



**Town of Huntington  
Department of Parks and Recreation  
Adult & Youth Tournament Policy 2023**

**All requests for tournaments must meet the following deadlines:**

**Spring Tournaments-no later than January 31, 2023**

**Summer Tournaments-no later than March 15, 2023**

**Fall, Winter Tournaments-no later than July 1, 2023**

**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:

DAY	DATE	FIELDS	TIME	LEAGUES AFFECTED
Mon.	1/2/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon.	5/29/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon.	7/4/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon.	9/4/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon	10/9/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Thurs.-Fri.	11/23/23-11/24/23	ALL PARKS	ALL TIMES	ALL LEAGUES
Mon. - Tues	12/25.23 -12/26/23	ALL PARKS	ALL TIMES	ALL LEAGUES

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.

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**.

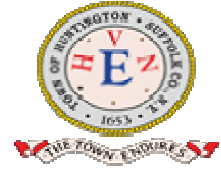
**What is a HACCP inspection?**

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  
Department of Parks and Recreation  
2023 Final Tournament Report Form  
(Due first business day after completion of Tournament)



Name of  
Tournament \_\_\_\_\_

Sponsor of Tournament \_\_\_\_\_

Date ('s) of Tournament \_\_\_\_\_

Number of Teams in Tournament:

Resident \_\_\_\_\_ Non-resident \_\_\_\_\_ Total Teams \_\_\_\_\_

Revenue Total for Tournament \$ \_\_\_\_\_

Expenditures for Tournament: Balls \$ \_\_\_\_\_

Trophies \$ \_\_\_\_\_

Officials \$ \_\_\_\_\_

Administration \$ \_\_\_\_\_

misc. (list) \$ \_\_\_\_\_

\$ \_\_\_\_\_

Payment to Town \$ \_\_\_\_\_

Contribution to Charity \$ \_\_\_\_\_

Charity donated to \_\_\_\_\_

*Name*

Email Address \_\_\_\_\_

\_\_\_\_\_  
*Address town zip*

\_\_\_\_\_  
*Contact at charity phone #*

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

**IF THIS FORM IS NOT COMPLETE AND RETURNED TO THE DEPARTMENT OF PARKS AND RECREATION AT THE CONCLUSION OF THE TOURNAMENT, A PERMIT WILL NOT BE ISSUED FOR THE NEXT YEAR.**

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



**Special Event Application 2023**

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: \_\_\_\_\_

Name

Cellular telephone number

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