**EQUIPMENT PERMIT APPLICATION**

Name of Event: ________________________________________________

Location of Event: _____________________________________________

Exact Location where Equipment should be delivered: ___________________________________________________________________

Delivery Date and Time: ___________________________ Pick-Up Date and Time: ___________________________

Day of Event Contact Person & Cell Phone Number: ___________________________

Actual Event Dates and Times (as advertised to public):

<table>
<thead>
<tr>
<th>EQUIPMENT TYPE</th>
<th>REQUESTED QUANTITY</th>
<th>RENTAL RATE (per piece of equipment)</th>
<th>DELIVERY &amp; SET-UP FEES</th>
</tr>
</thead>
</table>
| SHOWMOBILE           |                     | $175 for the first day
                      |                     | $100 each additional day            | $75 per event          |
| PORTABLE LIGHTS      | (available only for special events using Town Showmobile) | $50 per light, per day | $50 per event |

- **NO CHECKS SHOULD BE MAILED AT THIS TIME.** If application is approved, you will receive a written invoice. At that time, a check may be sent in, made out to the “Town of Oyster Bay” and the permit will be issued.
- **PROOF OF INSURANCE** (with “Town of Oyster Bay” listed as “Additional Insured”), along with ENDORSEMENT PAGE, must be provided.
- **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT (516) 797-4156.**

Applicant’s Name:

Requesting Organization: _____________________________ Is your organization located within the Town of Oyster Bay?

☐ YES ☐ NO

Organization’s Mailing Address:

Street _____________________________ P.O. Box _____________________________

City _____________________________ State _____________________________ Zip Code _____________________________

Applicant’s Contact Information:

Home Phone _____________________________ Cell Phone _____________________________ E-mail Address _____________________________

The APPLICANT understands and acknowledges that the information provided in the application is true and accurate, and that the Town of Oyster Bay and the Department of Parks are relying on these statements and representations as a basis for the issuance of a permit. The APPLICANT agrees to abide by the terms set forth in this application, and the Rules and Regulations of the Town of Oyster Bay and the Department of Parks. Any violation of the rules herein will result in the permit being revoked and the forfeiture of all money received.

_________________________________________ _____________________________

APPLICANT’S SIGNATURE DATE

FOR OFFICE USE ONLY:

☐ APPROVED BY ____________ Amount Paid: _____________________________

☐ DENIED BY ______________ Date: _____________________________

☐ HOLD (Special Event) Check #: _____________________________

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