BE ACCEPTED. ALL DATES MUST BE LISTED ON ONE APPLICATION.

Permits WILL NOT be issued for applications received less than 10 days prior to outing date. Applications MUST BE accompanied by a legal-size, self-addressed, stamped envelope.

NAME OF PARK REQUESTED: _____ DATE REQUESTED: _____
 1st choice: Park _____ 1st choice: day _____ date _____
 2nd choice: Park _____ 2nd choice: day _____ date _____
 3rd choice: Park _____ 3rd choice: day _____ date _____
 (USE A SEPARATE SHEET FOR ADDITIONAL PARK AND/OR DATE CHOICES)

1. TYPE OF ORGANIZATION: MUNICIPALITY _____ SCHOOL _____ SENIOR CITIZENS _____
 OTHER - SPECIFY (DAY CAMP, DAY CARE CENTER OR OTHER YOUTH GROUP see separate application) _____

NAME OF ORGANIZATION OR GROUP: _____
 STREET _____ APT# FL _____
 TOWN _____ STATE _____ ZIP _____ PHONE() _____
 Explanation of school group activity _____

2. NAME OF PERSON IN CHARGE OF OUTING: _____
 STREET _____ APT# FL _____
 TOWN _____ STATE _____ ZIP _____ PHONE() _____

3. PERMIT TO BE MAILED TO (CHECK ONE): ORGANIZATION: _____ PERSON IN CHARGE OF OUTING: _____

4. APPROXIMATE TIME OF ARRIVAL: _____ AM _____ PM VAN SEATING including driver

5. ATTENDANCE TOTAL NO. OF: (PEOPLE _____); (CARS _____); (BUSES see #33 _____); (VANS see #33 _____); (CAPACITY _____)
 Areas used by groups must be left in a condition equal to that existing on arrival. Groups will be held responsible for all clean-up work and for the disposal of all litter if actual attendance number exceeds the number stated on the permit.

6. ALCOHOLIC BEVERAGES: **A \$25 fee is required.**
 APPROXIMATELY HOW MANY PERSONS OVER AGE 21 WILL BE DRINKING BEER? _____
 APPROXIMATELY HOW MANY PERSONS OVER AGE 21 WILL BE DRINKING WINE? _____
 COPY OF DRIVERS LICENSE REQUIRED

7. IF REQUEST IS FOR JONES BEACH STATE PARK, PLEASE INDICATE SPECIFIC DESTINATION (please see #21): (YOUTH GROUPS SEE SEPARATE APPLICATION) _____

8. PAYMENT FOR GROUP OUTING BUS PERMITS AND RESERVED AREAS MUST ACCOMPANY THIS APPLICATION. DO NOT SEND CASH. MAKE SEPARATE CHECKS OR MONEY ORDERS PAYABLE TO OPRHP - LONG ISLAND REGION (one check for buses, one check for reserved areas).

PLEASE INDICATE BELOW IF REQUEST IS FOR A RESERVED AREA - FEE IS REQUIRED, SEE #22-28.

BETHPAGE: Eagle Pavilion _____ Bluebird Pavilion _____
 BELMONT LAKE: Pine pavilion _____ Oak pavilion _____ Maple pavilion _____ Birch pavillion _____
 HECKSCHER: Field 3 pavilion _____ Field 2 Deer Range Pavilion _____ Field 2 Taylor Pavilion _____
 HEMPSTEAD LAKE: picnic pavillion _____ VALLEY STREAM: picnic pavillion _____
If pavilion is booked, we will take open unreserved area. YES _____ NO _____ NOTE: RESERVED AREA BOOKING WILL BE HELD MARCH 10, 2012.

<p>PAYMENT ENCLOSED - DO NOT MAIL CASH.</p> <p>FOR ALCOHOL PERMITS (\$25) \$ _____</p> <p>FOR OUTING BUS PERMITS Tax Exempt (\$35-per bus) \$ _____</p> <p>FOR OUTING BUS PERMITS (\$75-per bus) \$ _____</p> <p>FOR BELMONT PICNIC PAVILION \$ _____</p> <p>FOR HECKSCHER PICNIC PAVILION \$ _____</p> <p>FOR HEMPSTEAD PICNIC PAVILION \$ _____</p> <p>FOR VALLEY STREAM PICNIC PAVILION \$ _____</p> <p>FOR BETHPAGE PICNIC PAVILION \$ _____</p>	<p>Fill in your payment information</p> <p><input type="checkbox"/> Check or Money Order, (Payable to: OPRHP-Long Island Region)</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS</p> <p>Acct No. _____</p> <p>Exp. Date _____</p> <p>Signature _____</p>
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I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

 (SIGNATURE OF APPLICANT)

 (DATE)

NOTE: IF YOU DO NOT RECEIVE PERMIT 5 DAYS PRIOR TO OUTING DATE, CALL THE LONG ISLAND STATE PARK REGION PERMIT OFFICE FOR VERIFICATION (631-321-3515). TO RECEIVE PERMIT, APPLICANT MUST SEND LEGAL-SIZE, STAMPED, SELF-ADDRESSED ENVELOPE WITH APPLICATION.

