

**TOWN OF HUNTINGTON- JOHN J. WALSH MEMORIAL PARK  
Special Event Application 2019**

**Email:** parksandrec@huntingtonny.gov



**Department of Parks & Recreation, 100 Main St, Huntington, N.Y. 11743, (631) 351-3089 Fax: (631) 351-3100**

**Note: All required documents are due to be submitted no later than fifteen (15) days prior to your scheduled event. Failure to do so may result in Late Fees (Double Application Fee) and may put your event in jeopardy of not moving forward as planned.**

**A non-refundable application fee of \$250.00 must be submitted with this application. If food and/or alcohol are included in your event, there will be an additional \$150.00 fee to be submitted with this application. Permit Fees will be due upon issuance of Permit. Please make payment to the Town of Huntington Department of Parks and Recreation by check, money order, or by credit card. Cash payments cannot be accepted.**

**APPLICANT INFORMATION**

Applicant \_\_\_\_\_  
 Name \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street \_\_\_\_\_ Town / Zip code \_\_\_\_\_  
 Organization (if applicable) \_\_\_\_\_  
 Phone number \_\_\_\_\_  
 Is your Organization / Business a Not-For-Profit Organization /Business? YES / NO  
 If YES, attach proof of valid registration with N.Y.S. Secretary of State  
 Additional outside Organization or Entity (if applicable) \_\_\_\_\_  
 Name \_\_\_\_\_ Phone number \_\_\_\_\_  
 Is there a Co-sponsor? YES / NO if YES: \_\_\_\_\_  
 Name \_\_\_\_\_ Phone number \_\_\_\_\_  
 Organization on-site designated holder: \_\_\_\_\_  
 Name \_\_\_\_\_ Cellular telephone number \_\_\_\_\_

**EVENT INFORMATION**

Type of event \_\_\_\_\_ Date of event \_\_\_\_\_  
 (No Rain Dates)  
 Name of Event \_\_\_\_\_  
 Park requested \_\_\_\_\_ Location in park \_\_\_\_\_  
 Number of participants \_\_\_\_\_ Number of spectators \_\_\_\_\_  
 Set-up begins \_\_\_\_\_ Clean-up ends \_\_\_\_\_  
 Time Event begins \_\_\_\_\_ Time Event ends \_\_\_\_\_  
 Will participants or spectators be charged? YES / NO If so, how much for each \$ \_\_\_\_\_ /\$ \_\_\_\_\_  
 Will funds be raised to benefit any veterans' organization? YES / NO  
 If yes, include a copy of current registration certificate issued pursuant to Suffolk County Chapter 365 Article III Registration of Non-Profit Veterans Organizations. (If yes, applicant hereby certifies that it has received a copy of Suffolk County Chapter 365, the Suffolk County Stolen Valor Act, and agrees to fully comply with all terms and conditions therein. The applicant also agrees to fully comply with all terms and conditions of the federal Stolen Valor Act (10 USCA §704).  
 Will vendors be at the event? YES / NO If so, what is the vendor fee? \$ \_\_\_\_\_

Please provide a separate listing of all vendors, addresses, and phone numbers, attached to application. If merchandise is available for sale, price lists for each vendor must be submitted.

Describe in detail the day's events, activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you plan to drive vehicles into the park for drop off and pick up?	YES	NO
Will you need water or electrical connections?	YES	NO
Will you have amplified sound? (If yes, apply to Town Clerk, as per Town Code Chapter 141)	YES	NO
Will you have tents larger than 20'x10' (or larger than 200 square feet)? (If yes, apply to Fire Marshall's Office, as per Town Code Chapter 111)	YES	NO
Will you have canopy in excess of 20'x20' (or larger than 400 square feet)? (If yes, apply to Fire Marshall's Office, as per Town Code Chapter 111)	YES	NO
Will food/food vendors be part of your event? If YES, describe: _____	YES	NO
Will alcoholic beverages be part of your event? (Apply to NYS State Liquor Authority)	YES	NO
Will propane be used at the event? (If yes, apply to Town Fire Marshal, as per Town Code Chapter 111)	YES	NO
Will there be inflatables / live animals / entertainment equipment at the event? If YES, describe: _____	YES	NO

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the Rules and Regulations of the Town of Huntington Department of Parks and Recreation. I understand that failure to do so may lead to the cancellation of the event and the denial of future permit applications.

