

January 9, 2019

Dear 2019 Special Event Applicant:

First and foremost, I want to thank you for your past interest in utilizing a Town of Huntington facility to host your special event. We hope that your experience was positive and have implemented some changes and new procedures to improve efficiency for future events. I am writing to advise you of changes to the application process and requirements for obtaining a permit for a special event.

First, we have changed the initial date of accepting applications. For the coming year, we will begin accepting new special event applications on January 23, 2019 at Town Hall. As in past practice, numbers will be given to better accommodate our first-come, first-served process.

Second, in an effort to avoid last minute scheduling problems, I have instructed my staff to strongly adhere to the requirement that Special Event Applications be submitted to our office no later than thirty (30) days prior to a requested special event date. Special Event Applications will not be accepted with less than thirty (30) days' notice. All other documents related to a Special Event are required to be submitted no later than fifteen (15) days prior to the date of the scheduled Special Event. In the past, many applicants have failed to provide required paperwork on a timely basis. It is important to understand that much of this documentation is required by other Town Hall departments, including the Town Attorney. If required documentation is not provided within this time frame, applications may be deemed incomplete and will not be processed. Please be further advised that a late fee has been implemented if required documents are not submitted fifteen (15) days prior to the event.

Third, 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. The point of contact for the applicant will be advised of the date of the intake meeting by Denise Lauer of the Department of Parks and Recreation.

Fourth, please be advised of some fee changes for the special event applications:

Special Event Application Fee – Town Beaches and Parks	\$100.00
Special Event Application Fee – Heckscher Park	\$250.00
Special Event Application Fee – Peter Nelson Park	\$250.00

Special Event Application Fee – John Walsh Park	\$250.00
Added Fee for any event which includes food and/or alcohol	\$150.00
Special Event Permit Fee – Heckscher Park	\$250.00
Special Event Permit Fee – Heckscher Park (2 day event)	\$450.00
Special Event Permit Fee – Heckscher Park (3 or more days event)	\$650.00
Special Event Permit Fee – Peter Nelson Park	\$250.00
Special Event Permit Fee – Peter Nelson Park (2 day event)	\$450.00
Special Event Permit Fee – Peter Nelson Park (3 or more days event)	\$650.00
Special Event Permit Fee – John Walsh Park	\$250.00
Special Event Permit Fee – John Walsh Park (2 day event)	\$450.00
Special Event Permit Fee – John Walsh Park (3 or more days event)	\$650.00
Special Event Equipment Application Fee	\$100.00

Fifth, as referenced above, the Town has implemented Special Event Permit Fees. In the future, the Town Board may implement additional Permit Fees.

Lastly, as a reminder, in accordance with New York State Liquor Authority rules and regulations, the Town no longer issues notarized permits for the consumption of beer and wine for picnics. Applicants seeking to include beer and/or wine at a special event on Town property are now required to obtain a Temporary Beer, Wine and Cider Permit from the New York State Liquor Authority. Information and access to the Liquor Authority’s on-line application process may be found on the Authority’s website - <http://www.sla.ny.gov/>. This site contains complete information on what’s required to obtain special event permits. Furthermore, if permission for beer and/or wine is requested on our application, the Town will require a certificate of insurance evidencing Liquor Liability Insurance Coverage as part of the permitting process.

If a special event includes the services of a catering company, restaurant or food vendor, such entity will be required to obtain and provide certificates of insurance and S.C. Department of Health Services Permits to the Town of Huntington.

Specific information regarding insurance and other requirements will be provided with the Department of Parks and Recreation Special Event Packet available on the Town of Huntington website.

For further information on our application process and to download an application, please refer to our website at <http://huntingtonny.gov/content/13749/13843/15187/99834/19838/default.aspx>. Again, thank you for your continued support and interest. If you have any questions, or would like to set up a meeting to discuss these requirements, please do not hesitate to contact me at 351-3089.

Sincerely,

Greg Wagner  
 Director, Parks and Recreation Department