LONG ISLAND STATE PARK REGION
Inflatable / Pony Rides / DJ Permit Application

Fill out and mail to: Park Use Permit
Long Island State Parks
P.O. Box 247
Babylon, NY 11702

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH ACTIVITY AND MUST BE SUBMITTED WITH GROUP USE APPLICATION.

Name of Park Requested _____ Date Requested _____

Specific Location of Activity within Park/Pavilion: _____
(Use Second Page for Additional Information)

TYPE OF ACTIVITY Inflatable (*Moon Bounce, Slides, etc.*) _____ DJ _____ Pony Rides _____

Name of Company supplying entertainment: _____

Address: _____ Phone: _____

Name of Person Applying _____

Address: _____ Phone: _____

Permit to be Mailed to: (*Circle one*) Organization or Person Applying _____

Estimated Time of Arrival: _____ AM _____ PM Beginning time of Event: _____ AM _____ PM

Ending Time of Event: _____ AM _____ PM Estimated Time of Departure _____ AM _____ PM

ATTENDANCE:

Total No. of People _____ Total No. of Cars _____ No. of Buses _____ No. of Trucks _____ No. of Vans _____

Facilities Requested: _____
(Although every effort will be made to honor requests, we cannot guarantee availability of specific facilities/locations)

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ENCLOSED INFORMATION, CONDITIONS AND REQUIREMENTS:

(Signature of Applicant)

(Date)

NOTE: IF YOU DO NOT RECEIVE PERMIT 5 DAYS PRIOR TO USE DATE, CALL THE LONG ISLAND STATE PARK REGION PERMIT OFFICE FOR VERIFICATION (631)321-3515.

TO RECEIVE PERMIT, APPLICANT MUST SEND LEGAL-SIZED, STAMPED, SELF-ADDRESSED ENVELOPE WITH APPLICATION.

INFLATABLES (\$25 PERMIT FEE) ARE PERMITTED AT THE PAVILION AREAS ONLY AT THE FOLLOWING PARKS:

(only 1 activity per pavilion and insurance certificate is required-see attached sample)

- Belmont Lake State Park
- Bethpage State Park *(entertainment company must supply generator – no electric supplied)*
- Heckscher State Park
- Hempstead Lake State Park
- Orient Beach State Park
- Valley Stream State Park

DJ'S (\$25 PERMIT FEE) ARE PERMITTED AT THE PAVILION AREAS ONLY AT THE FOLLOWING PARKS:

- Bethpage State Park *(electric not supplied-permittee must supply generator)*
- Heckscher State Park
- Hempstead Lake State Park
- Orient Beach State Park

PONY RIDES (\$25 PERMIT FEE) ARE PERMITTED AT THE PAVILION AREAS ONLY AT THE FOLLOWING PARKS: *(Insurance certificate is required - see attached sample)*

- Belmont Lake State Park
- Bethpage State Park
- Heckscher State Park *(field 3 pavilion only)*
- Hempstead Lake State Park
- Orient Beach State Park
- Valley Stream State Park

PERMIT FEES MADE PAYABLE TO OPRHP-LONG ISLAND REGION

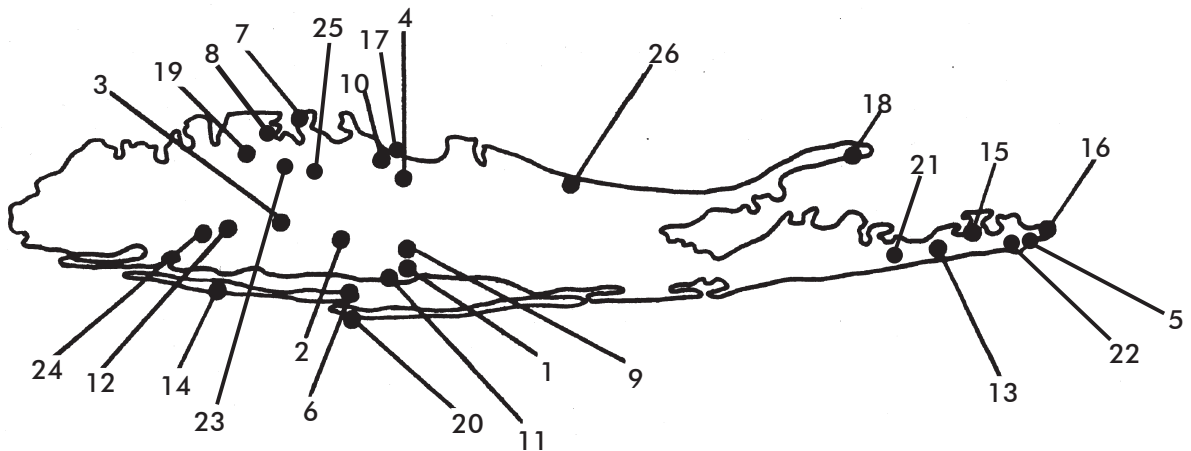
If you have any questions, please contact the Regional Permit Office at 631-321-3515, 3776, or 3777.