The applicant, whether an individual or organization, agrees to hold harmless, defend and indemnify the Town of Huntington, its officers, agents and employees, jointly, severally, individually or in their individual capacity, from and against any claim, damage, cost and/or fee including reasonable attorney fees incurred or arising out of the applicant's use and/or occupancy of Town of Huntington's facilities.

\_\_\_\_\_  
 SIGNATURE of APPLICANT DATE

Town of Huntington  
SPECIAL EVENT - RULES & REGULATIONS 2019



**JOHN J. WALSH MEMORIAL PARK**

**Department of Parks & Recreation**  
100 Main St, Huntington, N.Y. 11743  
(631) 351-3089 Fax: (631) 351-3100  
email: [parksandrec@huntingtonny.gov](mailto:parksandrec@huntingtonny.gov)

**FEES:**

Special Event Application Fee.....	\$250.00
Special Event Permit Fee – One Day Event.....	\$250.00
Special Event Permit Fee – Two Day Event.....	\$450.00
Special Event Permit Fee – Three Day Event or more.....	\$650.00
Added Fee for any event which includes food and/or alcohol.....	\$150.00
Late Fee.....	\$250.00

*All Fees are non-refundable and are payable by check, money order or credit card to the Department of Parks and Recreation.*

- *Permit Applications must be filed at least thirty (30) days prior to the special event in order to be reviewed and processed.*
- *All Applicants are required to attend an intake meeting with a member of the Department of Parks and Recreation and the Town Attorney’s Office upon submission of the application.*
- *Applicants shall be solely responsible for ensuring that vendors provide all required documents to the Town of Huntington no later than fifteen (15) days prior to the date of the Special Event.*
- *All required documents for a Special Event must be provided to the Town of Huntington no later than fifteen (15) days prior to the date of the Special Event. Failure to adhere to such deadlines will result in a Late Fee and/or may result in the event not going forward as planned.*
- *Special Event Permits **WILL NOT** be issued until all requirements are met.*

**SPECIAL EVENTS RULES AND REGULATIONS:**

- *No event will be permitted at any parks and recreation facility/or town property unless a written permit has been granted. The Permit Holder must have the original permit in their possession at all times during the Special Event.*
- *Permit Holder and/or his/her designee must provide a cellular telephone number that will be available for communications for the duration of the Special Event.*
- *Permit Holders and Special Event guests and/or attendees shall be subject to and shall be required to comply with all federal, state and local laws.*
- *In the absence of a New York State Liquor Authority Permit, the possession and/or consumption of alcoholic beverages is strictly prohibited on Town of Huntington property.*

- *In the event of an accident, injury and/or any other health related incident during a Special Event, Permit Holder is required to immediately notify the appropriate first responder agency or 911 and then Town of Huntington Public Safety at (631) 351-3234. Permit Holder should provide this information to Special Event guests and/or attendees.*
- *Permit Holder shall be solely responsible for the timely removal of all equipment and debris, and restoration of the area used, at the conclusion of a Special Event.*
- *If a Special Event is being advertised, Applicant/Permit Holder, must provide copies of all advertising materials to the Town of Huntington no later than fifteen (15) days prior to the Special Event.*
- *Special Event Permits are not assignable or transferable.*
- *Special Event Permits are revocable at the discretion of the Director of Parks and Recreation.*
- *Any Special Event Permit may include additional terms, conditions and/or restrictions at the discretion of the Director of Parks & Recreation. Such conditions may include, but are not limited to, the following:*
  - a) *Reimbursement to the Town of Huntington for the cost of security related services provided by the Town of Huntington; and*
  - b) *Reimbursement to the Town of Huntington for the cost of event set-up and/or clean-up services provided by Town of Huntington staff.*
- *Failure to comply with the terms and conditions of a Special Event Permit and/or the Town of Huntington Department of Parks and Recreation Special Event Rules and Regulations shall be a violation of the Huntington Town Code. If, at any time, it is determined that a Permit Holder has not complied with the terms and conditions of the Special Event Permit, the Town of Huntington Department of Parks and Recreation Special Event Rules and Regulations, and/or has violated any federal, state and local laws, rules and/or regulations, Permit Holder may be subject to the following:*
  - a) *Reimbursement to the Town of Huntington for costs related to restoring Town property to pre-special event condition; and*
  - b) *Denial of future Special Event Permits.*

