



Town of Huntington
Peter Nelson Park SPECIAL EVENT
RULES & REGULATIONS
Department of Parks & Recreation
100 Main St, Huntington, N.Y. 11743
(631) 351-3089 Fax: (631) 351-3100
Email: parksandrec@huntingtonny.gov

Thank you for considering John Walsh Park to hold your special event. We sincerely appreciate your interest. To ensure that your special event is run smoothly, we have established the following regulations and guidelines. Should you have any questions, please do not hesitate to speak with one of our staff members. Again, thank you for your consideration.

FEES: **All Application Fees** are **non-refundable** and all application fee payable by check or money order to the Department of Parks and Recreation. **We accept checks, money orders or credit cards as payment.**

Fees:

- Special Event Application Fee: \$100.00** (No Attractions)
- **Special Event Application Fee: \$250.00** (Has Attractions/Equipment)
- **Special Event Permit Fee One Day - \$250.00** (Has Attractions/Equipment)
- **Special Event Permit Fee Two Day - \$450.00** (Has Attractions/Equipment)
- **Special Event Permit Fee Three Day - \$650.00** (Has Attractions/Equipment)
- **Equipment Application Fee: \$100.00**
- **Added Fee for Event that Includes Food and/or Alcohol - \$150.00**
- Permit Applications must be filed at least thirty (30) days prior to the special event in order to be reviewed and processed.
- A permit will not be issued until all requirements are met.
- "If you do not submit all documents fifteen (15) days prior to your scheduled event, your event may be in jeopardy of not going forward as planned."
- No event will be permitted at any parks and recreation facility/or town property unless a written permit has been granted. The permitter must have the original permit in their possession at the site while the special event is taking place.
- The permit holder and/or his/her designee must provide a cellular telephone number that will be available for communications for the entire duration of the event.

If a permit is granted, the permitter shall be subject to the rules, regulations and ordinances of the Town of Huntington and to all regulations, ordinances and other laws of Suffolk County, New York State and any other agency having jurisdiction.

- Possession and/or consumption of alcohol beverages is prohibited within all Town property, including parks & beaches, including, adjoining parking areas as per Town Code Public Consumption of Alcoholic Beverages Law §76-3.
- Should there be any injuries, accidents or other health incidents at your special event, you must notify the appropriate first responders required, fire department, ambulance, or 911 and then town Public Safety at 351-3234 immediately. Be sure that all concerned under your permit are aware of the phone number.
- The permitter is responsible for cleaning and restoring the area after the special event. Do not rely on Town staff to clean up your event.
- The permitter is required to post a one thousand dollar (\$1,000) performance bond or certified check made payable to the Department of Parks and Recreation upon application submission or the application will be denied.
- Any permit issued may contain additional conditions and restrictions as imposed by the Director of Parks & Recreation.

For example:

- May be required to reimburse the Town for setup/breakdown/cleanup that will be provided by Town of Huntington Staff.
- The permitter may be required to reimburse the Town for safety/security coverage provided by Town of Huntington Department of Public Safety.
- The permit is not transferable and is revocable at the discretion of the Director of Parks & Recreation.

Failure to comply with the terms and conditions of any permit shall be a violation of the Huntington Code. If, upon expiration or termination of the permit, it is determined that a permittee has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute or rule, the following may apply:

- Forfeit any performance bond or certified check and it will be retained by the Town to restore the properties to its original condition and repair any damage.
- Any additional costs incurred by the Town shall be borne by the permitter.

1. **INSURANCE**

Comprehensive Liability Insurance must be carried by any organization using Town owned property or a permit will not be issued.

- For the term of this permit, the applicant/permitter agrees to secure, and maintain in full force and effect, Liability Insurance in the amount of two million and no/100

dollars (\$2,000,000.00 per person/\$2,000,000.00 per occurrence for bodily injury). Said coverage shall be in occurrence format.

- Prior to the execution of this Agreement, the applicant /permitter shall furnish to the Town of Huntington Attorney's Office a certificate of Insurance evidencing the aforesaid insurance requirements. Said certificate shall:

- 1) Name the town an Town Board of Trustees as additional insured by endorsement;
- 2) provide for the town an Town Board of Trustees as Certificate Holders;
- 3) further provide that the Certificate Holders shall be notified thirty (30) days prior to any cancellation, nonrenewal or material change of action; and
- 4) Specifically reference the special event or activity that is the subject of this permit.

Additional insurance requirements will be based on the following criteria:

- a). Whether the special event involves the sale and or consumption of food or alcoholic beverages.
- b). whether the special event involves the installation of a temporary structure or stage.
- c). Entertainment & Recreational Equipment (Inflatables) – Special Permit and Insurance is required.

2. HOLD HARMLESS & INDEMNIFY AGREEMENT

Applicant must sign a hold harmless and indemnification agreement with the Town Attorney's office upon submission of all of the above (also see check list provided) to the Parks and Recreation Department, which shall include provisions requiring applicant to:

- Hold harmless, indemnify and defend the Town and Town Board of Trustees, their agents, servants and/ or employees against any and all claims arising out of this special event, including but not limited to all acts and/or claims involving or otherwise relating to any and all artists, vendors and/or providers participating in this event.
- Defend, indemnify and hold the Town and Town Board of Trustees their agents, servants and/or employees harmless from and against all claims, including reasonable attorney fees and liability arising out of or in connection with the aforesaid special event and use of Town and Town Board of Trustees property as described herein. Further, it is expressly understood that such indemnity of the Town shall not be limited by reason of enumeration of any insurance coverage herein provided.

