

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 2020

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

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