**INSURANCE:**

- *Applicant/Permit Holder is required to secure, and maintain in full force and effect, Comprehensive General Liability Insurance with limits as follows:*
  - a) *LOW RISK EVENTS-EVENT ORGANIZER: One Million and No/100 Dollars (\$1,000,000.00) per occurrence/Two Million And No/100 Dollars (\$2,000,000.00) in the aggregate.*
  - b) *HIGH RISK EVENTS-EVENT ORGANIZER (NOT-FOR-PROFIT): One Million and No/100 Dollars (\$1,000,000.00) per occurrence/Two Million And No/100 Dollars (\$2,000,000.00) in the aggregate.*
  - c) *HIGH RISK EVENTS-EVENT ORGANIZER (FOR-PROFIT): Two Million and No/100 Dollars (\$2,000,000.00) per occurrence.*

*All required insurance coverage shall be in occurrence format primary and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees*

- *In addition, for any Special Event that includes Alcohol, the Applicant/Permit Holder **or** Vendor will be required to provide a Certificate of Insurance evidencing Liquor Liability Coverage with limits of no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) per occurrence. Said coverage shall be in occurrence format primary and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees.*
- *Prior to the execution of this agreement, the Applicant/Permit Holder shall furnish to the Town of Huntington Attorney's Office Certificates of Insurance evidencing the aforesaid insurance requirements. Said Certificates shall:*
  - a) *Include the Town of Huntington and the Town of Huntington Board of Trustees as additional insureds, by endorsement;*
  - b) *Provide for the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders;*
  - c) *Further provide that the Certificate Holders shall be notified thirty (30) days prior to any cancellation, nonrenewal or material change of action; and*
  - d) *Specifically reference the special event or activity that is the subject of this permit, including event name, date and location.*
- *Please note that there will be additional Insurance Requirements for all Special Events including Food, Alcohol, Animals and/or other high risk activities. Specific information regarding any additional requirements will be provided at the mandatory intake meeting with a member of the Department of Parks and Recreation and the Town Attorney's Office.*
- *All Insurance Coverage Limits and Requirements will be determined by the Huntington Town Attorney.*

#### **FOOD AND/OR BEVERAGE VENDOR REQUIREMENTS:**

All Food and/or Beverage Vendors participating in a Special Event are required to provide the following documentation to the Town of Huntington:

- *Suffolk County Department of Health Services Vendor's Application and Permit for Temporary Event for each Food Vendor or, in the case of a Food Vendor with a mobile unit, a copy of his/her annual permit from the Suffolk County Department of Health Services.*
- *Certificate of Insurance from evidencing General Liability Insurance Coverage with limits of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence / TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) in the aggregate. Said coverage must be in occurrence format and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees. All insurance carriers must be authorized to do business in the State of New York. Certificates must: a) name the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders; b) include the Town of Huntington and the Town of Huntington Board of Trustees as Additional Insureds, by endorsement; and c) include the name, date and location of the event.*
- *A Certificate of Insurance evidencing Worker's Compensation/Disability Coverage for the Food Vendors Employees must be included, or a signed and dated Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage provided.*
- *A Certificate of Insurance evidencing Automobile Liability coverage in a form and in an amount approved by the Town Attorney.*

**APPLICANTS/PERMIT HOLDERS PLEASE NOTE:** Should a Vendor fail to submit all required documents no later than fifteen (15 days) prior to the date of the Special Event the aforementioned Late Fee shall be imposed on the Applicants/Permit Holder.