SECTION B



In addition to the requirements specified in Section A, groups must comply with the following requirements:

1. All permits are issued on a first-come, first-served basis in accordance with receipt of application. **APPLICATIONS MUST BE RECEIVED AT LEAST TEN DAYS PRIOR TO DATE OF OUTING.** (A permit is not necessary for groups of less than 50, arriving by car, and/or not bringing alcohol into the park.)
2. One reservation date **ONLY** will be granted to any one group for Saturday, Sunday or Holiday dates. This does not apply to weekdays (Monday through Friday) or a combination of one Saturday, Sunday or Holiday date with weekday dates.
3. Bus entrance tickets are \$35.00 for organizations enclosing a New York State Tax Exempt form, \$75.00 for all others. **BUS PERMIT REFUNDS WILL BE MADE ONLY IF ADVANCE NOTICE OF CANCELA-TION IN WRITING (NO PHONE CALLS) IS RECEIVED AT LEAST SEVEN (7) DAYS BEFORE OUTING DATE.** Permittee has 60 days after event and notification of cancelation to return bus tickets and permit in order to receive a refund. There will be a processing fee of \$10.00 on all refunds. (Processing fee subject to change). **BUS FEES, ALL PARKS:** 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 \$75 bus fee (provided that the park has not reached full capacity). No refund will be given for the difference between commercial and non-profit bus tickets.
4. Group Use permits from previous years and/or previous outings this year cannot be used. A new permit and/or bus tickets must be obtained each year and for each outing.



- | | |
|---|---|
| 1. Bayard Cutting Arboretum | 12. Hempstead Lake State Park |
| 2. Belmont Lake State Park | 13. Hither Hills State Park |
| 3. Bethpage State Park | 14. Jones Beach State Park |
| 4. Caleb Smith State Park | 15. Montauk Downs State Park |
| 5. Camp Hero State Park | 16. Montauk Point State Park |
| 6. Captree State Park | 17. Nissequogue River State Park |
| 7. Caumsett State Historic Park | 18. Orient Beach State Park |
| 8. Cold Spring Harbor State Park | 19. Planting Fields Arboretum State Historic Park |
| 9. Connetquot River State Park Preserve | 20. Robert Moses State Park |
| 10. Gov. Alfred E. Smith/Sunken Meadow State Park | 21. Sag Harbor State Park |
| 11. Heckscher State Park | 22. Shadmoor State Park |
| | 23. Trailview State Park |
| | 24. Valley Stream State Park |
| | 25. Walt Whitman Birthplace State Historic Site |
| | 26. Wildwood State Park |

**INSURANCE NEEDS TO BE SUPPLIED FOR INFLATABLES AND/OR PONY RIDES.
PLEASE SUBMIT WITH INFLATABLE/PONY RIDES/ DJ PERMIT APPLICATION.**

ACORD™		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY)	
PRODUCER			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
			COMPANIES AFFORDING COVERAGE			
INSURED			COMPANY A			
			COMPANY B			
			COMPANY C			
			COMPANY D			
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS-COMP/OP AGG	\$ 2,000,000
					PERSONAL INJURY	\$ 1,000,000
					EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXPENSE (Any one person)	\$ 5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT	\$
					BODILY INJURY/PERSON	\$
					BODILY INJURY/ACCIDENT	\$
					PROPERTY DAMAGE	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSTATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INC <input type="checkbox"/> EXCL				NO STAT LIMITS <input type="checkbox"/> OTHER	\$
					EL EACH ACCIDENT	\$
					EL DISEASE-POLICY LIMIT	\$
					EL DISEASE-EA EMPLOYEE	\$
	OTHER Bldrs. Risk/Floater Disability				Contract Value \$ _____	
					DBL * Statutory	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS						
The People of the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the Long Island State Park, Recreation and Historic Preservation Commission, their commissioners, officers, agents and employees are named as additional insured.						
CERTIFICATE HOLDER				CANCELLATION		
LONG ISLAND REGION N.Y.S. OFFICE OF PARKS RECREATION & HISTORIC PRESERVATION BELMONT LAKE STATE PARK P.O. BOX 247 BABYLON, NY 11702-0247				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
				AUTHORIZED REPRESENTATIVE		