



## “EQUIPMENT PERMIT” HELPFUL INFORMATION

- ALL ORGANIZATIONS must submit a new and complete application, including all required paperwork, regardless of equipment permits held in previous years.
- Applications should be submitted a minimum of 90 days before the event.
- Applicants should use a separate application for each separate event.
- Organizations no longer need to write a letter requesting equipment. The application will suffice (unless it is a charity event).
- Proof of Insurance listing the Town of Oyster Bay as “additional insured” is required for all events.
- If the “Charity Event” box is checked, you will be required to provide the following paperwork:
  - A letter from the applicant explaining who you are and/or what your organization is, why the organization exists, what the event/cause is, who is benefitting from the event, your relationship to the recipient, how the money is being raised, and how the monies raised are being allocated.
  - A letter from the party receiving the donated money verifying that they are the recipient and are benefitting from this event.
  - Proof of 501(c)(3) status from organizations classified as such.
  - Any flyers or printed materials advertising the event.
- Applicants should keep in mind that permits will be issued 60-75 days prior to your event. Priority will be given to our “Legacy Groups”, which are organizations that have historically held permits for equipment in the past, provided the application from that group is received on time. (If an application is not received at least 90 days prior to an event, the permit may be issued to another organization and it should not be expected that the requested equipment will still be available.)
- ALL ORGANIZATIONS should notify the Permits Division of any changes originally submitted on the application or corresponding paperwork.
- If the Showmobile is staying at one location for multiple days, the organization will only be charged for the times that the Showmobile is open (not the time that the Showmobile is closed, stored and not being used).
- Rain Dates are subject to availability, unless booked and paid for ahead of time. It is up to the organization if they want to book and pay for equipment for additional days, but no refunds will be issued for either the rained out date or any unused rain dates since another organization was not able to rent the equipment for those days.
- **Application Procedure:**
  - Applications are available on our website at [www.oysterbaytown.com](http://www.oysterbaytown.com) (click on “Parks” and then “Town Parks” where you’ll find the permit information OR click on “Applications, Permits, Licenses and Forms” on the left side of the page and scroll down to the “Parks Department” heading).
  - No checks should be sent until the application has been approved. You will receive an invoice including the price owed. You may mail in the check or bring it in to the office. Once the check is received, you will be given the permit. Checks should be made out to “Town of Oyster Bay”. The applicant’s phone number must be listed on the check.
  - Completed applications, along with required documentation, may be submitted in person or by mail (Town of Oyster Bay, Parks Department Permits Division, 977 Hicksville Road, Massapequa, NY 11758).

*If you have any further questions, you may call the Parks Department Permits Office at (516) 797-4156 or e-mail [equipment@oysterbay-ny.gov](mailto:equipment@oysterbay-ny.gov).*