**CARNIVALS, ANIMALS, INFLATABLE/BOUNCE HOUSE EQUIPMENT AND/OR OTHER HIGH RISK ACTIVITY VENDOR REQUIREMENTS:**

- *A copy of any permit required by any agency having jurisdiction, including, but not limited to the Suffolk County Department of Health Services and the State of New York.*
- *Certificate of Insurance evidencing General Liability Insurance Coverage, from the Amusement Company or Provider providing such equipment/activity at the event with limits of no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) per occurrence. Said coverage must be in occurrence format and shall be primary and non-contributory coverage for the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees. Certificates must: a) name the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders; b) include the Town of Huntington and the Town of Huntington Board of Trustees as Additional Insureds, by endorsement; and c) include the name, date and location of the event.*
- *A Certificate evidencing Worker's Compensation/Disability Coverage for the Amusement Company or Provider Employees must be included, or a signed and dated Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage provided.*
- *A Certificate of Insurance evidencing Automobile Liability coverage in a form and in an amount approved by the Town Attorney.*

**APPLICANTS/PERMIT HOLDERS PLEASE NOTE:** Should a Vendor fail to submit all required documents no later than fifteen (15 days) prior to the date of the Special Event the aforementioned Late Fee shall be imposed on the Applicant/Permit Holder.

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:**

Upon the submission and approval of all required documents for a Special Event, Applicant/Permit Holder shall be required to sign a Town of Huntington Hold Harmless and Indemnification Agreement provided by the Huntington Town Attorney's Office. Such Agreement shall include provisions requiring Applicant/Permit Holder to:

- a) *Hold harmless, defend and indemnify the Town of Huntington and Town of Huntington Board of Trustees, their agents, servants and/ or employees against any and all claims arising out of the special event, including but not limited to all acts and/or claims involving or otherwise relating to any and all artists, entertainers, vendors and/or providers participating in this event;*
- b) *Release the Town of Huntington and the Town of Huntington Board of Trustees, their agents, servants and/or employees from any claims for personal injury, including death, and attorneys' fees which may arise out of its Special Event; and*
- c) *Hold harmless, defend and indemnify the Town of Huntington and Town of Huntington Board of Trustees, their agents, servants and/ or employees against any and all claims and liability arising out of the special event, including, but not limited to claims for personal injury, including death, property damage and attorneys' fees.*

## **ADDITIONAL REQUIRED PERMITS:**

Applicants will be advised of additional required permits at the mandatory intake meeting. Information and permit applications, including, but not limited to, the following will be provided:

- Sound Device Permit
- Tent Permit
- Propane Permit
- Carnivals, Fairs and Amusement Event
- Suffolk County Department of Health Services Temporary Event Organizer's Permit
- Suffolk County Department of Health Services Temporary Event Vendor's Permit
- New York State Liquor Authority Permit

Copies of all **submitted** required Permit Applications and/or Permits must be provided to the Town of Huntington no later than fifteen (15) days prior to the date of the Special Event.

## SPECIAL EVENT CHECKLIST

EVENT NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

### INSURANCE:

- Event Organizer Insurance Certificates
- Amusement Co./Carnival Insurance Certificates
- Catering Company/Food Vendor Insurance Certificates for each Food Vendor or Catering Company
- Liquor Liability Insurance Certificates
- Pony Rides/ Petting Zoo Insurance Certificates
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### PERMITS/PERMIT APPLICATIONS:

- Town Clerk - Chapter 91 Permit (Carnivals, Fairs and Amusements)
- Parks & Recreation - Special Event Permit Application/Permit
- Bureau of Fire Prevention (Tents)
- Bureau of Fire Prevention (Propane)
- Suffolk County Department of Health Services (Organizer Application/Permit for Special Event)
- Suffolk County Department of Health Services (Vendor Application/Permit for Special Event)-for each Food Vendor
- Suffolk County Department of Health Services (Pony Rides/Petting Zoo Permit)
- New York State Liquor Authority (Temporary Beer & Wine Permit)
- Town Clerk - Sound Device/Amplification Application/Permit
- Town Board Resolution
- Hold Harmless and Indemnification Agreement
- License Agreement
- Equipment Application
- Vendor List/Information
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

★ Please see attached Rules & Regulations for detailed information on event requirements