



**Town of Huntington
Department of Parks and Recreation
Adult & Youth Tournament Policy 2024**

All requests for tournaments must meet the following deadlines:

Spring Tournaments-no later than January 31, 2024

Summer Tournaments-no later than March 15, 2024

Fall, Winter Tournaments-no later than July 1, 2024

ALL TOURNAMENTS / SPECIAL EVENTS USING TOWN FIELDS / SHOWCASES take precedence over any regular field play scheduled during Spring, Summer, Fall or Winter season.

For special events such as tournaments, shows and athletic events utilizing Town Facilities, a fee may not be legally charged.

However, due to the nature of some events, soliciting donations may be approved. Approval must be secured in writing from the Department of Parks and Recreation Director.

Any donations collected for tournament play on Town fields must have prior approval of the Department of Parks and Recreation and be recorded on the Tournament Donation form. This is to insure uniformity and fair-play for all participants.

Due to budgeting restraints, all services provided by the Department for tournaments and special events must be performed Monday through Friday between the hours of 7:30AM and 3:30PM.

Therefore, no services can be performed for those activities, which will be conducted on weekends or any weekday after 3:30PM.

The Department will provide technical assistance in the general organization of these events. Assistance will also be provided in the form of equipment and supplies, if available.

All tournaments held on Town fields must be open to all Town Resident Teams. If there are any openings still available for the tournament, it may be opened to non-resident teams at a higher donation.

The difference between the donations for resident and non-resident teams must be contributed to a local Huntington Charity.

Tournament donation must be the same for all Town resident teams regardless of officials and organization affiliations.

Open to all teams in the Town on a first come, first serve basis.

All registration deadlines must be advertised and public knowledge at least two weeks in advance of opening registration and be held on a first come basis.

All tournament dates must fit into the priority schedule established for athletics in use of Town fields:

Tournament Policy continued.

Before the final approval will be issued for a tournament, the notarized rosters must be on file in the Department of Parks and Recreation at least 2 weeks before the starting date of the tournament.

Tournament Director must provide Comprehensive Liability Insurance (2 Million Dollars minimum) 3 weeks prior to event.

Certificate listing event date(s), time and location and naming the Town of Huntington and the Town of Huntington Board of Trustees as additional insured & certificate holder.

A hold harmless agreement is required to finalize paperwork and a permit to be issued.

Tournaments require the payment of a \$100.00 application fee and a separate field use fee of:

SYNTHETIC FIELD FEES YOUTH		
Non-Profit Youth Tournament/Fundraiser/Showcase (Proof required)*	9am-11pm	\$750 per field, per day
For-Profit Youth Tournament/Fundraiser/Showcase (Proof required)*	9am-11pm	\$1500 per field, per day
*weekdays and weekends		

Field use payment is due no later than 30 days prior to tournament.

A FINAL TOURNAMENT REPORT FORM must be completed and returned to the Department of Parks and Recreation the first business day after the conclusion of the tournament.

If the form is not returned, a permit will not be issued the following year.

D & J Refreshments has the first right of refusal to provide your organization food/and or beverages. Please contact D & J with your request. Request that D & J provide you in writing, what they will provide, the hours they will be providing items etc. Copy of document from D & J should be submitted to the Parks and Recreation Department no later than two weeks prior to your event. You can reach D & J at 516-826-4540.

If your organization will not be provided all items needed and you will have a caterer, deli or restaurant a permit for the event must be obtained from SCHSB for off-site catering as well as, organizer (league). Copy of application must be submitted to the Parks and Recreation Department.

Any organization planning to sell food and or beverage at an event must apply to the Suffolk County Health Services Bureau and a copy of the applications submitted to SCHSB are required on file with the Town of Huntington Department of Parks and Recreation before approval will be given to hold an event. See page 4.

Town of Huntington
Department of Parks and Recreation

2024 Tournament Request Form

This form is to be included with a Sports Facilities Use Application and include the \$100 application fee.