3. PERFORMANCE BOND

The organization must post a performance bond or certified check in the amount of one thousand dollars (\$1,000), to be held as security to ensure that the property or equipment which will be used at the special event is restored, to a condition acceptable to the Director of Parks and Recreation.

- A representative of the Town and the organization will review the area used on the day after the special event to assess the condition of the area used, as well as the equipment. If the property has been restored to the satisfaction of the Director of Parks & Recreation and there has been no damage to the Town of Huntington property, the security shall be returned.

4. SET-UP/BREAK-DOWN/CLEAN-UP/RESTORATION IN PARK BY TOWN STAFF

No preparation, prior to or clean up following, a special event shall take place between the hours of 11p.m. and 7:00a.m.

- The Permit holder will be responsible for removing their equipment or debris at the conclusion of the event.
- Permit holder shall be required to reimburse the Town of Huntington for any services rendered by town staff in conjunction with the special event, including town security.
- Town shall provide reimbursement costs depending on size of special event prior to issuing final permit.
- For 4hrs/day minimum staff hour/ costs for weekday and weekend:
 - Weekdays after 3pm :
 - Weekends & Holidays :

5. SOUND DEVICE (CODE # 141)

Any organization planning a special event that would include amplification of any classification must file an application for a Sound Device Permit Town Code #141 Noise with the Town Clerk's Office at 351-3206. A copy of the approved permit must be submitted with your organizations application to the Department of Parks and Recreation no later than fifteen (15) days prior to the special event.

6. TENTS AND PROPANE (CODE # 329-N TENTS - 377-N PROPANE)

All tents larger than 10'x12' or 120 square feet require that a permit be issued by the Town of Huntington Fire Prevention Bureau.

- The Town of Huntington Fire Prevention Bureau for rules and regulations at 351-3138.

- Use of propane requires that a separate permit application be submitted to the Town of Huntington Fire Prevention Bureau.

A copy of these permits shall be submitted to the Parks and Recreation Department no later than 15 days prior to the special event.

7. Food

If the organization is planning to sell or serve food and/ or beverages at its special event, it must have Town of Huntington approval and a Suffolk County Department of Health Services Bureau of Environmental Protection Vendors Temporary Food Service Permit 631-852-5997 Division of Health Services Food Control. A copy of the approved application, submitted to and/ or any permit issued by Suffolk County Department of Health Services must be submitted to the Department of Parks and Recreation for review before a final permit will be granted.

8. ENTERTAINMENT & RECREATIONAL EQUIPMENT (§ 91-1 THRU § 91.17)

Any organization wanting to operate or provide entertainment, carnivals, circuses, fairs and or recreational equipment at its special event must apply for permit from the Town Clerk, on the special application form available at the Town Clerks Office.

A copy of the Town Clerks approved permit shall be submitted to the Parks and Recreation Department no later than 15 days prior to the special event.

9. ADVERTISEMENTS

Applicants, who plan on advertising their special event, must provide copies of all advertising materials with application submittals at the time of application.

10. Town of Huntington Ordinances:

All applicants are required to be aware of the following applicable provisions of the Town Code:

Public Consumption of Alcoholic Beverages§76-3

And/or Carrying Open Container of Same	\$76-4
Overnight Parking, Housing of Camping	\$159-20
Open Fires	\$159-18
Animals	\$159-18
Littering	\$159-7
Destructing or Defacing Park Property	\$159-5
Parking in Other Than Designated Spaces	\$159-8
Speed in Excess of 10 m.p.h.	\$159-8
Loitering After Dark	\$159-20
ATV's	\$193-3
Soliciting	\$159-18
Peddling or Selling	\$159-19
Rollerblading, Skating or Sledding	\$159-16
Firearms & Weapons	\$159-14
Boating in Bathing Area	\$159-13
Smoking in Public Building	\$111-285

11. Map of Heckscher Park

- A map of Heckscher Park is available and is part of the application permit process and the applicant is required to mark up on said map the special event location (s) the applicant desires to use for their event.
- Please take note green areas are permitted special event areas and red areas are event off-limit areas. For example: The exceptions are for Town run/operated programs, they take priority on all permits.
- Red off-limit special event Areas:
 - 9/11 Memorial & grass circle area
 - Amphitheatre & amphitheatre sitting area
 - Playground area
 - Tennis courts area
 - Pond & pond islands and pond walkway
 - Museum & parking area
- If permitter/ and or vendors needs to drop-off equipment, supplies, there are restrictions and special rules for vehicle access.
 - Marked on map vehicle access service road, permittee must provide a minimum of two (2) staff to walk along with their vehicle.

Town & Other Agency Code Attachments

Town Clerk

Amplification

Carnivals/Entertainment

Fire Bureau

Tents & Propane

Suffolk County

Vendors Temporary Food Service Application

Organizer's Application for Temporary Permit