

**TOWN OF HUNTINGTON- Parks, Beaches & Other Facilities**

**Special Event Application 2022**

**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 \$50.00 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 \_\_\_\_\_

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