Name of Tournament_____

Sponsor of Tournament_____

Tournament Director_____

Address_____ Phone_____

Tournament Date ('s) _____

Single Elimination_____ Double Elimination_____ Other_____

Maximum number of teams in Tournament: Male_____ Female_____

Entry Donation per Resident Team \$_____ Non-resident Team \$_____

Any additional costs per team \$_____ (Explain) _____

Any other requirements for entry into tournament (explain) _____

Charity to receive
contribution_____

Name

Address town zip phone

Copy of Tournament Announcements must be provided with application

Registration Information

Starting Date: _____ Time(s) (EXACT) _____

Contact: _____
Name address town/zip

Phone # of Contact: _____ Registration Deadline: _____

Location Time(s) Day(s)

Tournament Request: (must directly relate to the anticipated number of teams)

The applicant understands and acknowledges that the information provided in the application is true and accurate, and that the Town of Huntington, Huntington Board of Trustees, and the Department of Parks and Recreation are relying on these statements and representations as a basis for the issuance of a permit.

INSURANCE CERTIFICATE MUST BE RECEIVED 3 WEEKS PRIOR TO YOUR EVENT.

No alcoholic beverages are permitted in Town of Huntington Parks, Town Code §159.18.

- ♦ NO METAL CLEATS ON TOWN BALLFIELDS.
- ♦ **Softball** - Ball Specifications: MAXIMUM .44 core and 400 compression. Core and compression must be imprinted on ball.
- ♦ **Softball** - No team may score more than “four” over the fence homeruns per game.

The above listed must be included in all literature regarding tournament (flyer, web-site etc.)

- ♦ No exceeding of time listed on your permit.

FOOD

Copies of applications to Suffolk County Bureau of Public Health Bureau (for serving food) must accompany insurance 3 weeks prior to event (no exceptions). Below is contact information and frequently asked questions of the Suffolk County Bureau of Public Health Protection:

**360 Yaphank Avenue, Suite 2A,
Yaphank, New York 11980**

Do I need a permit to operate at a temporary event such as a feast, fair, festival or carnival, tournament?

Yes. Both organizers and individual vendors must obtain permits. Vendor must be licensed for off-site catering.

How do I obtain information on the requirements to operate at a temporary event?

Contact the Department at the address above or call **(631) 852-5999**.

What is a HACCP inspection?

First, HACCP stands for Hazard Analysis Critical Control Point. This type of inspection focuses on the steps in food preparation that are most likely to cause a food borne illness if not properly handled. It is a nationally recognized inspection and is practiced by regulators and the food industry alike.

Do I need a permit to sell or provide food at a church or fraternal function?

A permit is necessary if a charitable organization wishes to sell any food items at a fair or carnival from a booth or trailer.

TOWN OF HUNTINGTON- Parks, Beaches & Other Facilities



Special Event Application 2024

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 \$100.00 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 _____

Town / Zip code

Street

Organization (if applicable) _____

Phone number

Additional outside Organization or Entity (if applicable) _____

Name

Phone number

Is there a Co-sponsor? YES / NO if YES: _____

Phone number

Organization on-site designated holder: _____

Cellular telephone number

Name

Is your organization/business a Not-for-Profit Organization/Business? YES/NO

If YES, attached proof of valid registration with NYS Secretary of States

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)? YES NO
(If yes, apply to Fire Marshall's Office, as per Town Code Chapter 111)

Will you have canopy in excess of 20'x20' (or larger than 400 square feet)? YES NO
(If yes, apply to Fire Marshall's Office, as per Town Code Chapter 111)

Will food/food vendors be part of your event? YES NO

If YES, describe: _____

Will alcoholic beverages be part of your event? (Apply to NYS State Liquor Authority) YES NO

Will propane be used at the event?
YES NO

(If yes, apply to Town Fire Marshal, as per Town Code Chapter 111)

Will there be inflatables / live animals / entertainment equipment at the event? YES NO

If YES, describe: _____

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